

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the Full Corporation meeting held on:
TUESDAY 25 APRIL 2023 AT 6.00PM

PRESENT	John Barnes (Chair)	Principal
	Graeme Brown	Matthew DiClemente
	Christine Bosch	Ann Marie Mealey
	Paul Casey	Ronan McKernan
	Natalie Cullen	Fr. Tim Swinglehurst
	Fr. Michael Hall (via Teams)	Sadie Walker

IN ATTENDANCE: Susan Francis – Governance Professional
Deputy Principal
Director of Catholic Life (DCL)

The meeting was opened with a prayer.

The agenda was taken slightly out of order to allow for a Catholic life update.

0.00 Training on Risk was provided by TIAA.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

1.01 Apologies were received and accepted from David Wright and Helen Hayden. No apologies were received Jo Lawton, Associate member.

1.02 The Board were notified that Ronan McKernan would be stepping down as staff governor at the end of the academic year and that Fr Tim Swinglehurst would also be leaving the Board due to work commitments. Both were thanked for their time, dedication and commitment during their tenure. A more formal thanks would be given at the next Full Corporation meeting.

1.03 The term of office for Matt DiClemente, Foundation governor, would end in November 2023 and he was invited to let the Gov Prof know if he intended to stand for another term.

1.04 From July 2023, the Board would have vacancies for two Foundation and two staff governors and one co-opted.

2.00 DECLARATION OF INTERESTS

2.01 John Barnes advised that he had been appointed by the Diocese as a director of Bishop Wheeler Academy trust and would update his declarations of interest form accordingly.
This was completed after the meeting.

3.00 MINUTES OF THE LAST MEETING

3.01 The minutes from the Full Corporation meeting held on 13 December 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.

ACTION

4.00 REVIEW ACTIONS AND MATTERS ARISING

4.01 Minute 5.01/6.01/8.02/10.01.2 - Reports

Completed: All reports had been shared.

4.02 Minute 7.02 – Invite the Director of Catholic Life to the next meeting.

This was on the agenda.

4.03 Minute 7.04 - Liturgical assemblies

Completed: Governors had all received the calendar of assemblies.

4.04 Minute 11.02 - Academisation Update

This was on the agenda.

The agenda was taken slightly out of order to allow the Director of Catholic Life to present.

8.01 A verbal update On the CSI preparations was presented by Director of Catholic Life.

The following points were highlighted:

- The Catholic Education Service (CES) were producing three documents to support and guide schools and Colleges in terms of the main areas for inspection. The Religious Education Directory was published earlier this year. The Prayer and Liturgy and Catholic Life and Mission Directories were to be published in due course.
- Outstanding criteria was used to inform a comprehensive document was continually being updated, this was shared with a working group comprised of College staff and Governors. This group had met on 20 March 2023 and reviewed this document.
- An explanation as to how areas of improvement were identified and monitored was explained.

8.02 **Q** – In terms of Collective Worship, is College cognisant of non-Catholic students?

A – Yes, inclusivism is the theological approach to Catholic faith. College is very mindful to include all members of the community and there is a “Still and Silent” moment in which students of all faiths or no faith can have a moment of quiet reflection.

8.03 **Q** - Prayer and collective worship is very difficult to evidence so how does college check the impact of this?

A - All assemblies are observed by a member of senior management who complete a pro forma highlighting strengths and actions. This is then further discussed with the Chaplain. Learning walks of tutorials also take place and feedback given. In terms of measuring impact, students are sent questionnaires the feedback from which helps inform next steps.

8.04 A governor asked about the impact of Stella Maris in College, to which the Director of Catholic Life replied that it had been very successful, the impact of this was explicit around the College.

8.05 **Q** - How do college know what excellence looks like?

A -There is a clear framework with specific criteria which is used to inform practice and triangulate evidence by the CSI working group.

DCL left the meeting at 6.05pm.

5.00 PRINCIPAL'S EXECUTIVE SUMMARY

5.01 The report had been scrutinised at the recent Curriculum and Standards meeting, so the Principal drew the attention of the Board to the following points:

- Information about the Department for Education decision about the De-Funding of Vocational and Applied Technical Qualifications Paper published January 2023, to be fully implemented from Sept 2024 was given. The risk and impact of this on College finances and curriculum had been reviewed, and work to mitigate this was ongoing.
- The College was a Member of Association Character Education and an application accepted to pursue Character Education kitemark.

6.00 FINANCIAL EXECUTIVE SUMMARY

6.01 Governors had received information prior to the meeting. The Director of Finance and Operations drew the attention of the Board to the following:

- Implementation of School budget systems (SBS) budget system to provide greater clarity on the budgeting process and monthly monitoring.
- College had drawn down 95% of the £3.941m capital grant from the DfE for St Elisabeth's. The remaining 5% would be released on submission of a project completion statement which includes the architect's certificate of practical completion.
- The expected total cost of St Elisabeth's was £5.118m with a contribution of £1.1K from College reserves.
- College had received unexpected capital grants in the year of £99K and £360K.
- The condition of grant for the £99K is to spend on sustainable projects to improve the efficiency of the estate. Quotes to replace all fluorescent bulbs with LED's were being sought.
- The condition of grant for the £360K is to spend on the college estate. How to spend this to fit in with the strategic aims of the College were being investigated.
- Tenders for T Level Wave 4 opened in April and were now subject to a tender review.
- The College has committed to £315K contribution to Media and Design and £183K for Health and Science (50% College contribution).

