

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
 Minutes of the Full Corporation meeting held on:
TUESDAY 13 DECEMBER 2022 AT 6.00PM

PRESENT	David Wright (Chair)	Principal
	John Barnes	Matthew DiClemente
	Graeme Brown	Fr. Michael Hall
	Paul Casey	Fr. Tim Swinglehurst (via Teams)
	Natalie Cullen	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 Ronan McKernan and Helen Hayden. No apologies were received from Sinit Araia or Pretapaula Gaspar.	
1.02	The Board were notified that Chris West had recently resigned as co-opted governor after 16 years in post. He had attended the Audit meeting which took place just prior to this one, at which a card and gift of thanks had been presented to him on behalf of the Corporation.	
1.03	<p>Following a successful recruitment drive, several applications had been received and reviewed at the Search and Governance meeting. The following people had been invited to join the Board: Dr Christine Bosh, Dr Ann Marie Mealey and Jo Lawton were welcomed to the meeting. Mohammed Arif had also been invited but had not been able to attend.</p> <p>Christine and Ann Marie were being processed through the Diocese as Foundation governors.</p>	
1.04	<p>As there was only one vacancy for a co-opted governor, the Search and Governance Committee recommended to the Board that Mohammed and Jo become Associate Members, clarification on this role was provided. The Committee felt that both had valuable skills and would be a great addition to the Board, and this was a way to accommodate both applicants.</p> <p>The Full Corporation agreed to this, and Jo Lawton was formally added to the Board.</p> <p>Resolved: That Jo Lawton be an Associate Member for 12-month period. That she would have voting rights at Committee level but not at Full Corporation.</p>	
1.04	The Board now had vacancies for one Foundation and one staff governor.	

2.00 DECLARATION OF INTERESTS

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

3.00 MINUTES OF THE LAST MEETING

3.01 The minutes from the Full Corporation meeting held on 13 October 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 3.02 – Governor Annual returns

Ongoing: Forms were still outstanding from HH.

4.02 Minute 6.02 – Membership matters

Completed: This had been dealt with under item 1.

4.03 Minute 7.02 – Report Against Strategic Plan

Completed: This would be dealt with under item 8.

4.04 Minute 9.03.3 - Child Protection/Safeguarding Policy

Completed: This had been done.

4.05 Minute 10.01 Strategic Away Day on Thursday 29 June 2023.

Completed: This had been booked and the deposit paid.

5.00 AUDIT COMMITTEE ANNUAL REPORT – to approve.

5.01 The Chair gave the background to this report.

The Audit Committee Annual Report looked into the: external and internal audit reports throughout the year as well as the risk register to ensure College was compliant and governance showed financial probity. Assurances to specific risks to the College were scrutinised and evidence of regular benchmarking was seen in the report as well as the committee minutes.

The report had been looked at the Joint Audit/Finance and Physical Resources meeting that had taken place just prior to this meeting. The Committees recommended it be approved.

A copy of the report was shared with all governors after the meeting.

Resolved: That the Audit Committee Annual Report was approved by the Full Corporation.

6.00 SELF ASSESSMENT REVIEW (SAR) VALIDATION – to approve

6.01 Governors were notified that the validation meeting had taken place on 8 December, attended by the Chair, Vice Chair and an external attendee, the Director of Secondary Standards for the Diocese. The process had been robust, and they were happy to recommend it be approved by the Board.

The Curriculum and Standards Committee had also scrutinised the document at their meeting the previous evening.

Resolved: That the Self-Assessment Review was approved by the Full Corporation.

