

# NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the Full Corporation meeting held on:

**THURSDAY 12 OCTOBER, 2023 AT 5.30PM**

**PRESENT**

David Wright (Chair)	Justine Barlow (Principal)
John Barnes	Matthew DiClemente
Graeme Brown	Fr. Michael Hall
Paul Casey	Helen Hayden (via Teams)

**IN ATTENDANCE:**

- Sarah Dumont – Deputy Principal (Dep Principal)
- Karen Petrillo – Director of Finance and Operations (DFO)
- David J Israel – Clerk, GSS

The meeting opened with a prayer.

## **1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS**

## **ACTION**

1.01 Apologies were received and accepted from Natalie Cullen. No apologies were received from Jo Lawton, Associate member.

1.02 The Chair informed the Board that the recent first round interviews for a new Governance Professional (GP) had been unsuccessful. A new advert led to further applicants, with shortlisting happening in the coming days and interviews set up for the end of October.

1.03 Terms of Office  
Sadie Walker's term of office as a parent governor finishes on 30 November, and she is not eligible to stand for another term. The election will be held this term.

Matthew DiClemente's term as Foundation Governor also finishes on 30 November, and the Diocese will be approached on this.

John Barnes' term of office finishes next April, and this will be addressed at the next Corporation meeting.

1.04 The Board has the following vacancies: two Foundation Governors, two staff Governors, two student Governors and one co-opted Governor. Governors were asked to consider people they may know who may be willing to take on one of the Foundation or co-opted roles, and to let the Chair know. Consideration will also be given to attracting a T-level, or other employer, into the co-opted Governor role.

The staff Governor vacancies have been communicated to the staff team, and the senate has been notified of the student Governors roles.

## **2.00 ELECTION OF CORPORATION CHAIR/VICE CHAIR**

### **2.01 Resolved:**

David Wright and John Barnes agreed to stand for the roles of Chair and Vice-Chair, and they were nominated and seconded by Fr Hall and Paul Casey. They were elected for a twelve-month term of office.

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

3.01 The comments on the Scheme of Delegation from the recent audit committee were noted, including the work still to do to 'tidy up' the scheme. It was noted that there is a clear documented history of which policies are ratified by which committee, and that the standing orders, and advice from wider bodies such as Diocese, are in place and followed in the governance of the College. Governors felt comfortable that this was, mainly, a 'tidying up' job, and that the existing Terms of Reference and Scheme of Delegation continue to be used.

3.02 The working group on Link Governors will meet on 16 November, 2023 to review the current links, ensure that best practice is happening and to consider if any improvements can be made. The findings will be brought back to the relevant committees.

3.03 The new safeguarding team in College was noted and welcomed, along with Graham Brown's role as safeguarding governor. Governors agreed that safeguarding would become a standard item on the Corporation meeting agenda. Sarah Dumont is also checking what training Governors should complete around safeguarding.

**Clerk  
Dep Principal**

### **4.00 DECLARATION OF INTERESTS**

4.01 There were no new declarations of interest.

### **5.00 MINUTES OF THE LAST MEETING**

5.01 The minutes from the Full Corporation meeting held on 21 June, 2023 had been circulated as part of the meeting bundle.

#### **Resolved:**

The minutes were accepted as a true record and the and the Chair was authorised to sign them.

### **6.00 REVIEW ACTIONS AND MATTERS ARISING**

#### **6.01 Minute 1.04 - Membership Matters**

The staff and student Governor vacancies have been advertised

#### **6.02 Minute 4.01 – Governance audit**

The Chair updated Governors on the TIAA Governance Audit at the Away Day on 29 June, 2023.

#### **6.03 Minute 7.00 - Accountability Statement**

The Principal has uploaded the final version

#### **6.04 Minute 8.02 - Link Governors**

The working group of the Chairs of the Full Corporation, the HR/S&G and C&S committees and the Principal is meeting on 16 November, 2023.

#### **6.05 Minute 8.03 - Governor Appraisal**

The template proforma for Governor Appraisal has been requested from TIAA twice by the DFO but not yet received. Governors noted that the

format for this appraisal needed to be effective both in terms of its outcomes and time.

