

**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE**  
Minutes of the Full Corporation meeting held on:

**TUESDAY 26 APRIL 2022 AT 5.30PM**

<b>PRESENT</b>	David Wright (Chair)	Principal
	Paul Casey	Ronan McKernan
	Matthew DiClemente	Jo McPartlan
	Fr. Michael Hall	Fr. Tim Swinglehurst
		Sadie Walker

**IN ATTENDANCE:** Susan Francis – Clerk to Corporation  
Director of Finance and Operations  
Deputy Principal

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	
1.01	Apologies were received and accepted from John Barnes, Helen Hayden and Chris West. No apologies were received from Natalie Cullen.	
1.02	The term of office for Fr Tim Swinglehurst would end on 30 April 2022. After a discussion with the Chair, he kindly agreed to stay on for another year. <b>Resolved:</b> That Fr Tim Swinglehurst be re-appointed as a Foundation Governor for a one-year term of office. The necessary forms would be completed by the Diocese and Fr Tim.	<b>Fr Tim</b>
1.03	The Board had vacancies for two Foundation, one staff, one co-opted and one student governor. It was noted that there were ongoing issues with governor recruitment nationally. The Principal would ask if any colleagues at Leeds Trinity University would be interested in joining the Board at a forthcoming meeting. The Clerk explained that she had registered on Inspiring Governance ( <i>a free, online service that connects schools and trusts in England with skilled volunteers</i> ) and would be working with the newly elected Student Executive to recruit student governors. The possibility that a local ward Councillor could be interested in joining the Board was discussed. SD kindly offered to follow up on this. <i>UPDATE: The Clerk had received an expression of interest from a former member of and, together with the Chair of Governors, was pursuing this.</i>	<b>Clerk</b>  <b>SD</b>
<b>2.00</b>	<b>DECLARATION OF INTERESTS</b>	
2.01	There were no declarations of interest.	
<b>3.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
3.01	The minutes from the Full Corporation meeting held on 15 December 2021, had been circulated as part of the meeting bundle. They were agreed as a true record and the Chair was authorised to sign them.	

#### **4.00 REVIEW ACTIONS AND MATTERS ARISING**

##### **4.01 Minute 21/047 – Cyber Security**

This had been discussed at length at the Audit Committee and assurances given that enhanced software was in place.

#### **5.00 FINANCIAL PERFORMANCE REPORT**

*A report from the Finance Director had been shared in advance of the meeting and governors were invited to ask any questions.*

5.01 A governor asked how much of the in-year funding had been used for the capital build project, to which they were informed that In-year funding was not allocated to the new build project but would be used to enhance existing facilities on site. This had been discussed at the most recent Finance and Physical Resources meeting. A governor urged caution with regards the spending of capital funds, to which reassurance was given that all checks and balances were in place, and any planned works had all been carefully considered and costed. This would be discussed at the next Finance and Physical resources meeting, with any major decisions brought to Full Corporation for approval.

**Finance  
and PR**

5.02 Further details about the proposed summer upgrade works to enhance both the staff and student experience were shared by the Principal. These included:

- Essential maintenance to the steps and canopy between the main building and Cuvilly.
- A refurbishment of the staff room to ensure that it was used effectively and enhance the welfare of the staff. Staff had all been given the opportunity to submit their ideas around this.
- Canopies to be installed over some of the outside picnic tables.

5.03 In addition, there were also plans to update the kitchens and refectory. This would be made possible by a £131,000 capital investment from Chartwells, who had successfully won the contract following a recent catering procurement process. A remodelling of the refectory counter and installation of new vending machines were part of the plans.

5.04 All Heads of Department had been invited to pitch for areas of investment as part of an “Innovation” fund, to a maximum amount of £5,000. There had been a positive response and any suggestions would need to show longevity for them to be brought to fruition.

5.05 Following a query from a governor to see if some funding could be used to provide laptops for students, the Principal explained that students were assessed annually about their IT needs and the most vulnerable students prioritised for laptops, dongles etc.

5.06 A governor asked if there would be an increase in parking spaces available, to which the Principal advised that no additional parking had been planned as part of the capital build project. Further ideas about how the issue of parking could be addressed in the future were shared.