- A capital bid was submitted in January for delivery of T Level Law. The total bid amount was £650K with a 25% College contribution of £162.5K. Details of successful bids would be released in the summer.
- Managing Public Money (MPM) document submitted to the ESFA to demonstrate how procedures were in place to manage public money.

6.02 Other areas of which the Board should be aware included:

- It was expected that the year end will change in 2025 to the 31st March.
- Strategic planning was ongoing to look at the impact of the defunding of certain subjects.
- Academisation was regularly discussed at Senior Leadership meetings.
- A broker had been engaged to start looking at electricity contracts moving forwards.

The Board thanked the Director of Finance and Operations for her informative and comprehensive report.

7.00 PROGRESS AGAINST STRATEGIC ACTION PLAN FOR 2022-2023

7.01 All governors had received a copy of this as part of the meeting bundle. The Principal explained that this document helped inform future planning. That much of the information contained within it also fed into the Accountability Statement.

7.02 In reply to a question about Academisation, the Principal gave details of a conference attended along with members of the Diocese in February 2023.

There followed a discussion with regards the post 16 educational provision in the Diocese and it was agreed this would be discussed further at the Strategic Governor Day in June.

**Strategic
Governor
Day**

8.00 REPORTS

Catholic Life update (8.01) had been delivered earlier in the meeting.

8.02 A report had been shared with governors as part of the meeting bundle. The staff Governor highlighted the following points:

- The staff room had now got new murals up, which had been chosen by staff.
- A list of activities and events for many subjects were shared.

8.02 Staff wellbeing survey results had been sent to the Board. The Principal explained that SLT were investigating reasons there for the lower return this year. The priorities had been RAG rated and would be scrutinised further by HR.

One of the main areas of note, was workload. The Principal referenced a document from the DfE (in the meeting bundle) which gave a wider context to this.

College worked hard on staff well-being governors were advised that staff had four classes rather than the sector norm of five.

College had a Health and Safety and Well-Being group which looked at staff survey results closely.

Q - Is the survey anonymous and how long do they have to complete it?

A – Yes, it is anonymous and there is a two-week window in which to complete it. We ensure there is opportunity for all teams including cleaning and evening staff to do this.

8.03 Information about the newly elected student executive was shared and ideas about how governors could engage with them were invited.

9.00 RISK REGISTER OVERVIEW

9.01 Training had been delivered at start of the meeting, the presentation from which was in the meeting bundle.
It was noted that defunding of certain qualifications was a risk to College.

10.00 COMMITTEE MINUTES

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

Audit Committee held on 8 February 2023

The following areas were discussed:

- Audit Reports

Risk Register

Premises and Estates update

Policies approved:

- Social Media Policy - Corporation to be informed
- Social Networking Policy - Corporation to be informed
- Risk Management Policy - Corporation to be informed
- Gifts and Hospitality Policy

10.02 **Finance and Physical Resources Committee held on 21 February 2023**

The following areas were discussed:

- International Students Update
- Health and Safety
- Premises and Estates update
- College Finances
- Accountability Statement

Policies approved:

- Data Protection Policy
- Freedom of Information Publication Scheme
- Student Support Fund and Bursary Scheme

10.03 **Curriculum and Standards held on 14 March 2023**

Presentations from the Sustainability Lead and Assistant Principals.

- Catholic Life Update Report
- Equality, Diversity and Inclusion update
- Achievement Support – Self Assessment Report
- Pastoral student support to include mental health/safeguarding
- Destinations report update
- SPOCs feedback (Student Perception of Course) to include student experience SPOCs
- Link Governor Report from Fr Tim

Policies approved:

- Access Arrangements
- Complaints Procedure (due April 2023)
- Prayer and Liturgy Policy
- RSHE Policy
- SEND Word Processor Policy
- Exams Policy

10.04 **HR/Search and Governance held on 31 January 2023**

The following areas were discussed:

- HR Report
- Staffing - change in job title from Clerk to Corporation to Governance Professional and temporary change of hours
- Governance initiatives lead by Governance Professional.

Policies approved:

- Managing Staff Sickness Absence Procedure
- Bereavement Response Plan
- DBS Statement of Practice
- The Guidance - Support Staff: Holiday Leave, Time off in Lieu (TOIL) and Averaging Hours.

A further Search Governance meeting was held on **17 April 2023** where the development of Link Governors was discussed.

11.00 GOV PROF BUSINESS

11.01 Brief details were given on:

- Feedback from completed skills audit had been sent to governors, information from this would form the basis of future training and an action plan.
- Link Governors an overview of a proposed scheme to be done in tandem with the existing scheme had been included with the papers.
- Training – thanks was given to governors for having completed the training and a reminder to send their certificates to the Gov Prof.
- An internal audit on Governance by TIAA would take place in May 2023

- As cyber security continued to pose a serious threat, governors were made aware of the 20 questions governors should be addressing, as advised by JISC
[key-questions-college-leaders-should-ask.pdf](#)

12.00 POLICIES

12.01 The Board had read the following documents and noted they were satisfied with them.

- Dealing with Intruders or Aggressive Behaviour - for information only
- DBS Statement of Practice – for information only

13.00 CHAIR'S BUSINESS

13.01 There was no business to report.

14.00 CONFIDENTIAL ITEMS

14.01 There were no items to address.

15.00 ANY OTHER URGENT BUSINESS/POLICIES

15.01 There was no other urgent business to address.

16.00 DATE AND TIME OF NEXT MEETING

- 16.01
- Wednesday **21 June 2023** at 5.00pm in M1 Cuvilly.
 - Thursday 29 June 2023 Strategic Away Day at Weetwood Hotel – further details to follow.

The meeting closed at 7.30pm.