- 6.06 Minute 8.04 - international fees  
The DFO ascertained whether agency fees are fixed rate or a percentage and adjusted fees upwards of £10k to take this charge into account. Governors raised the possibility of recognising the increased cost-of-living and how the College mission and ethos could support students unable to pay these fees? There are a host of opportunities to support students across the College, as well as support through unexpected incidents. It was noted that there are very few issues with payments from international students.
- 6.07 Minute 12.0 - Calendar of meetings  
An updated calendar is included in the papers for this meeting to reflect changes made at committee level.
- 7.00 REPORTS FROM THE PRINCIPAL**
- 7.01 Each year there is a plan set out against the College's strategic aims, with progress recorded in the report, and includes the proposed actions for this academic year, agreed by the senior leadership team (SLT), and who is actioning these. The significant progress over the last two academic years is impressive, which reflects the College's high expectations, whilst ensuring all staff feel part of the journey, and that students feel the benefit.
- 7.02 **Q: Is the Catholic Life working group meeting this year?** The aim is to meet by the end of this term.
- 7.03 **Q: How does Parent Power get ranked?** The director of Catholic Education highlighted this to the College, and Governors welcomed the College's position within the top 50 schools, alongside other public ratings such as that in the Sunday Times.
- 7.04 **Defunding of Qualifications**  
The College continues to be supported by the Sixth Form Colleges Association (SFCA) which is lobbying at national level on behalf of colleges regarding potential impact. The recent suggestion too about the changes to post-16 education are also a consideration around the impact this would have on the College, and the impact it is having on students currently studying these qualifications. The College is working alongside the SFCA to consider the potential impact, in order to prepare a considered response.
- 8.00 STAFF / STUDENT GOVERNOR REPORT**
- 8.01 As noted above, there are no staff or student Governors currently in post.
- 9.00 COMMITTEE MINUTES**
- 9.01 **Finance and Physical Resources, held on 14 September, 2022**  
The draft minutes of this meeting are included in this bundle.

David Wright was voted in as Chair for a one-year term of office.

The following areas were discussed:

- Monthly Management Accounts
- Capital Build and Summer Works
- Budget Updates 2023/24
- Student Numbers

Discussions on:

- Terms Of Reference and Scheme of Delegation

#### 9.02 **Curriculum and Standards held on 20 September, 2023**

The draft minutes of this meeting have been sent separately.

Fr Michael Hall was voted in as Chair for a one-year term of office.

Presentations from the Senior Leadership Team:

- Principal's Report – included in this bundle of papers
- Academic Tutors
- Applied General Qualifications and T Levels Summary
- Lesson Observation Annual Report
- QA Cycle for Staff
- Report on Enrolment
- SPOC Report
- Staff Development Report
- Teaching and Learning Strategy and Foci
- Progress Against College Self-Assessment Report (SAR) and Quality Improvement Plan (QUIP)

Link Governors were assigned as follows:

- Safeguarding – Graeme Brown
- Quality of Education/Assessment/Teaching and Learning – Fr Michael Hall (to continue until a new appointment is made)
- Vocational overview – Sadie Walker to be confirmed
- Enrolment/Attitude to Learning - Natalie Cullen
- Catholic Life – Father Michael Hall

Discussions on:

- Terms of Reference and Scheme of Delegation

Policies approved:

- Access Arrangements Policy 2023/24
- RHSE Policy
- Safeguarding, Child Protection & Prevent Policy 2023/24

#### **Resolved:**

The Safeguarding, Child Protection & Prevent Policy 2023/24 was approved.

Fr Hall noted the year-on-year (YoY) increase in progress seen in the reports to the committee, as well as the clear interconnection seen through the range of reports.

**Q: How will the SAR be taken forward this year?** This will be as done in the past, will include reference to the national skills agenda, and is open to any Governor who wishes to attend. It is supported by an external moderator too. The College remains committed to meeting and exceeding national benchmarks, to have a positive added value and noted that skills will be inspected as the next Ofsted inspection.

#### 9.03 **Audit Committee held on 27 September, 2023**

The draft minutes of this meeting have been sent separately.

Paul Casey was voted in as Chair for a one-year term of office.

