

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

WEDNESDAY 6 JULY 2022 AT 5.30PM

PRESENT	John Barnes (Chaired)	Principal
	Paul Casey	Ronan McKernan
	Natalie Cullen	Jo McPartlan
	Matthew DiClemente	Fr. Tim Swinglehurst
	Fr. Michael Hall	David Wright (from 6.15pm)

IN ATTENDANCE: Susan Francis – Clerk to Corporation
Deputy Principal
Graeme Brown – potential co-opted governor until item 2.

The meeting was opened with a prayer.

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	Apologies were received and accepted from, Helen Hayden, Chris West and Sadie Walker.	
1.02	<p>Graeme Brown was welcomed to the meeting as a potential co-opted governor. He had communicated with the Clerk and Chair and completed an application form before the meeting. He gave a brief history of his experience in Education and as a governor. He had previously worked at the College and was now a Senior Examiner. Clarification that this would not be a conflict of interest was given and all governors reassured. Graeme left the meeting at 5.55pm to enable the Board to take a vote.</p> <p>Following a thorough discussion, the Board voted Graeme Brown on as a co-opted governor. The Clerk informed Graeme of this decision via email. The appropriate paperwork and induction programme would be completed over the summer break.</p> <p>Resolved: That Graeme Brown be a co-opted governor for a four-year term of office.</p>	Clerk
1.03	Two new student governors had been appointed – Gaspar Pretapaula and Araia Sinit. Information on being a student governor had been sent to them and the Clerk had arranged to meet with them at the start of the new term to do a brief induction. They would be at the Full Corporation meeting in October 2022.	
1.04	The Board still had vacancies for two Foundation and one staff governor. It was noted that there were ongoing issues with governor recruitment nationally.	
2.00	DECLARATION OF INTERESTS	
2.01	There were no declarations of interest.	

3.00 MINUTES OF THE LAST MEETING

- 3.01 The minutes from the Full Corporation meeting held on 26 April 2022 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 1.02 – Membership matters

Completed: The necessary Foundation re-appointment forms had been completed by the Diocese and Fr Tim.

4.02 Minute 1.02 – Membership matters

Ongoing: The Clerk had contacted a local ward Councillor who had expressed an interest in joining the Board, but no reply received. Further emails would be sent over the summer to see if being an Associate member would be a better proposition.

Clerk

4.03 Minute 5.01 – In-year funding expenditure

Completed: this expenditure was scrutinised at the Finance and Physical Resources meeting. Summer works expenditure had been approved at the meeting on 22 June 2022, details of which were immediately shared with all governors for information and transparency.

4.04 Minute 7.01 – Staff Report

This would be presented under item 6.

4.05 Minute 7.03.1 – Corporation Risk Training

Ongoing: It was agreed that TIAA (internal auditors) would provide risk training for the Corporation which would include risk appetite at 5.00pm on 13 October.

4.06 Minute 7.07 - Scheme of Delegation

Ongoing: That from September 2022, the Corporation would use a Scheme of Delegation and updated Terms of Reference. This would be in place for the October 2022 meeting.

4.07 Minute 8.01- Ofsted Action Points

Completed: The Principal and SLT (Senior Leadership Team) had shared Ofsted action points at the Full Corporation Away Day on 29 June 2022.

4.08 Minute 8.04 - NGA (National Governance Association) Ethical Leadership

Completed: The Principal had shared Ethical Leadership information at the Full Corporation Away Day on 29 June 2022.

4.09 Minute 10.01 - Proposed Meeting Dates for 2022/2023

Completed: An updated copy of the meetings had been sent out to all governors.

4.10 Minute 12.00 – Away Day

Completed: The Away Day took place on 29 June at Weetwood Hall. Governors and staff had found it to be very worthwhile. Thanks were given to all SLT for their work in presenting and also to the Bishop for attending.

