

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
 Minutes of the Contact Group meeting held at Hinsley Hall on:
THURSDAY 12 JANUARY 2022 AT 13.30PM

PRESENT Father Tim Swinglehurst – Chair Principal
 KF– Diocesan Director of Education RR Deputy Diocesan Director of Education

IN ATTENDANCE: Susan Francis – Clerk to Corporation
 KA – Diocesan Property Department
 Notre Dame Director of Finance and Operations (DFO)

Father Tim opened the meeting with a prayer.

1.00 APOLOGIES FOR ABSENCE	ACTION
<p>1.01 Apologies for absence were received and accepted from David Wright – Chair of Governors. After brief introductions, Father Tim welcomed everyone to the meeting.</p>	
<p>2.00 MINUTES OF THE LAST MEETING</p> <p>2.01 Minutes from the Contact Group meeting on 8 June 2022 were agreed as a true record and the Chair was authorised to sign them.</p>	
<p>3.00 REVIEW ACTIONS AND MATTERS ARISING</p> <p>3.01 <u>Minute 3.01 – College Insurance</u> Ongoing: The background of insurance between the College and Diocese was shared. That a College site visit from the insurers would need to take place to secure an up-to-date insurance valuation. Details around this were clarified. DFO would deal with this and promised to keep the Diocese informed on progress.</p>	KP
<p>3.02 <u>Minute 3.03 – Contact with other post 16 providers</u> Completed: The Principal had established contact with the other Diocesan providers of post-16 education through the COLDs network. Any useful information from these meetings would be shared with the Diocese. A point of consideration was raised by a member of the group and after a brief discussion, all agreed that no further action would be required for now. Thanks were given for having thought about the College in this regard.</p>	
<p>3.03 <u>Minute 3.04 – Health and Safety liability check list for the Diocese</u> Ongoing: Information and the reasons behind this check list were explained. KA would check if the document had been submitted and signed by the appropriate signatories.</p>	KA
<p>4.00 CAPITAL BUILD UPDATE</p> <p>4.01 <i>A verbal update was given and recent photos pf progress to date shared.</i> The Principal explained that work on the capital build project was going well, it was on schedule and on budget. The contractors, Triton, were confident that the ten-day delay due to finding a 15-foot dry well during</p>	

demolition would not have a negative impact on the scheduled completion date. Further details of the works that had been carried out to the build were given.

Regular meetings took place between the College and contractors.

- 4.02 In response to a question about the completion date, the Principal noted that it would be finished in February followed by a two-week snagging period. The Easter holidays would be used to move classroom equipment in to minimise disruption to students. Assurances were given that Fr M was being kept up to date with progress.
An invitation to members of the Group and Fr M to visit the site was issued by the Principal.

5.00 UPDATE FROM THE OFFICE OF NATIONAL STATISTICS (ONS) and
5.01 CATHOLIC EDUCATION SERVICE (CES)

The Principal informed the Group that a decision had been made in November 2022 to reclassify Colleges from the private to public sector. This came into effect immediately. The benefit of being able to reclaim VAT (Value Added Tax) as a public institution had not been included in the reclassification details.

The SFCA (Sixth Form College Association) were in dialogue with the Department for Education (DfE) to look at what other implications this would have for the College.

The possible benefits of this decision with regards insurance and access to grant funding were discussed.

6.00 ANY OTHER URGENT BUSINESS

- 6.01 As the composition of the Group had changed with three new members of staff having recently taken up post, clarification as to the remit of the Group was sought.

The point of the Group was to ensure, ongoing positive working relationships, clear communication and collaboration between the Diocese and the College.

- 6.02 In order to provide further background as to how the College continued to move forward, the Principal gave information about how the money from the successful T Level funding bid was being spent. That a new bespoke media/IT/drop in suite was being created for Media T Level, which would be rolled out in September 202. In addition, new laboratories for the existing Health T Level were in progress.
The positive impact of these T Levels from prospective applicants was discussed.

The Principal concluded by saying how it was vitally important to retain the mission and ethos of the College for the benefit of all stakeholders.

7.00 DATE AND TIME OF NEXT MEETING

- 7.01 The next meeting would be held on **Thursday 9 March 2023 at 1.15 pm**.
The Diocese has kindly offered to provide a sandwich lunch.