The following areas were discussed:

- Terms of Reference and Scheme of Delegation
- Final Safeguarding and Prevent Internal Audit
- Final Internal Audit Follow-Up Review
- Risk Register
- Cyber Security

The good report on safeguarding had been welcomed by the committee. The risk register was reviewed in detail, along with a review of the sensitivity around risks brought about by changes in the environment around specific risks, such as funding, compliance, safeguarding, health & safety and cyber security. Governors recognised that these were almost all within the control of the SLT and Governors, and that this work had been informed by the College's internal auditors TIAA.

**Q: How is the audit preparation proceeding?** Everything is on track, with the relevant information having been made available to the auditors ahead of the formal start of their visit.

#### 9.04 **Human Resources/Search held on 4 October, 2023**

The draft minutes of this meeting are included in this bundle.

John Barnes was voted in as Chair for a one-year term of office.

The following areas were discussed:

- Annual HR report
- Governors' Conference 2023/24: SLT asked to suggest an alternative date. New date agreed as Thursday 27th June 2023 - still to be finalised

Discussions on:

- Terms of Reference: These were approved subject to amendments made at the meeting
- Scheme of Delegation: Delegation to the sub-committees had worked well but the details of the scheme need to be considered again by the Full Corporation

The following Policies were reviewed but not approved at this time:

- Governor Expenses Policy
- Governor Recruitment Policy
- Virtual Meetings Policy

The main focus of the meeting was the HR annual report, including: the employee assistance programme; how illness is recognised and reported; staff disciplinarys; and the exit interviews, with all leavers reporting how much they had enjoyed their time in the College. The committee terms of reference were also reviewed and updated, and are available, subject to one amendment, for approval.

## **10.00 FINANCE REPORTS**

10.01 KPO shared with the governors that the West Yorkshire Pension fund has moved from a liability to an asset at the last actuarial valuation. After discussions with the auditors KPO did not think this was prudent to list this as an asset so this would be shown as a nil value on the balance sheet for 2022/2023.

10.02 **Q: Have we secured favourable interest rates for our funds on deposit?**  
They are locked in for twelve months.

10.03 **Q: Are the College's loans on fixed rates?** One is and another is fixed above base rate. That loan is being reviewed for early repayment as this may be a better use of resources.

10.04 A budget was set aside for building work, but it was agreed that this was a relatively small spend for an estate of this size. Consideration was given to investing into the estate, to enable substantial and essential work to be done. A list of suggested works including the dining room, sports hall roof and more were listed. Governors recognised the importance of reviewing the reserves policy of the College and the outline of planned investment of capital to support the education, welfare and both the accessibility for, and safety of, students. This would also start to enable to College to grow and increase its student enrolment.

It was agreed to create a breakdown of work needed immediately on the estate, that which could wait some months and proposals for the future growth of the College. This will be informed by quotes for the immediate work. This report will come to the next meeting of the Corporation.

**DFO**

## **11.00 CHAIR'S BUSINESS**

### **11.01 Virtual Meetings**

Governors noted that the current arrangements, with a mix of online, hybrid and in-person meetings (such as Corporation) works for committee meetings. The Chair asked Governors to feed back to him personally if they had any suggestions for improving meetings.

### **11.02 Open Day**

Saturday 14 October, 2023 - Governors all welcome.

11.03 Catholic Education Service (CES) is reviewing its statutory instruments and articles of association, most likely tweaking these rather than substantial changes. Governors who wished to feedback on this were encouraged to do so.

11.04 The external board review needs to be completed by autumn next year, and this will be led by the Chair and GP, once in post.

## **12.00 POLICIES FOR REVIEW**

12.01 Governors noted the followed policies sent for them to review:

- GDPR Staff Privacy Notice
- GDPR Student Privacy Notice

They recognised that these policies are reviewed every year, but there have been no changes since last year.

### **Resolved:**

To approve the policies as tabled.

## **13.00 ANY OTHER URGENT BUSINESS**

13.01 The Quality Mark Award received this week was welcomed and Governors expressed their praise and thanks to the staff involved in obtaining this.

## **14.00 CONFIDENTIAL ITEMS**

14.01 There were no confidential items to discuss.

## **15.00 DATE AND TIME OF NEXT MEETING**

15.01 Thursday 14 December, 2023 at 5.00pm in Trinity Conference Room in College.

The meeting closed at 7.55pm