



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

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

WEDNESDAY 24 SEPTEMBER 2025 AT 5.00PM

PRESENT

- Father Michael Hall (Chair)
- Justine Barlow (Principal)
- Graeme Brown
- Sarah Wickham
- David Wright
- Mark McEvoy
- Christine Bosch
- Victor Azubike – Associate Governor

IN ATTENDANCE:

- Sarah Dumont – Senior Deputy Principal
- Andrew Kellet – Deputy Principal
- Lucy Johnson – Assistant Principal
- Kirstie Kohling – Assistant Principal
- Lisa Guest – Assistant Principal
- Aine Hardcastle – Assistant Principal
- Sean Boyle – Teaching & Learning Lead
- Kay McLeod – Teaching & Learning Lead
- Sarah Birkett – Teaching & Learning Lead
- Kath Owen – Teaching & Learning Lead
- Emma Lawton – Teaching & Learning Lead
- Denise Hark – Clerk to Corporation

The meeting was opened with a prayer.

Prior to the commencement of the meeting the Teaching and Learning Leads gave a presentation on the work they had carried out over the previous year. This involved looking at their individual areas of focus, the curriculum areas they were working with and the Rosenshine area this related to.

The Chair thanked the Teaching and Learning Leads for their informative presentations.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS
There were no apologies for absence.

ACTION

2.00 DECLARATION OF INTERESTS

There were no declarations of interest made.

3.00 ELECTION OF CHAIR

3.01 Agreed: That Father Michael Hall is elected as Chair of the Curriculum & Standards Committee for the academic year 2025/2026.

4.00 COMMITTEE TERMS OF REFERENCE

4.01 The Committee reviewed the draft terms of reference and noted that two items had been removed as they had been duplicated in the Strategy and Governance Committee.

Agreed: That the Committee terms of reference are approved.

5.00 MINUTES OF THE LAST MEETING

5.01 The minutes from the meeting on 18 June 2025 were **agreed** as a correct record.

6.00 REVIEW ACTIONS AND MATTERS ARISING

6.01 The appointment of a Link Governor for Careers would be discussed under Item 11 – Link Governors.

7.00 CATHOLIC LIFE REPORT

7.01 The Principal reported that a Staff retreat day had taken place at the end of the summer term and a Mission and Ethos Day was held on 1 September. The Mission & Ethos Day, which had been led by the Head of PTE and the Lay Chaplain, had been an opportunity to set the scene for the year. Positive feedback had been received from staff who had welcomed the opportunity to work together and collaborate.

7.02 The number of students who had visited Lourdes this year had been testament to the impact of the Lay Chaplain.

7.03 An Assistant to the Lay Chaplain who will be an apprentice has been appointed and will start after half term.

7.04 A Priest Chaplain has been appointed.

7.05 The Chair commented that the report was encouraging, and it was pleasing to note the significant impact made by the Lay Chaplain who had only joined the college in November last year.

8.00 PRINCIPAL'S & SLT REPORT

8.01 The Principal reported on the key data from the summer results and noted that QAR data was above benchmark on the key criteria.

8.02 The Principal commented that it was pleasing to see that the high grades achieved in 2024 had been maintained in 2025.

- 8.03** The level of challenge for T Levels nationally was noted. This had resulted in a lower grading offer from universities.
- 8.04** Targets for 2025/2026 were:
- To improve A Level value added and to improve on the ALPs scale to at least 0.96 or above.
 - To maintain College A Level high grades above benchmark
 - To see improvement in high grades in A Level Maths, Sociology, History and Computer Science.
- 8.05** An Assistant Principal noted that all Teaching and Learning Leads had seen significant improvement in the areas they had been working with, but they had indicated that this would be a two-year process. She added that they had made a remarkable impact.
- 8.06** The new Ofsted framework would be introduced in November. This would include a new report card. Skills would no longer be a separate judgement.
- 8.07** Q: What were the value added results like for the different student groups?
A: Value added for boys was slightly down and there was a larger gap for free school meals students.
- 8.08** The Principal reported that by March there would be an indication of progress and predicted grades would be available by May. There is a need to be confident in the accuracy of predictions.
- 8.09** Q: Were the summer 2025 results as expected?
A: Yes. The increase in the pass rate and high grades had been predicted.
- 8.10** **Curriculum Statement of Intent**
The Curriculum Statement of Intent had been included with the papers for the meeting.
- 8.11** Q: What is ND240?
A: This had started last year. It is 240 minutes of extra learning added onto 5 hours of study on a subject as a minimum expectation. This includes subject support and enrichment activities.
- 8.12** Q: What is the function of the Curriculum Statement of Intent?
A: This is for compliance. The annual Curriculum Statement of Intent must be uploaded to the college website.
- 8.14** **Level 3 Curriculum Reform Update**
The extended certificate for Health and Social Care has been discontinued. The college is now offering the new AAQ in this subject.
- 8.15** Last enrolments have taken place for the Level 3 Criminology certificate and Diploma.

