

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the Full Corporation meeting held on:

WEDNESDAY 21ST JUNE 2023 AT 5.30PM

PRESENT	David Wright (Chair) (via Teams)	Principal
	John Barnes	Matthew DiClemente
	Graeme Brown	Fr. Michael Hall
	Paul Casey	Helen Hayden (via Teams)
	Natalie Cullen	Fr. Tim Swinglehurst

IN ATTENDANCE: PA to the Principal – minutes
Deputy Principal
Director of Finance and Operations (DFO) (via teams)

The meeting opened with a prayer.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

1.01 Apologies were received and accepted from Christine Bosch, Ann Marie Mealey, Ronan McKernan and Sadie Walker. No apologies were received from Jo Lawton, Associate member.

1.02 The Chair informed the Board that the Governance Professional (GP) had tendered her resignation, which had been reluctantly accepted. The Governance Professional is currently not in work until mid-July at the earliest.

The chair thanked the Principal's PA who has agreed to minute meetings for the time-being.

1.03 The Board formally expressed its thanks to Fr Tim Swinglehurst for his time, dedication and commitment during his tenure and a small gift was presented in acknowledgement of this.

Ronan McKernan, staff governor, was thanked in his absence for his time, dedication, and commitment during his tenure.

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

Elections for staff governors would be organised for the Autumn Term

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 25th April 2023 had been circulated as part of the meeting bundle. The following amendments to be made:

Minute 2.01: 'dinosaur' to be replaced by 'Diocese'

ACTION

Gov Prof

Minute 6.02

Bullet point 1: 'with' to be replaced by 'will'

Bullet point 2: 'ws' to be replaced by 'was'

Bullet point 4: 'look' to be replaced by 'looking'

Subject to these amendments being made the minutes were accepted as a true record and the and the Chair was authorised to sign them.

4.00 REVIEW ACTIONS AND MATTERS ARISING

4.01 Minute 11.01 - Governance Audit

TIAA had completed the Governance Audit

Chair of Full Corporation will update Governors on the Away Day on 29th June

Chair Full Corp

5.00 COLLEGE FINANCIAL FORECASTING RETURN (CFFR)

The CFFR had been circulated as part of the meeting bundle and had been fully discussed at the Finance and Physical resources Committee Meeting

The Director of Finance and Operations (DFO) gave the additional verbal commentary:

- SFCA predicate that many colleges will struggle if the pay rise is in excess of 5%. Our budget allows for 5.5%
- The pension increases will be known in November 2023. SFCA HR are predicting that increases will be met by the DfE
- Our financial status will remain outstanding over the next 2 years, but our surplus will be lower. It should be noted that we have not included funding increases in our forecast
- Our forecast is prudent, and we are cautious but confident regarding our student numbers

Q - what about the canteen figures?

A - No reason why catering income from an external contractor would be included in college income so they have been excluded from the outturn figures

Q – do we need more staff?

A - we need to fill our current vacancies, but we do not require additional teachers on top of those vacancies, however there may be an increase to some class sizes

RESOLVED

That the Full Corporation approved the College Financial Forecasting Return

6.00 PRINCIPAL'S REPORT

The report was circulated as part of the meeting bundle and had been fully discussed at the C&S Committee meeting.

The following points were noted:

- This cohort of students are sitting their first formal exams since their SATs, this will have an impact on their results which Ofqual have

acknowledged. The feedback from our students is that they have felt well prepared

- Staff (many of whom are examiners) have reported that the higher grades have been affected, which may result in grade boundaries changing
- There have been no updates to funding – we maintain a watching brief
- T level media has been pushed back by 1 year, but Notre Dame refurbishments will go ahead as planned
- BTECS will be phased out and T Levels will become the standard
- Criminology is a concern as we currently have ten classes both years.
- Further discussions on defunding will take place on the Away Day

7.00 ACCOUNTABILITY STATEMENT

The statement was circulated as part of the meeting bundle and had been fully scrutinised by each of the committees

RESOLVED

That the Accountability Statement was approved by the Full Corporation and the Principal was authorised to upload the final version

Principal

8.00 COMMITTEE MINUTES

8.01 Human Resources held on 24 May 2022

The following areas were discussed:

- Staff Wellbeing
- Link Governors
- Risk Register
- Accountability Statement
- Results from the Skills Audit
- Staffing and Remuneration

Policies approved

- Flexible Working Policy
- Governor Expenses Policy

Policies requiring Further development

- Governor Recruitment Policy

Minute 4.03

- The C&S committee Chair noted that he did not recall voting for the name change
- The HR Committee Chair reported that the GP had inadvertently circulated outdated terms of reference

8.02 Curriculum and Standards held on 25 May 2023

The following areas were discussed:

- Safeguarding Annual report
- Complaints Report
- Accountability Statement
- Principal's Report
- Progress Against College Sar Quality Improvement Plan (Quip)

- Catholic Life Update Report Against Catholic Life Inspection
- Link Governors
- Risk Register

Policies for Information Only

- Fitness to study

Policies Approved

- Careers Education and Guidance
- Student Code of Conduct

Policies deferred until September 2023

- Quality assurance Cycle

Policies recommended for Full Corporation approval:

- Admissions Policy and Procedure (entry criteria element)
- Complaints procedure

The Board discussed the wording of the final bullet point of point 3 of the Admissions Policy. As this bullet point is not business critical it will be considered at the next review of the policy

RESOLVED

That the full corporation approved the Admissions Policy and Procedure and the Complaints Procedure

The Committee Chair raised the following points

- That it had not been possible for link governors and staff to meet as the date of the C&S meeting had been bought forward, but that the Chair had met with the Deputy Principal and one of the Assistant Principals and was happy to confirm that everything is on track and any necessary interventions are being made.
- his strong discontent that discussions had taken place regarding a potential change to link governance at the HR and Search Committee without his prior knowledge (see C&S minutes 25.05.23 minute 9.02)
- that any decision regarding link governors should be made at Full Corporation rather than at committee level

RESOLVED

- that a working group of the Chairs of the Full Corporation, the HR/S&G and C&S committees and the Principal be formed to look at link governors
- that any link governors report already made should be sent to the Principal's PA who will forward them to the working group
- that the working group would meet and report to Full Corporation
- that Full Corporation would make any decisions regarding Link Governors

8.03 **Audit Committee held on 8 June 2023**

The following areas were discussed:

College

Govs and
Principal's PA
Working Group
Full Corp

- Internal Audit Reports
 - Governance
 - Insurance
 - Payroll
 - Safeguarding
- Regularity and Financial Statements
- Accountability Statement
- Post-16 Audit Code of Practice 2022 – 2023
- Risk Register
- ONS Re-classification guides to changes

The following items regarding internal audits were discussed

- Governance - recommendation of Governor Appraisal being good practice - TIAA had agreed to send a template. It was agreed that any decision made regarding this would need to be at Full Corporation level
- Safeguarding - governors should send confirmation of safeguarding training undertaken outside of Notre Dame to the GP who will liaise with the Deputy Principal to ascertain whether this meets the same criteria as the Governor Training to try to reduce the need of training duplication
- Training - governors should send confirmation of any training undertaken outside of Notre Dame to the GP so that it can be recorded

Full Corp

**GP & Dep
Principal**

GP

8.04 **Finance and Physical Resources held on 13 June 2023**

The following areas were discussed:

- Monthly Management Accounts and Financial Forecast
- College Financial Forecast Report (CFFR) – Financial Plan and Commentary
- Funding updates
- Accountability Statement
- Premises and Estate Update
- Health and Safety, International Students and Marketing Report

Minute 6.01

The Director of Finance and Operations confirmed that project completion statement had been submitted on 20.06.23 and that the DfE had confirmed receipt

Minute 5.02

The chair apologised that due the current absence of the GP the Summary of International Fees charged by other colleges had not been circulated with the required 7 days' notice

RESOLVED

That Full Corporation approved an increase in international fees from £9K to a minimum of £10K. DFO to ascertain whether agency fees are fixed rate or a percentage and adjust fees upwards of £10K to take this charge into account

DFO

Minute 6.02

Approval of expenditure to replace LED lights using some grant and some capital funding was approved by the committee via email prior to the meeting on 13 May 2023.

Policies approved

- The Health and Safety Policy
- Financial Regulations (including anti-bribery legislation and Insurance) -

The Chair of the Audit committee recorded his thanks for the contribution that the GP had made.

The Chair of Full Corporation confirmed that thanks had been expressed both verbally and in writing, and that the college is doing what it can to support the GP.

The GP's notice period ends in November and an advert has already been placed

If an appointment is made prior to the end of the notice period, it will allow for a hand over period.

9.00 CHAIR'S BUSINESS

9.01 The Away Day is confirmed Thursday 29th June, refreshments will be available from 3.30pm and dinner will be at 7.00pm

10.00 CONFIDENTIAL ITEMS

10.01 There were no items to address.

11.00 ANY OTHER URGENT BUSINESS/POLICIES

11.01 There was no other urgent business to address.

12.00 DATE AND TIME OF NEXT MEETING

- 12.01
- 12th October 2023 at 5.30pm in person (venue tbc).
 - Principal's PA to circulate the calendar of meetings for 2023/24

Principal's PA

The meeting closed at 7.12pm.