**6.00 CAPITAL DEVELOPMENT PROGRAMME UPDATE AND PROGRESS (verbal report)**

6.01 The Director of Finance and Operations provided a verbal update on the capital build project.

- That work had started on March 21, 2022 and all initial works had been carried out, and the demolition started. A small amount of asbestos had been found in the basement, but this was not a notifiable amount and had been successfully removed by professional under license.
- An alternative entrance for the Chaplaincy had been installed and Father Mark was satisfied with the situation.
- Regular meetings were taking place between the Director of Finance and Operations, the project management team and AHR Building Consultancy.
- It was reported that they were a few days behind schedule due to unforeseen circumstances, but this would not have a financial impact on the project.

6.02 The Chair commented that the minutes of the Contact Group contained information on the Memorandum of Understanding (MOU) between the College and Diocese. Thanks was given to all who had been involved in ensuring the build went ahead.

**7.00 COMMITTEE MINUTES**

7.01 Just before the committee minutes were discussed, the Chair mentioned that the Staff report would be available for the next meeting, that it had been a very busy time for staff given the recent, successful Ofsted inspection. The staff governor shared that a business studies student team had recently won a Business School and Leeds University prize for innovative design, business plan and presentation. Governors offered congratulations to them.

*All committee minutes had been shared prior to the meeting as part of the meeting bundle.*

**7.02 Finance and Physical Resources held on 9 February 2022**

The main points to note from the meeting were:

- The overall financial picture five months into the academic year was positive.
- The financial health of the College was outstanding.

Policies approved:

- **Resolved:** That the International Department Policy was ratified by the Full Corporation.

**RMcK**

7.03 Audit Committee held on 10 March 2022

The Chair of the Committee highlighted the following points:

- There had been an Assurance Review of HR Recruitment carried out in January 2022, and any issues raised had been immediately addressed.
- An Assurance Review of Performance Management and Board Reporting had taken place in March 2022. Amendments to a couple of points had been made following committee suggestions.

7.03.1 Governors were informed that the Risk Register was now in a new user-friendly format. All who had seen it agreed it was an improvement and thanks given to members of SLT (Senior Leadership Team) and the Director of Finance and Operations for making it more intuitive and easier to use. The Committee had discussed the risk appetite of the College. It was agreed that TIAA would provide risk training for the Corporation which would include risk appetite.

7.03.2 Policies that had been recommended for approval at Full Corporation were - **Resolved:**

- Risk Management Policy was last updated in December 2019 – due for renewal (every two years) was ratified by the Full Corporation.
- ICT Acceptable Use Policy for students (last reviewed February 2021 – due to be reviewed February 2022) was ratified by the Full Corporation.
- ICT Acceptable Use Policy for Staff (last reviewed February 2021 – due to be reviewed February 2022) was ratified by the Full Corporation.

7.04 Human Resources held on 15 February 2022

John Barnes was now Chair of this committee.

Policies that had been recommended for approval at Full Corporation were - **Resolved:**

- Support Staff Pay Review Request for Re-grading and Appeals Procedure was ratified by the Full Corporation.
- Non-Teaching Staff Pay Review Request for Re-grading and Appeals Procedure was ratified by the Full Corporation.
- Guidance on Contractors working at Notre Dame (new) was ratified by the Full Corporation.
- Capability (new update under section 1.5 to include policy is n/a to new staff on probation) was ratified by the Full Corporation.
- Grievance, Redundancy, Disciplinary, Bullying and Harassment Policies were ratified by the Full Corporation.

7.05 Curriculum and Standards held on 22 March 2022

The committee had looked at the comprehensive Safeguarding /SEND (Special Educational Needs and Disabilities) Link Governor update, which

had been very useful during the recent Ofsted inspection, and indeed commended in the final Ofsted report. The Board expressed their appreciation to the Link Governor for her time and effort.

Policies that had been recommended for approval at Full Corporation were -  
**Resolved:**

- Teaching and Learning Policy – updated 2018 was ratified by the Full Corporation.
- Lesson Observation Procedure was ratified by the Full Corporation.
- Quality Cycle was ratified by the Full Corporation.
- Students with medical needs policy (new) was ratified by the Full Corporation.