Clerk

	A copy of the report was shared with new governors after the meeting.	Clerk
6.02	<p>For the benefit of the new governors, the rationale and process behind the SAR was explained. That the document was produced to reflect on the previous academic year and look to see how targets had been met based on the outcome of summer exams.</p> <p>It contained both granular and strategic information, it set the scene of what College did with regards all cohorts (SEND/Disadvantaged etc) as well as outcomes for individuals. The College then graded themselves according to Ofsted criteria, the current judgement was outstanding. It was important to ensure that the SAR reflected both the local and national government agenda. An action plan was then created in order to maintain the outstanding quality of education in College.</p> <p>The Principal added that College was anticipating a Catholic Education Inspection, in which it hoped to achieve outstanding. This was further discussed in the next item.</p>	
7.00	CATHOLIC COLLEGE INSPECTORATE – GOVERNOR REVIEW OF	
7.01	<p>CATHOLIC INSPECTION FRAMEWORK</p> <p>All governors had received a copy of this as part of the meeting bundle. The Principal explained that the Catholic Secondary Inspection Framework was very similar to the Ofsted Framework.</p> <p>The document provided and mapped out the progress and evidence of where the College sat, it was a live document which was regularly updated. It was important that governors were involved with this to evidence the support and challenge offered by the Corporation. After a brief discussion, it was agreed to set up a working party of governors to support with this. UPDATE: Four governors had volunteered to be part of this group.</p>	
7.02	In reply to a question about who else was involved with this, the Principal mentioned that staff had all received training on it and that the Director of Catholic Life (DCL) would be invited to attend the next Full Corporation meeting to provide more information for governors.	DCL
7.03	The Link Governor for Catholic Life gave a brief overview of the successful meeting that had taken place earlier with the Director of Catholic Life.	
7.04	Following the meeting a list of Liturgical assemblies was shared and governors invited to attend any that fit in with their schedule. If they wished to attend, to contact the Clerk.	Govs
7.05	A new governor asked about the percentage of Catholic students in College, to which the Principal explained that they had a choice of whether to tick that particular box on their application form, currently 40% of the students in College had done so. It was remarked upon how positive a number this was compared to other Catholic institutions. The Principal gave details on the high attendance at the weekly PTE lessons in College. This had been key feature in the recent Ofsted	

report of the things students said they enjoyed most about the College. Inclusivity had also been a positive feature of the Ofsted report. Examples of how College supported and nurtured spirituality in students of all denominations were shared.

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

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

- The strategic aims in the report were part of a three-year plan for 2021 – 24.
- One year action plans were then produced to look at progress and measure the impact so far.
- Progress against these targets were regularly reviewed by SLT (Senior Leadership Team) and governors.

Some of the actions included:

- Three institutions had signed Memorandum of Understanding to deliver the Stella Maris awards
- Pursuit of a Kite Mark award in character education
- Exploration of international links
- The launch of a Notre Dame day on 2nd of February to become an annual event
- College was a lead provider of T levels and continued to work collaboratively with colleges across the city to support them with this. They had also hosted a T Level conference and recorded a video for the Department for Education website on T Levels.
- The College had adopted and was successfully using the Ethical Leadership framework, training for which had been done by staff and governors.
- In order to protect the long-term viability of the College, lots of work had been done to improve the environment as well as being part of a sustainability group.
- College had been given an Outstanding Financial Health rating in November by the ESFA.

8.02 The Chair gave details of an annual meeting with the ESFA (skills group) which had taken place in College the previous week. Feedback from the initiatives and progress in Notre Dame were commended, particularly with regards T Levels. Once the report from the meeting had been received it would be shared with governors.

8.03 The capital build project forecast to be completed by March 2023 was reported to be on schedule and on budget.

10.00 COMMITTEE MINUTES

10.01 *The minutes from the committees would be shared and governors were asked to read them for further details.*

Joint Audit/Finance and Physical Resources Committee held on **13 December 2022**

Principal

The following areas were discussed:

- External Audit Findings Report
- Year-end Management Accounts
- Internal Audit Reports
- Risk Register

Policies approved:

- Business Continuity Plan
- IT Network and Information Security Policy

10.01.1 The Chair of Audit gave a brief overview of the meeting. That the External Auditors had made praiseworthy comments with regards the financial health, management and scrutiny of College finances. There followed a discussion about the surplus reported and the impact of this on funding. That it was key to have some reserves in order to maintain and refurbish the fabric of the College.

10.01.2 The Annual Report to the Members of The Corporation on the External Audit for The Year Ended 31 July 2022 had been reviewed at the Joint Audit/Finance and Physical Resources meeting that had taken place just prior to this meeting. The Committees recommended it be approved subject to a minor amendment.
A copy of the final report would be shared with all governors after the meeting.

