

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 15 DECEMBER 2021, 17.30,
M1/2, CUVILLY (or via Teams)**

PART 1

Present:

Foundation Members

Mr D Wright (DJW) [Chair], Fr. T Swinglehurst (via Teams), Mr J P Casey (JPC), Fr. M Hall,
Mr M Diclemente (MD – via Teams), Mrs A O'Malley (AOM), Mrs N Cullen (NC – via Teams),
Mrs J McPartlan (JM), Mrs K Cunningham (KC – via Teams), Ms H Hayden (HH – via Teams)

Co-opted Member

Mr C West (CW – via Teams)

Principal

Staff Member

Mr R McKernan (RM)

Clerk

Mrs J Firn (JRF)

Invited to attend: **Director of Finance and Operations, Deputy Principal**

Apologies: Mr J Barnes (JB), Ms S Walker (SW), Mr A Tashani (AT)

21/039 Welcome and Opening Prayer

The Chair welcomed everyone to the meeting and the meeting opened with a Prayer. To aid efficiency, supporting time, GDPR and expense, papers have been streamlined, with detail included in Minutes – any reports available by request to the Clerk.

21/040 Declaration of Interest

There was no Declaration of Interest.

21/041 Minutes of Previous Meeting – Part 1 (29 September 2021) - enclosed
The Minutes were accepted as a correct record and were duly signed by the Chair.

21/042 Matters Arising from Part 1

21/003 Governor Annual Returns

Any outstanding to be returned to Clerk.

21/004 Membership of Committees & Link Governor (SEND / Safeguarding)

- i) AOM has stepped down from Safeguarding / SEND Link Governor and intends to step down in the near future. AOM was thanked for her work.
- ii) JNM will take up the role of Safeguarding / SEND Link Governor.
- iii) HH has renewed her Term of Office.
- iv) DJW and JPC both have forthcoming Term of Office (February 2022); both would like to continue. The reappointment process was discussed. The Clerk will contact the Diocese.
- v) KC has joined the Finance & Physical Resources Committee.

20/124 Leeds Learning Alliance (LLA) Partner Memorandum of Understanding (MoU)

THE PRINCIPAL confirmed that ND is signed up as an Associate Partner only and do not intend to sign the MoU.

21/043 Report of the Student Executive

- i) Various activities have taken place – Culture Day.
- ii) Positive feedback from parents.
- iii) Rehearsals for ‘Notre Dame’s Got Talent’ taking place on 16 December 2021.
- iv) £1k raised for Children in Need.
- v) Mental Health Lead working with SEMH Officer – portal being created.

The Corporation noted the update.

21/044 Report of the Staff Governor - enclosed

The Staff Governor provided an overview of the report which includes updates on:

- i) General overview of staff – pressures and stresses;
- ii) Staff wellbeing;
- Curriculum updates from:
 - iii) A level Business – ND+, Bus to The Future competition, workshops.
 - iv) MFL – ND+; work experience.
 - v) Classics – ND+, extra-curricular Greek, Cafod appeal.
 - vi) Health & Social Care – guest speakers, ND+, January exams.
 - vii) Psychology – webinar, enhancement running group, ‘I’m a scientist get me out of here’ STEM activity ND+.
 - viii) Achievement Tutors – Student Executive update, mental health support, UCAS, personal safety.

- ix) International Students – impact of Covid-19, theatre trips.
- x) English – ‘Editorial Team of the Year’ award / College newspaper.
- xi) Politics / History – visiting speakers (including Hilary Benn MP).
- xii) PE and ND Sports – regular fixtures, consistent programme of sports.
- xiii) Careers – destinations update, volunteering opportunities (37 students supporting Covid booster roll-out), Digital Information Evening, WY Police Careers.
- xiv) Biology – ND+, webinar, interview and study skills, charity fundraising.

Question over whether staff are aware of Governor understanding of the position, and do staff feel supported by the Corporation?

Yes, though a message will be circulated to staff.

The Corporation thanked the Staff Governor and noted the report.

21/045 **Date of next meeting**
Wednesday 30 March 2022.

PART 2 **CONFIDENTIAL ITEMS of the Confidential Supplementary Record**

21/046 **Part 2 of the Meeting 29 September 2021 - Supplementary record**
21/047 **Part 2 Matters Arising**
21/048/-065 **REPORTS FROM COMMITTEES**
21/048-053 **Audit Committee (meeting Tuesday 5 October 2021)**
21/048 **Internal Audit Annual Report 2020/21**
21/049 **Internal Audit Strategy and Audit Plan 2021/22**
21/050 **External Audit Planning Memorandum 2020/21 (prepared by Wylie & Bisset)**
21/051 **External Audit Letter of Engagement 2020/21**
21/052 **Auditors’ Recommendation Tracking Report**
21/053 **Risk Register and Action Plan (incl. Covid-19 Risk Assessment and Contingency Plan)**
21/054-061 **Join Audit Committee and Finance & Physical Resources Committee (meeting 8 December 2021)**
21/054 **External Audit Findings Report – Wylie & Bisset**
21/055 **Letters of Representation – Regularity & Financial Statements**
21/056 **Annual Report of the Corporation & Financial Statements Year End 31st July 2021**
21/057 **Accounting Policies & Going Concern**
21/058 **Financial Regulations**
21/059 **Financial Health**
21/060 **Board Assurance Framework Review**
21/061 **External Audit Service – Tenders**
21/062- **065 Curriculum & Standards Committee’s (meeting 14 December 2021)**
21/062 **College Self-Assessment Report**
21/063 **College Strategic Plan 2021-2024**
21/064 **Student Code of Conduct Policy**
21/065 **Local Offer**

PART 3 **CONFIDENTIAL ITEMS of the Confidential Supplementary Record**

21/066 **Part 3 of the Meeting 29 September 2021 - Supplementary record**
21/067 **Part 3 Matters Arising**
21/068 **Financial Forecasting – Director of Finance & Operations Presentation**
21/069-070 **REPORTS FROM COMMITTEES**
21/069-070 **HR Committee (meeting Tuesday 12 October 2021)**
21/069 **HR Annual Report**
21/00 **Human Resources Committee Terms of Reference**

There being no other business the meeting closed at 20.25.