



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Curriculum and Standards Committee** meeting held at the college on:

TUESDAY 10 DECEMBER 2024 AT 5.00PM

PRESENT Father Michael Hall (Chair)
Justine Barlow (Principal)
Graeme Brown
Victor Azubike (Associate Governor)

IN ATTENDANCE: Andrew Kellett - Assistant Principal
Lucy Johnson – Assistant Principal
Kirstie Kohling – Assistant Principal
Denise Hark – Clerk to Corporation

The meeting was opened with a prayer.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

Apologies for absence were received from David Wright.

Apologies for absence were also noted from Helen Hayden who was attending a meeting with the Minister for Skills.

2.00 DECLARATION OF INTERESTS

There were no declarations of interest made.

3.00 MINUTES OF THE LAST MEETING

The minutes from the meeting on 18 September 2024 were agreed as a correct record and the Chair was authorised to sign them.

4.00 REVIEW ACTIONS AND MATTERS ARISING

Further to minute 10.10, the Principal had circulated the requested report on the College's contribution to skills following the meeting.

5.00 COLLEGE SAR

5.01 The Principal noted that the normal practice would be to have a panel to review the SAR before being presented to the committee for approval. This was not required this year due to the Ofsted inspection earlier in the term. The inspection had covered the areas in the SAR and had taken into account the summer results.

ACTION

- 5.02** The actions included in the action plan have been discussed by the SLT and reflect the College's position.
- 5.03** Q: Why are some areas in the report highlighted in yellow, in particular concerning student destinations.
A: This is to allow an update on the NEET figures to be made before the document is uploaded to the Ofsted portal before 31 January. The NEET figures have further improved since the document was sent to governors.
- 5.04** The Principal noted that the document was a fair reflection following the Ofsted inspection and the governance review and included a summary of the College ethos.
- 5.05** Q: What is happening with the underperforming departments, particularly if they had been underperforming in the previous year?
A: There had been a focus on those areas which had been worked with for a few years and on some of the larger subject areas. Improvement of the areas which had previously been a concern would continue to be monitored.
- 5.06** The Chair noted that there was an increased focus on helping Heads of Department to carry out their roles and asked whether their targets fit with the SAR. It was confirmed that the HODs have a Rosenshine target and a personal target.
- 5.07** Teaching and Learning Leaders have been appointed this term.
- 5.08** Progress against the actions in the SAR would be provided at each Curriculum & Standards Committee meeting.
- 5.09** The Chair congratulated the Principal and SLT for the comprehensive SAR.
- 6.00 CATHOLIC LIFE**
- 6.01** A report on Catholic life had been included with the papers for the meeting.
- 6.02** The Principal reported that it was pleasing that the Lay Chaplain had started in post and had already made a significant impact during the few weeks that she had been in post.
- 6.03** The Chair praised the contributions from the different aspects of Catholic Life.
- 6.04** The Chair commented that he would like to see how governors can contribute to Catholic Life and this was an area which could be reflected on in the summer term.
- 6.05** Q: When is the Catholic Life Inspection expected?
A: It is hoped that this would not be until September 2025 to allow the Head of PTE and the Lay Chaplain to be settled in post.

7.00 Reports & Updates

7.01 SAFEGUARDING SAR

The Link Governor for Safeguarding reported that he had met with the Designated Safeguarding Officer to discuss Safeguarding and the information provided during the meeting correlated with the SAR.

7.02 Safeguarding had been assessed as Grade 1; this reflected the Effective judgement from Ofsted.

7.03 The Link Governor for Safeguarding suggested that it would be helpful to have a copy of the Safeguarding SAR in advance of his meeting with the DSO and expressed an interest in taking part in the SAR meeting.

8.00 POLICY REVIEW

The following policies were presented for review by the Committee:

8.01 Prayer and Liturgy Policy

The Principal reported that she had reviewed the policy with the Head of PTE and the Lay Chaplain, and it had been agreed that the policy would need substantial changes. However, as the Prayer and Liturgy Policy needs to be uploaded to the website an interim policy was presented for approval. A final amended policy will be brought to the next meeting of the C&S Committee for approval.

Agreed: that the interim Prayer and Liturgy Policy is **approved**.

8.02 Examinations Policy (for information)

The Examinations Policy had a full review last year based on the standard policy issued by the Exam Boards. The minor changes to the policy were noted.

9.00 SKILLS AGENDA

9.01 The Chair reported on the letter to the Principal from Baroness Jacqui Smith, Minister for Skills. She had congratulated the College on the Ofsted results and had commented that the success had been underpinned by exceptional teamwork, understanding and support for pupils to offer the highest quality of teaching to learners. She had added that she was pleased to read about the exceptional work the college is doing to support skills needs in Leeds,

9.02 The Principal noted that the report included with the papers for the meeting captures progress made to date and includes an action plan which has been added to the Accountability Statement.

9.03 The Assistant Principal with responsibility for Skills reported that the Head of Careers was making an impact and was increasing the number of contacts in Leeds.

9.04 The College has been asked to speak at a Chamber of Commerce Conference on T Levels.

- 9.05** The College is working on a pilot scheme with IBM which would be rolled out in Bradford.
- 9.06** Staff were being encouraged to participate in Industry Days and bring back information on different areas of work.
- 9.07** Q: How is progress going with the T Level Media offer?
A: The new Head of Department has made a good start and has organised visits to Channel 4 and ITV and has written to feeder schools. It will be known by the end of January whether the numbers will be viable to run the course.
- 10.00 LINK GOVERNOR REPORTS**
- 10.01 Safeguarding & SEND**
A written report from the Safeguarding Link Governor following his meeting with the DSO had been included with the papers for the meeting. He added that he intended to visit College to look at SEND next term. The Link Governor commended the team on doing a fantastic job managing a huge number of students with a wide range of issues.
- 10.02 Quality of Education**
The Link Governor for Quality of Education had met with the Deputy Principal and the following areas had been discussed: curriculum interventions, new subjects, skills, destinations and attendance.
- 10.03** A significant step this year had been the introduction of Teaching and Learning Leaders who carry out peer to peer work to support curriculum departments.
- 10.04** The Assistant Principal reported that six Teaching and Learning Leaders had been appointed, following interview, to provide support on quality and CPD working in different curriculum areas. This is a way of spreading the strength of pedagogy across the staff. They have also delivered whole staff training.
- 10.05** The Principal reported that this new initiative had been launched in September following discussion by the SLT in the summer term.
- 10.06** Q: How quantifiable is their impact?
A: There is tight tracking and monitoring of the initiatives so their impact can be seen.
- 10.07** Q: Has there been any resistance to support provided by a non-subject specialist?
A: They are not passing judgement on their teaching, so it is seen as positive support.
- 10.08** Q: What training have the Teaching & Learning Leaders had for this role?

A: There were drop-ins during the quality week to ensure there was commonality and this is all underpinned by Rosenshine.

10.09 The Teaching and Learning Leaders had been recruited from the curriculum areas of English, Maths and Science.

11.00 ANY OTHER URGENT BUSINESS

The Chair congratulated Andrew Kellett on his appointment as Deputy Principal to commence in post in January 2025.

The Principal noted that the Assistant Principal post would be advertised in January.

12.00 DATE AND TIME OF NEXT MEETING

Tuesday 18 March 2025 at 5.00pm

The meeting closed at 5.37pm.