

**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE**

Minutes of the **Finance and Physical resources Committee** meeting held via Teams on:  
**THURSDAY 19 JANUARY 2023 AT 5.00PM**

**PRESENT** David Wright (Chair) Matt DiClemente  
Principal

*The quorum for a committee meeting is a **minimum of two governors** excluding the Principal.*

**IN ATTENDANCE:** Natalie Cullen - Governor  
Director of Finance and Operations  
Susan Francis – Clerk to Corporation

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	
1.01	All members were present. N. Cullen had kindly offered to attend to ensure quoracy.	
<b>2.00</b>	<b>DECLARATION OF INTERESTS</b>	
2.01	There were no declarations relating to any agenda item.	
<b>3.00</b>	<b>T LEVEL WAVE 5 TO THE MAXIMUM ALLOWED FOR T LEVEL LEGAL</b>	
3.01	The Chair explained that the extraordinary meeting had been called to look at the proposal to submit a bid for T Level Wave 5 to the maximum allowed for T Level Legal route of £650k and a College contribution of 25% (£162,500). That the Committee would look at: <ul style="list-style-type: none"><li>• the details and timeframe of the bid</li><li>• the financial commitment and implications of the proposed development.</li></ul>	
3.02	The Principal stated that College had. In the past, successfully bid to provide T levels which met industry standards. The new wave of T Level bids was launched in November 2022, the Principal and AHR had done a lot of preparatory work ahead of the new Director of Finance and Operations taking up post in January 2023. Meetings had taken place with College and AHR on 6 and 13 January 2023.	
3.03	The College had a successful programme of T Levels in place, and it was hoped to build on this with T Level Legal. As Leeds was a centre of excellence for the legal profession, and College had established contacts with various law firms through the teaching of A level/BTEC Law and Criminology, all agreed that this would be a positive way forward. A number of these legal contacts had already agreed to offer placements should the bid be successful.	
3.04	The Principal announced new curriculum plans (only shared on 17 January) from the Department for Education (DfE) to defund a number of courses including BTEC Law and Criminology with the last course starting	

in 2024 and finishing in 2026. That the opportunity to provide a T Level Legal had come at a most opportune time.

- 3.05 AHR had looked at the industry standard and costed a plan for a moot courtroom and adjacent classroom (plans had been shared). These would be situated in the old Maths department, who would move to the new build this year. This area of the estate was very old and in need of an overhaul to ensure better sustainability and improved carbon footprint.
- 3.06 The proposed plan to create a moot courtroom, adjacent classroom and a bank of WC's including an accessible WC, ensuring it met sustainability goals would be £650,000. College had been very clear that the cost could not exceed the stipulated £650,000. This final figure included contingencies and covered everything apart from loose furniture, which would be recycled from the existing classrooms.
- 3.07 The re-purposing and upgrading of the outdated Maths classrooms would not only allow College to meet sustainability goals, but also to continue to provide an outstanding education as well as meeting the needs of the local legal profession.
- 3.08 There followed a discussion around the number of students who currently studied A Level Law, BTEC Law and Criminology and the potential impact of the decision to defund two of these courses on student numbers. Governors were assured that student numbers would not be affected. A variety of alternative pathways would be signposted to students ahead of the course withdrawal.  
College would think strategically about how to direct new students to different pathways utilising the committed staff already in College. It was stated that, following the announcement about defunding on Tuesday 17<sup>th</sup> January, other Sixth Form Colleges would not have the time to do all the work necessary to submit a bid by the 3 February deadline, hopefully, putting the College in a strong position for a successful bid.
- 3.09 **Q** – What would happen to this area of the estate should the bid not be successful?  
**A** – We would look to do improvements to that area over the summer of 2024 regardless.  
I will ask AHR to do some costings for a refurbishment just in case.
- 3.10 **Financial Commitment**  
The Director of Finance and Operations shared on the screen some financial details (attached) which demonstrated the cash flow forecast and College reserves.
- The process of how the bidding process worked was explained.
  - The College contribution at 25% would be £162,500.
  - That College would be able to sustain a larger contribution (maximum 50% = £350,000) if necessary, as demonstrated on the slides.

**Principal**

- 3.11 A Governor suggested that College budget for the 50% contribution in the hope that a 25% contribution would be accepted. The monies remaining could then be used to improve other areas of the estate. All agreed this was a good idea and the Director of Finance and Operations would investigate this in due course.
- 3.12 **Q** – Is there a possibility of gaining sponsorship from local law firms to help with the items not covered in the bid?  
**A** – This is certainly something we can look at should we be successful.
- 3.13 **Resolved:** Governors were happy with the information provided with regards the T Level Wave 5 bid and were happy to recommend to the Full Corporation that it go ahead.
- 3.14 Details of the bid and minutes of this meeting would be shared with all Governors the following day.
- Governors would be asked to submit any questions to the Chair/Principal as soon as possible given the bid submission date of 3 February.
  - Governors were asked to email the Clerk ([s.francis@notredamecoll.ac.uk](mailto:s.francis@notredamecoll.ac.uk)) with their vote on whether to agree to the bid submission or not by **Thursday 26 January 2023**. (In the case of a tie, the Chair has the casting vote).
- UPDATE:** Governors were provided with minutes of this meeting, financials and plans for the bid. Governors voted via email in favour of the bid submission and were fully supportive of this action.
- 4.00 ANY OTHER URGENT BUSINESS**
- 4.01 There was no other business to address.
- 5.00 DATE AND TIME OF NEXT MEETING**
- 5.01 Finance and Physical Resources meeting via Teams on Thursday 23 February 2023.

**Clerk**  
(actioned)

**Govs**

The meeting closed at 6.00pm.