5.00 **COLLEGE FINANCIAL FORECASTING RETURN (CFFR)**

The College Financial Forecasting Return and a supporting commentary from the Finance Director had been shared in advance of the meeting and governors were invited to ask any questions.

5.01 This had been scrutinised at the most recent Finance and Physical Resources meeting on 22 June 2022. Minutes from this meeting had been shared with all governors in advance.

The CFFR gave the income and expenditure of the College and the supporting statement explained the financial risk, impact and mitigation of various scenarios.

It was noted by the Principal that the possible impact of under recruitment coupled with a potential teacher pay award could have a significant impact on the finances of the College, that due diligence would be undertaken in this scenario.

5.02 The Finance and Physical Resources recommended the approval of this by the Full Corporation.

Resolved: That the Full Corporation approved the College Financial Forecasting Return 2022 -2023.

6.00 **STAFF REPORT**

6.01 The staff governor had compiled and shared a report ahead of the meeting and highlighted the following points:

Student executive

- Voting took place for the new student executive team, a record number of votes were cast (1008), with some extremely close results.
- The new team met to discuss their aims and objectives for the year. They had hosted a 90's event this day, which had been very well received.

Achievement Tutors

- The UCAS applications process had begun with Lower Sixth students.
- Upper Sixth students were guided through the student finance application process and also provided some life skills sessions with the aim of preparing students for life after college, both at university and in the working world.
- A record number of UCAS applications had been submitted in January – 970 applications.

T-Level Health Update

- T-Level Health students attended employability sessions. All students successfully attained a placement across Leeds.

A Level Business

- The Department continued to provide daily lunchtime workshops, guest speakers and underperforming students provided with support.

Law

- Bevan Brittan Solicitors visited the Law Department on June 16th to launch their mentoring scheme with Notre Dame Law students.

Modern Foreign Languages

- Students attended the Manchester University LEAF (Language Education A Level and Further) day. Guest speakers, revision sessions were organized. For enhancement, volleyball, climbing and Spanish cinema were available.

Criminology

- Criminology held a bake sale for the charity Victim Support.
- They have lots of ideas and are hoping to do further events next academic year.

English

- Lower and Upper Sixth students had opportunity to attend a Leeds University lecture and a conference with a visiting guest speaker.
- An Upper Sixth student won the York St John University writing competition with a short story entry.

Classics

- Six students had passed their EMACT Greek exam with distinction.

Psychology

- The Department raised £340 for Ukrainian children with a sponsored £5k run around a local park.

Digital T Level

- Twenty-three students were currently out on their industry placements. College had received some glowing reports from these employers, with some looking to offer students employment once they had completed their education.

Philosophy, Ethics & Religious Studies

- On 20th June, 30 students from Diocesan schools were welcomed to the Trinity Cup after a two year break due to Covid.

- 6.02 The Principal commented that there had been very positive feedback to both the Year 10 Taster Days and the recent Year 11 Experience Days held in College. The hard work of all staff and students had been instrumental in this success.

David Wright (Chair of Corporation) joined the meeting at 6.15pm. John Barnes continued to chair the meeting.

7.00 COMMITTEE MINUTES

- 7.01 *The minutes from this committee had been shared prior to the meeting as part of the meeting bundle and governors were asked to refer to them.*

Human Resources held on 24 May 2022

The following areas were discussed:

- Staffing update
- Staff Wellbeing Survey update
- Exam arrangements
- New College Policy Format

- 7.01.1 It was shared that, following a previous discussion, it had been agreed that this Committee would become the Human Resources/Search and Governance Committee. In response to a governor question, the Clerk clarified that the Terms of Reference would reflect this change for the start of the new academic year.

Clerk

- 7.01.2 The difficulty in recruiting a replacement Head of RE, who had gained a promotion in another institution, was highlighted. That the recruitment of RE staff nationally was a challenge, but that College had put arrangements in place to ensure all areas were adequately covered for the new academic year.

