

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
 Minutes of the Full Corporation meeting held on:
THURSDAY 13 OCTOBER 2022 AT 5.00PM

PRESENT	David Wright (Chair)	Principal
	John Barnes	Fr. Michael Hall
	Paul Casey	Ronan McKernan
	Natalie Cullen	Pretapaula Gaspar
	Matthew DiClemente	Sadie Walker

IN ATTENDANCE: Susan Francis – Clerk to Corporation
 Deputy Principal

The meeting was opened with a prayer.

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	Apologies were received and accepted from, Fr. Tim Swinglehurst and Chris West. No apologies were received from Helen Hayden.	
1.02	Pretapaula Gaspar was welcomed to the meeting as a new student governor. Sinit Araia had sent apologies as she was unable to attend.	
1.03	The Board were notified that Jo McPartlan had recently been appointed to a role in College, this meant she could no longer be a Foundation governor, and had resigned. Thanks were given to her for all the work she had done during her tenure as a governor, particularly the great work as Safeguarding Link Governor. A card and gift had been sent to her on behalf of the Corporation. As this now left a vacancy for a Safeguarding Link Governor, Graeme Brown had kindly volunteered to take on this role. Resolved: That Graeme Brown be the Safeguarding Link Governor for 2022 – 23.	
1.04	The Board now had vacancies for three Foundation and one staff governor. It was noted that there were ongoing issues with governor recruitment nationally. There followed a discussion around how to recruit new governors. An advert had been prepared by the Clerk who would liaise with the marketing department to move this forward.	Clerk
1.05	The planned training from TIAA had been cancelled due to ill health of the trainer – this would be re-scheduled.	Clerk
2.00	ELECTION OF CORPORATION CHAIR/VICE CHAIR	
2.01	The election was carried out by Clerk to the Corporation. There had only been one nomination. David Wright was nominated as Chair of the Corporation. He temporarily left the meeting whilst a vote took place. He was unanimously voted in as Chair of the Corporation for another term of office for a period of one year.	

Resolved: That David Wright be Chair of the Corporation for a one-year term of office.

David resumed chairing of the meeting.

2.02 John Barnes was the only nominee for Vice Chair of the Corporation. He was unanimously voted in for another term of office as Vice Chair of Corporation for a period of one year.

Resolved: That John Barnes be Vice Chair of the Corporation for a one-year term of office.

3.00 **TERMS OF REFERENCE /SCHEME OF DELEGATION/ANNUAL RETURNS**

3.01 All documents were available on Teams and had been emailed out in advance of the meeting. Governors had been asked to review the new Terms of Reference and approve the new Scheme of Delegation. Both documents had been scrutinised at Committee level and all governors were happy to approve them.

Resolved:

- That the new Terms of Reference and new Scheme of Delegation for 2022/23 be adopted.
- That all powers that could be delegated to committees were delegated.

3.02 Governor Annual Returns

The Catholic Education Service (CES) Code of Conduct was circulated and reviewed by governors prior to the meeting.

Resolved:

- That the Catholic Education Service Code of Conduct was approved and adopted.

Those governors who had not yet done so were asked to complete a new Code of Conduct form and return it via email to the Clerk to Corporation.

Govs

3.03 All governors present at the meeting had completed a new Declaration of Interest and Eligibility to be a Governor form. Those who had not, were asked to do so and return it via email to the Clerk to Corporation.

Govs

3.04 **Keeping Children Safe in Education (KCSIE)**

The KCSIE guidance document had been circulated to governors and a link to the summary of changes included under item 11.

Governors were asked to sign on the Annual Declarations sheet that they had read and understood the documents and annexes.

Resolved:

- That the Department for Education guidance KCSIE was adopted.

3.05 The Corporation confirmed the committee structure and committee membership.

Resolved:

- That the following committee structure and memberships was confirmed.
- That the Chairs of each committee had been appointed at the first meeting of the academic year 2022/23.