Resolved: That the External Audit for The Year Ended 31 July 2022 was approved by the Full Corporation.

This would be signed by the Chair and Principal then submitted to the ESFA (Education and Skill Funding Agency) ahead of the deadline.

10.02 Curriculum and Standards held on **12 December 2022**
Presentations from the Directors of Teaching and Learning/Innovation and Digital Development.

Discussions on:

- Progress Against College Strategic Plan
- Link Governor reports – Teaching and Learning

Policies approved:

- Local Offer – Annual due November 2022

The Chair of the Committee commented on the positive and collaborative work that was being done across College in Teaching and Learning and Digital Innovation, as well as positive curriculum intervention support.

10.03 Search and Governance held on **22 November 2022**

The Chair commented on the following areas:

The following items were scrutinised and recommended to the Corporation for approval.

- Standing Orders - updated version
- Instrument and Articles

Clerk

Chair/
Principal

- Code of Governance

The following areas were discussed:

- Governor recruitment
- Training for Governors - *Safeguarding (including Prevent) training needs to be completed by ALL governors every three years. Also, GDPR/Audit and Risk/Health and Safety, Equality, Diversity and Inclusion (EDI).*
- Link Governors- To be in line with other Sixth Form Colleges, these roles would be EDI/ Health and Safety/Audit and Risk and Careers. *(Thank you, GB for taking on SEND and Safeguarding).*
- Remuneration committee to approve pay increments of senior post holders (to recommend to full corporation as a confidential item) was done as part of the HR Committee. The terms of reference would be amended to reflect this.
- Skills audit
- Greener Governance

10.03.1 A copy of this had been shared with all governors as part of the meeting bundle.

Standing Orders – background information on this piece of work was given and the process of scrutiny it had been through with a recommendation to adopt them.

Resolved: That the Standing Orders were adopted by the Full Corporation.

10.03.2 A copy of these had been shared with all governors as part of the meeting bundle.

Instrument and Articles - these were set and not easily changed; therefore, it was recommendation to adopt them.

Resolved: That Instrument and Articles were adopted by the Full Corporation.

10.03.3 A synopsis of the three main codes used by Colleges and the one recommended by the Committee had been shared with all governors as part of the meeting bundle.

Following a discussion that none of the Codes fitted perfectly, all agreed that the Association of Colleges, Code of Good Governance for English Colleges be adopted by the Corporation.

Resolved: That Association of Colleges Code of Good Governance for English Colleges was adopted by the Full Corporation.

11.00 CHAIR'S BUSINESS

11.01 The Chair explained that ONS (Office of National Statistics) decision to reclassify Colleges moved to public sector - implications and next steps. The government response has now been published and can be found [here](#).

Details of a webinar from December 5 held by the SFCA (Sixth Form College Association) with DfE representatives present, had also been shared with governors.

The Chair explained that information about the impact of this decision was thin, and as soon as more specific details were released, they would be sent out to governors.

- 11.02 Governors were informed that the Chair and Principal would attend a meeting in February to glean more information on how Catholic Sixth Form Colleges would fit in with the Academisation process. Information from which would be shared at the next meeting.

Full Corp

12.00 CLERK'S BUSINESS

- 12.01 Thanks were given to the three governors who had kindly offer to buddy up with the new governors. More information and the start of the induction process would be given in January 2023.

- 12.02 The Clerk drew the attention of governors to the following items of interest:
<https://www.notredamecoll.ac.uk/news/category/student-newspaper>

13.00 ANY OTHER URGENT BUSINESS/POLICIES

- 13.01 There was no other urgent business to address.

14.00 CONFIDENTIAL ITEMS

- 14.01 Senior Post holders Performance Management.
All staff (including the Principal) and new I governors left the meeting at this point – 8.05pm).
Details of this were provided in a separate, confidential minute.

15.00 DATE AND TIME OF NEXT MEETING

- 15.01
- Tuesday 25 April 2023 at 5.00pm in M1 Cuvilly.
 - Thursday 29 June 2023 Strategic Away Day at Weetwood Hotel
 - Wednesday 12 July 2023 at 5.00pm in M1 Cuvilly

The meeting closed at 8.20pm.