7.06 Contact Group held on 24 March 2022

Information about an issue discussed at this meeting was shared in a separate confidential minute.

- 7.07 The Clerk suggested that a scheme of delegation would be a useful tool when dealing with policies. That the Corporation only needed to ratify some specific policies, but the rest could be delegated to committees. The Terms of Reference for each committee would reflect this change. By moving to a scheme of delegation, College policies could be approved and implemented in a much shorter time scale. That any scrutiny of policies would be reflected in the committee minutes and governors could email the Clerk should they have any points to raise on a policy.  
After a brief discussion about this, all governors agreed that this would be a useful tool moving forwards.

**Resolved:** That from September 2022, the Corporation would use a Scheme of Delegation and updated Terms of Reference.

Clerk

8.00 **PROGRESS AGAINST STRATEGIC PLAN 2021 - 2024**

- 8.01 A report on this had been shared as part of the meeting bundle. The Principal highlighted the following points:

- Lots of work on the strategic aims had been completed, which had been reflected in the outstanding Ofsted report the College had just received.
- The Principal and Director of Catholic Life were both now trained Section 48 Inspectors.
- Ofsted had not identified any areas for improvement, but SLT had picked up on a few things which had been put into action points which would be shared at the next Full Corporation meeting.

Principal  
Full Corp

- 8.02 There was continued development of Stella Maris Leadership Award to be launched across the Diocese. The Award was now recognised by Newman University Birmingham and annual awards would be presented by Leeds Trinity University.

- 8.03 The final Ofsted report was due imminently and the Principal noted that they had commented on the “ambitious curriculum” provided by the College. That it enabled young people and gave confidence for social mobility with T Level provision constantly increasing.  
**UPDATE:** The official Ofsted report was received and shared with all stakeholders on 28 April 2022. Outstanding in all areas.
- 8.04 SLT had completed the NGA (National Governance Association) Ethical Leadership audit, which would need to be rolled out across College and governance. Further information on this would be provided ahead of the next Full Corporation meeting.
- 8.05 In terms of finances, the College was in a healthy position. From a long-term sustainability point of view, a meeting with the Bishop had been held in January 2022 to look at the vision for the College moving forward. More details on this would be addressed at the Away Day on June 29, 2022.
- 8.06 The Principal concluded by mentioning the move away from Moodle and towards the use of SharePoint across College, more details would be available later in the year.
- 9.00 CHAIR’S BUSINESS**
- 9.01 The Chair informed governors that he had successfully applied to be a National Lead of Governance. This would entail him sharing good practice with the wider community, working with both Further Education (FE) and Sixth Form Colleges to support their governance.  
All congratulated the Chair on his appointment.
- 9.02 It was advised that there was regular contact between the Chair, Principal and Clerk.
- 10.00 CLERK’S BUSINESS**
- 10.01 A list of proposed meeting dates for 2022/2023 had been shared by the Clerk ahead of the meeting. These dates had been checked by the Principal, Chair of Governors and Committee Chairs; governors were asked to let the Clerk know if there were any issues with the suggested dates. An updated copy of the meetings would be sent out in due course.
- 10.02 The Clerk drew the attention of governors to certain items of interest.
- **Assessment news**  
Please find below a link to the recent assessment news which you may find useful.
  - [Exam Update 16 - 19](#)
  - [Supporting the wellbeing of staff and Leaders](#)
  - [Top tips to keep your board running smoothly and protect governors’ wellbeing](#)
  - [Greener Governance](#)

**Principal  
Full Corp**

**Clerk**

**11.00 ANY OTHER URGENT BUSINESS**

11.01 There was no other urgent business to address.

**12.00 DATE AND TIME OF NEXT MEETING**

The Away Day date of 6<sup>th</sup> July 2022 would need to be rescheduled.

**UPDATE:** The Away Day was now planned for 29 June at Weetwood Hall as the Bishop was available. Further details would be shared in due course.

**Clerk**

The meeting closed at 7.30pm.