- That the Clerk to Corporation would clerk each meeting.

Resolved: That committee membership would be as follows –

Audit: Paul Casey (Chair), John Barnes, Graeme Brown, Fr. Michael Hall.

Finance and Physical Resources: David Wright (Chair), Matthew DiClemente, Chris West, Principal *Invited to attend:* Director of Finance and Operations, Auditors.

Curriculum and Standards: Fr. Michael Hall (Chair), Natalie Cullen, Helen Hayden, Principal, Fr. Tim Swinglehurst, Sadie Walker, David Wright, Ronan McKernan.

HR/Search and Governance: John Barnes (Chair), Graeme Brown, David Wright, Principal

3.06 Link Governors with specific monitoring duties had been reviewed at the Curriculum and Standards committee, the minutes of which had been shared with all governors.

4.00 DECLARATION OF INTERESTS

4.01 There were no declarations of interest pertinent to the agenda this evening.

5.00 MINUTES OF THE LAST MEETING

5.01 The minutes from the Full Corporation meeting held on 6 July 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.

6.00 REVIEW ACTIONS AND MATTERS ARISING

6.01 Minute 1.02 – Membership matters

Completed: The Clerk had contacted Graeme Brown and met with him for induction.

6.02 Minute 4.02 – 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.

6.03 Minute 7.01 – Committee Structure

Completed: This had been dealt with under item 4.

6.04 Minute 8.02 – Ethical Leadership Training

Completed: This had been done at the Away Day on 29 June 2022.

7.00 PRINCIPAL'S REPORT ON PROGRESS AGAINST STRATEGIC PLAN 2021 - 2024

7.01 A report had been shared with governors as part of the meeting bundle. The Principal highlighted the following points:

- College continued to embed Stella Maris leadership Award and consolidate excellent progress with launching Stella Maris Leadership Award in Catholic school Sixth Forms in and out of the Diocese.

Clerk

- College had been ranked 46th in the Sunday Times Parent Power 2022 guide, which included both state and independent establishments.
- New posts for Director of Innovation and Development and Digital Development had been created for an academic year and were proving successful in driving the College forward in these areas.
- College had hosted the Association of Colleges T-Level Provider Insight Training Event for Northern Providers. They had also made a film of College approach/advice to T Levels for the Department for Education (DfE) which was available on the DfE support page. [Case study: planning the student journey with Notre Dame Catholic Sixth Form College – T Levels support for schools and colleges](#)
- For governors to be mindful of the increase of post-16 provision across Leeds and Bradford.
- The application to T Level Wave 4 had been successful for major refurbishment to support delivery of T Level Media from September 2023 and continued support for T Level Health.
- Summer 2022 results were highly positive with increased high grades and pass rate from 2019 results.
- The major programme of summer 2022 works, including the refurbishment of main staff room, new outdoor canopies and benches for students, upgrades to the canteen including a new Starbucks outlet, replacement of student toilet block in main building had all been completed.
- College was part of an environmental response through the West Yorkshire Colleges SDF project: [News | West Yorkshire Colleges secure £2.6million \(DfE\) investment for green skills](#)

7.02 A draft of the objectives against the strategic aims for the forthcoming academic year would be shared with governors after half term.

7.03 The capital build project forecast to be completed by March 2023 was reported to be on schedule and on budget. In response to a question about how sustainable the new build would be, the Principal stated that it was very sustainable as had to fit the green agenda. It would achieve grade A efficiency, which even included putting in sustainable planting.

8.00 STAFF REPORT

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

Staff Wellbeing

- Multiple activities were on offer for all staff including walks, wild swimming, Pilates, other sporting groups as well as half termly Feel-Good lunches.
- The staff room refurbishment has been met with very positive feedback from all staff. It is a welcoming space in which to work and socialise.

A Level Business Studies

- Achieved an ALP's 3 in the recent summer exam series.