- 7.01.3 **Resolved:** That the following policies were all approved by the Full Corporation -

- Local Government Pension Scheme – Employer Discretions Policy
- Leave of Absence Guidance
- Staff Attendance
- Staff Code of Conduct
- Appraisal and Performance Management Policy

The Chair of the committee explained that the removal of any information had been encompassed elsewhere in the policies. The Principal added that all policies went through a rigorous process before being presented to governors at both SLT and committee level. The policies were being streamlined and modernised without losing their efficacy.

- 7.01.4 The Board asked the Principal to elucidate a few points on the Appraisal and Performance Management Policy, which she did to their satisfaction. The use of a Balance Score Card for staff was also explained and reassurance given that staff were being sufficiently challenged in their appraisals. The

fact College was slightly over the ESFA benchmark of 70% for staff costs reflected the wealth of experience of the College staff.

7.02 Contact Group held on 8 June 2022

The minutes from this committee had been shared prior to the meeting as part of the meeting bundle. Governors were asked to refer to them.

The following areas were discussed:

- Capital Build - verbal update
- Catholic Education Service – verbal update

7.02.1 Thanks were given to Kevin Anderson from the Diocesan Property Department for attending these meetings as he was invaluable in giving updates on the capital build and the impact on the Chaplaincy.

7.02.2 The Group had talked about a request from the Office of National Statistics (ONS) asking for specific information about the College were shared by the Principal. The reason behind the email was the possible reclassification of Colleges from the private to public sector. The Principal had attended a webinar with the SFCA (Sixth Form College Association) and the Department for Education (DfE) to gather further information and look at what implications this would have for the College.

The Principal and Chair had discussed this further and following guidance from the SFCA, had now agreed in principle to provide the irrevocable consent for the DfE/ESFA to communicate directly with the College lenders for a limited period of 12 months. A Memorandum of Understanding to that effect had been drawn up and shared with specific governors.

7.03 Finance and Physical Resources held on 22 June 2022

The minutes from this committee had been shared prior to the meeting as part of the meeting bundle. Governors were asked to refer to them.

The following areas had been discussed:

- Monthly Management Accounts and Financial Forecast
- A report was presented by staff members on Health and Safety and International Students.
- Capital Funding and Grant Projects including T Level Wave 4, Post 16 Capacity Fund update and summer works update.
- The expenditure of summer works was approved, information about which was immediately shared with all governors.

7.03.1 The Chair of the committee mentioned that the management accounts be shared with the committee on a monthly basis so they would be kept up to date with the ongoing cost of living situation.

7.03.2 A paper outlining the proposed capital refurbishment summer upgrade works to enhance both the staff and student experience had been shared with all governors. The committee agreed that the programme should go ahead.

In terms of transparency and clear communication, this decision and associated information was immediately sent to all governors.

Resolved: That the Full Corporation endorsed the recommendation for the works to go ahead.

- 7.03.3 **Resolved:** The following policy was approved by the Full Corporation
- The Health and Safety Policy.

7.04 **Curriculum and Standards held on 28 June 2022**

Due to the fact that Curriculum and Standards committee had taken place just a few days prior, the minutes were with committee Chair and the Principal. They would be distributed in due course.

Presentations from the Senior Leadership Team on:

- Ofsted Inspection 2022 feedback
- Staff Development Annual report
- Safeguarding Annual report
- Lesson Observation Annual report
- Marketing Report

Discussions on:

- Principal's Report
- Progress Against College Sar Quality Improvement Plan (Quip)
- Catholic Life Update Report Against Quality Assurance Document

7.04.1 The following points were highlighted:

- Much of the information from this committee had been shared with all governors during the SLT presentations at the Away Day on 29th June.
- The use of iCPOMS (Child Protection Online Management System) had been introduced across College in March 2022. The system was explained, and the benefits noted.
- Significant progress on the Stella Maris leadership Award had been made and was being launched in other institutions.
- A Catholic School Inspectorate assurance document had been created against the new inspectorate framework which would identify any gaps and help in the preparation for a Section 48 inspection.