- 8.16** The results of the curriculum review are expected to be published in November.
- 8.17** Regular meetings take place with OCR and Pearson to look at replacing discontinued courses with a package offer.
- 8.18** Q: What timescales are involved?
A: Some of the AAQs are already written. If approved an alternative route would be offered for Criminology from 2027. Business Studies courses would be packaged so that different qualifications would be available to give students a similar experience with a new curriculum.
- 8.19** **Progress against the SAR 2024/2025**
The Principal reported that it was pleasing that significant positive progress had been made.
- 8.20** The College SAR Panel meeting has been arranged for 3 December. The annual Catholic Self-Evaluation document would also be reviewed at that meeting.
- 8.21** **Enrolment**
Enrolment had been positive, with numbers currently 20 over the census target.
- 8.22** It was reported that there had been steady enrolment from the direct feeder schools. There had been strict entry criteria, however, some concessions had been made because of the maths results at one school. Students had been entered for the Higher paper which meant that they would have to pass at Grade 5, if they were just below this, they would not be credited with a Grade 4 which they would have achieved if they had been entered for the Foundation paper.
- 8.23** Q: What percentage of Year 11 students come from the feeder schools?
A: Around 70% from one of the schools, 33% from another and 50% from a third one.
- 8.24** Q: Where do the students go if they don't come here?
A: Students at some of the schools did not come to Notre Dame because they hadn't achieved the required grades.
- 8.25** Enrolment by gender was consistent with previous years.
- 8.26** There were fewer students from Bradford this year but more students from Leeds.
- 8.27** There had been continued positive enrolment from partner Catholic High Schools and other Catholic High Schools.

- 8.28** Analysis on enrolment is carried out and this is used with the marketing team to focus development work with particular schools.
- 9.00 POLICY REVIEW**
The following policies were presented for review by the Committee:
- 9.01 Safeguarding & Child Protection Policy**
Agreed: to recommend approval of the Safeguarding and Child Protection Policy to Corporation.
- 9.02 SEND Local Offer**
The policy had been amended to take into account the change of names.
Agreed: That the SEND Local Offer is approved.
- 9.03 SEND Learning Support Policy**
The policy had been amended to take into account the change of names.
Agreed: That the Learning Support Policy is approved.
- 9.04 Word Processor Policy**
There were no changes to this policy.
Agreed: That the Word Processor Policy is approved.
- 10.00 SKILLS AGENDA**
A report on progress made against actions was presented.
- 10.01** Curriculum staff ambassadors have been introduced to link with careers.
- 10.02** Notre Dame Digital Badges are being developed in line with the Leeds City Ambition pilot.
- 10.03** The Law department internship was working well.
- 10.04** PlatForm1 has been launched to all students and staff highlighting key live careers opportunities across the City of Leeds and the surrounding areas.
- 10.05** Level 2 students completed their Employability SmartLog training, as well as Microsoft Clip training.
- 10.06** An Employability and Skills Fair took place in July.
- 10.07** Three T Level Digital students had successfully developed a Customer Relationship Management (CRM) system. Discussions are now taking place around a version of this going live.
- 11.00 LINK GOVERNOR REPORTS**
- 11.01 Catholic Life**
The Chair reported that the Catholic Life link meeting was due to take place before half term.

11.02 Safeguarding & SEND

A written report from the Safeguarding and SEND Link Governor following his meeting with the DSO had been included with the papers for the meeting. He noted that it was pleasing to see that there was a full Safeguarding team.

11.03 Quality of Education

The Link Governor for Quality of Education noted that all areas in the written report had been covered earlier in the meeting. He added that the Nick Allen value added score is dependent on people buying into it, for example 98 centres had bought into one particular subject and only 20 centres had bought into another subject. The Principal advised that it was also important to look at ALPS grades and context alongside the Nick Allen analysis.

11.04 Link Governor Roles

The following Link Governor roles were agreed:

Catholic Life – Father Michael Hall

Quality of Education – Graeme Brown

SEND & Safeguarding – Mark McEvoy

Careers – Christine Bosch

12.00 ANY OTHER URGENT BUSINESS

There were no items of Any Other Business raised.

13.00 DATE AND TIME OF NEXT MEETING

Tuesday 9 December 2025 at 5.00pm

The meeting closed at 6.30pm.