Principal

- The Head of Department has become the new Director for Teaching and Learning in the College.
- Masterclass ND+ (Notre Dame Plus) sessions to target A*-B students to drive their progress have commenced.
- Boot Camp ND+ sessions to target students who were not making appropriate progress would commence soon.
- Lunchtime workshops for both Upper and Lower sixth students to provide a space to study were available.
- Owners of local confectionary business 'Sugar Rush' came in to talk with the students.

Classics

- Held a Classics Social event where new Year 12 students had an opportunity to meet the Year 13 students.
- Greek club sessions ran on Fridays.

Digital T-Level/Computer Science/Games

- 100% Distinction stars in Games Extended Certificate
- 100% High grades in Games Diploma
- All students successfully completed T level Work experience
- 65% of students gained equivalent to three Bs or better in T level.
- Four students had accepted degree level apprenticeships from their employer.

A level Philosophy, Ethics and Religious Studies

- Fr Chris Benyon from Arundel and Brighton Diocese gave a talk via TEAMS to A level students on Heaven, Hell and Purgatory from a Catholic perspective. This session had been recorded for future use.

Theatre Arts

- Had a continued 100% pass rate and 92% high grades.
- Enrichment - just launched our next enrichment project which is a variety show (performed in Jan 2023)
- Notre Dame + activity included a workshop with a professional theatre company, Frantic Assembly, who taught how to perform using their unique style of physical theatre
- In November, 40 students will go to Salford to See Othello, performed by Frantic Assembly

A Level Law

- Visit from Huddersfield University regarding UCAS statements
- Visit from Reed Smith legal services firm who will be offering two of our students paid work experience summer 2023.
- BTEC Applied Law -100% pass rate with all L6 and U6 passing the external assessment.

Health and Social Care

- A visit to Thackray Museum of Medicine was planned
- Upper sixth had made a good start to their T level placements

Governors took a short break to look at the completed summer works around the College. Preta Gaspar and Sarah Dumont left the meeting at this point. The meeting resumed at 6.40pm.

9.00 COMMITTEE MINUTES

9.01 *The minutes from all committees had been shared prior to the meeting as part of the meeting bundle and governors were asked to refer to them.*

Audit Committee held on 27 September 2022

The Chair highlighted the following areas:

- The annual Internal Audit Annual Report 2021/22 (TIAA) which showed no areas of concern and would inform the Annual Audit Report had been reviewed.
The Compliance with Regularity and Propriety Self-Assessment Questionnaire 2021/22 was in line with previous years. That College would now need an external review of governance every three years, information about which was included in this document.
- The Terms of Reference/ Scheme of Delegation were approved subject to agreement by Full Corporation.
- The Risk Register was reviewed noting that with the potential increase in staffing and utilities costs there could be changes ahead.

9.01.1 An Interim Director of Finance was in place until Christmas 2022. A recruitment drive for a permanent replacement was underway. The operational aspects of the role had been delegated to various members of the Senior Leadership Team.

Finance and Physical Resources held on 14 September 2022

The following areas were discussed:

- Monthly Management Accounts were reviewed.
- The Director of International Students attended the meeting and delivered a report on how to get back on track post pandemic. Further work was required on this, and SLT (Senior Leadership Team)/Principal would work with the Director to further support this area.
- Capital Funding and Grant Projects including T Level Wave 4, Post 16 Capacity Fund update and summer works update were shared.
- The Terms of Reference/ Scheme of Delegation were approved subject to agreement by Full Corporation.
- The GDPR Privacy Notice policy was approved.

9.02.1 A preliminary meeting had been held to decide whether to apply for a further Post 16 Capacity Fund grant.
UPDATE (20/10/22): Governors were informed via email that following further meetings with relevant parties, and having carried out due diligence, College would not apply for further Post 16 Capacity funding at this time. The reasons for why had been shared in the email with all governors.