7.04.2 **Resolved:** Following some discussion about the Admissions and Careers Education and Guidance policies, the following policies were all approved by the Full Corporation -

- Admissions Policy
- Equality, Diversity and Inclusion Policy
- Careers Education and Guidance Policy (reviewed Sept 2020) Policy

7.05 **Audit Committee held on 30 June 2022**

Since the Audit committee had taken place just a few days prior, the minutes were with the committee Chair and the Principal. They would be distributed to the Board in due course.

	<p>The Chair of the Committee highlighted the following points:</p> <ul style="list-style-type: none"> • The Internal and External Audit Reports showed no areas of concern. • In terms of cyber security risk strategies, the cost of penetration testing would be discussed further at the next meeting. That assurances had been given as to the current robustness of the system to hacking. • The updated Post-16 Audit Code of Practice 2021 – 2022 had been reviewed alongside the possible practice to hold a 15 minutes in-camera meeting before College staff joined the meeting. • The Risk Register and summary document had been scrutinised. All agreed that the summary would be useful to present for the Full Corporation, but that this committee would need sight of the full risk register in order to review, understand and challenge how risks could be mitigated. <p>Resolved: The following policies were approved by the Full Corporation</p> <ul style="list-style-type: none"> • Data Protection Policy • Freedom of Information Policy 	Audit
8.00	PRINCIPAL'S REPORT ON PROGRESS AGAINST STRATEGIC PLAN 2021 - 2024	
8.01	<p>A report on this had been shared as part of the meeting bundle and more detail shared at the recent Away Day.</p> <p>The Principal highlighted the following points:</p> <ul style="list-style-type: none"> • There was continued development of Stella Maris Leadership Award which was also to be launched across some other institutions in the Diocese. • SLT had completed the NGA (National Governance Association) Ethical Leadership audit, which would be rolled out across College and governance. 	
8.02	<p>With regards to the Ethical Leadership, it was stated that the FE College competency framework now included this. Ways in which it could be incorporated into governance would be investigated by the Chair and Clerk. They would also look at a potential calendar of governor training which could be done in the thirty minutes before each Full Corporation meeting.</p>	Chair/ Clerk
9.00	CHAIR'S BUSINESS	
9.01	<p>It was brought to the attention of the Board that a strategic review of International Students would be prepared by the International Student Lead. This would allow College to look at how this area could be moved forward post pandemic.</p>	
9.02	<p>Notes from the Away Day on 29 June had been circulated to all governors and these would form the basis of future governance developments.</p>	
9.03	<p>It had been agreed that the Contact group would look to drive forward how the College would fit in with the future of Catholic education in Leeds as presented by the Bishop.</p>	

10.00 CLERK'S BUSINESS

10.01 The Clerk drew the attention of governors to the following items of interest:

SFCA Webinars

A recording of all the SFCA webinars could be accessed [here](#)

Updated FE governance guidance

DfE has updated its [FE governance guide](#). The guide summarises the legal and regulatory requirements that apply to FE college and sixth-form college corporations, together with recommended practice. Guidance on equality, diversity and inclusion has been strengthened. This includes an emphasis on good recruitment practice for governor and senior leader appointments, to secure a diverse range of candidates with the right skills mix. The guide also covers the new governance funding requirements introduced this year, and the new legal duties arising from the [Skills and Post-16 Education Act 2022](#). There is a separate document available to governing bodies on this specific issue and how to ascertain whether colleges are meeting local skills needs; that can be found [here](#).

11.00 ANY OTHER URGENT BUSINESS

11.01 There was a confidential item to address. Except for the Principal, all staff left the meeting at 7.35pm. These items were captured in confidential minutes to be kept separate from the Full Corporation minutes.

12.00 DATE AND TIME OF NEXT MEETING

12.01 The meeting would be held in College on **Tuesday 13 October** 2022 at **5.00pm** with a training session on risk management by TIAA.

The meeting closed at 8.05pm.