Curriculum and Standards held on 20 September 2022

The Committee Chair commended the Senior Leadership Team on their informative and interesting reports on; the Quality of Education, Summer 2022 and ALPS Vocational Strategic overview, report on Enrolment,

Teaching and Learning strategy and foci 2022-23, Assessment Aims for 2022-23 and a report on Attitude to Learning.
It had been agreed that these areas would form the basis of Link Governor roles for this committee which were allocated accordingly.

9.03.1 Following a recent visit to College, the Chair commented on the very positive feeling amongst staff and students. This was reinforced by feedback from a Governor who had attended the recent Open Evening.

9.03.2 The Terms of Reference/ Scheme of Delegation were approved subject to agreement by Full Corporation.

9.03.3 The Full Corporation approved the following policies following recommendation by the Committee.

Resolved: The following policies were all approved by the Full Corporation -

- Subject to amendments, the Safeguarding Policy (includes Child Protection and Prevent)
- Student Code of Conduct

9.04 Human Resources/Search held on 4 October 2022

The Chair commented on the following areas:

- The HR Manager had attended the meeting to present the annual HR report, which had also been shared with the Full Corporation. Points to note were - a more balanced age profile amongst staff, effective use of the Employee Assistance scheme for staff wellbeing, positive exit interviews and general HR data.
- The Terms of Reference/ Scheme of Delegation were approved subject to agreement by Full Corporation.
- The Committee had approved the Magistrates Policy.

9.04.1 It had been agreed that given the areas for development within governance, a separate Search/Governance Committee would be held on 22 November 2022.

10.00 CHAIR'S BUSINESS

10.01 The Chair explained that given the success of the Away Day in June, all agreed to make this an annual event. The next one would take place on Thursday 29 June 2023. The format would be similar, and the Clerk would make the necessary arrangements.

10.02 Governors were informed that the Chair and Principal had attended a two-day conference with 13 other Colleges and had found it to be very useful. In addition, he had also completed two days of training as a National Lead of Governance.

Two useful documents from the SFCA conference about the education reform process and the possible reclassification from the ONS (Office of National Statistics) from private to public status, were shared with all governors after the meeting. Governors were asked to read them and be aware of the possible implications for the College.

DPrincip

Clerk

10.03 Governors were asked to be mindful of the changes happening within the education sector as well as the increased cost of living and potential wage increases, all of which would need to be carefully considered when making any College financial decisions.

10.04 Further details around the latest SFCA and CES position on academisation were shared with the Board. Governors were asked to read the documents that had been shared and to direct any questions or queries either directly to him or via the Clerk.

11.00 CLERK'S BUSINESS

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

- College Open Day, Saturday October 15, at which all governors all were welcome.
- [Case study: planning the student journey with Notre Dame Catholic Sixth Form College – T Levels support for schools and colleges](#)

Need-to-know

Safeguarding is the responsibility of ALL governors.

Keeping Children Safe in Education (KCSIE) 2022, there were no huge announcements, but governors need to be clear on the most important changes. The four main changes are explained at the start of this NGA's recently recorded webinar [The Governance of Safeguarding.](#)

[KCSIE 2022 Part One.pdf](#)

[Keeping children safe in education 2022.pdf](#)

- SFCA has put together a guide to the major FE sector reforms of 2021/22 and what they mean for sixth form colleges. You can find it below:
[FE reforms and what they mean for colleges, July 2022](#)

12.00 ANY OTHER URGENT BUSINESS/POLICIES

12.01 There was no other urgent business, but two policies, which had been sent out in advance, needed approval from the Full Corporation.

Resolved: The following policies were approved by the Full Corporation -

- Whistleblowing (Confidential Reporting)
- IT Business Continuity Plan

13.00 CONFIDENTIAL ITEMS

13.01 There were no confidential items to address in this meeting.

14.00 DATE AND TIME OF NEXT MEETING

14.01 The meeting would be held in College on **Tuesday 13 December** at 5.00pm in M1 in Cuvilly.

The meeting closed at 7.20pm.