



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

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

TUESDAY 9 DECEMBER 2025 AT 5.00PM

PRESENT Father Michael Hall (Chair)
Justine Barlow (Principal)
Graeme Brown
Sarah Wickham
David Wright (online)
Mark McEvoy

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
Denise Hark – Clerk to Corporation

Prior to the commencement of the meeting the Assistant Principal – Quality Improvement gave a presentation on Curriculum Intervention support analysis.

The presentation focused on how areas are identified for support, the departmental audit process, target setting and case studies of individual subject areas.

The following points were noted from the presentation:

- Support included having a Teaching and Learning Leader allocated to work with the identified department.
- A case study showed the progress of a department over a number of years. One of the issues faced by the department was the retention of information to the long-term memory. This was improved by revising lesson starters.
- A case study of another department showed that significant improvement had been made in one year.
- Teaching and Learning Leaders had made a significant positive impact.

The Chair noted that the Teaching and Learning Leaders had been appointed for two years, and

asked what would happen after this period had ended.

The Principal reported that two Associate Assistant Principals would be recruited internally, and this could create vacancies for Teaching and Learning Leaders. As this has been a successful endeavour the system would continue.

The Chair thanked the Assistant Principal for her informative presentation.

The meeting was opened with a prayer.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

Apologies for absence were received from Christine Bosch and Victor Azubike.

2.00 DECLARATION OF INTERESTS

There were no declarations of interest made.

3.00 MINUTES OF THE LAST MEETING

3.01 The minutes from the meeting on 24 September 2025 were **agreed** as a correct record.

4.00 REVIEW ACTIONS AND MATTERS ARISING

4.01 There were no matters arising from the minutes of the previous meeting.

5.00 COLLEGE SAR

5.01 Following approval from Corporation the SAR would be uploaded to the Ofsted portal.

5.02 An internal Panel meeting was held on 2 December consisting of SLT members and the Vice Chair of Corporation. Two representatives from St John Rigby were also in attendance observing good practice.

5.03 The SAR contains key quotes from the 2024 Ofsted inspection to back up judgements.

5.04 The self-evaluation grading was agreed, and it was considered that Safeguarding had been met.

5.05 The Catholic life and mission section is a summary which triangulates the information in the CSED.

5.06 The report identified key groups where more work would be done around inclusion.

5.07 An action plan for 2025-2026 was included in the document.

5.08 The Principal noted that the Exceptional grade in the new framework focuses on sharing information outside the organisation.

ACTION

5.09 Q: Although destinations for high achieving students is quantified, can more detail be provided for students with the highest Value-Added scores?
A: It is possible to look at students who come for one year to study at Level 2 and then progress onto Level 3 courses. Their progress could be looked at over time along with their destinations.

5.10 Q: What age do we take NEETs up to?
A: We benchmark against national statistics for 16-18 year olds.

5.11 NEETs are tracked every day through to March. There is a relentless pursuit to try to get them positive destinations.

5.12 There are currently 9 NEET students and 27 unknowns.

6.00 CSED

6.01 The Catholic Self-Evaluation Document had been reviewed at a Panel meeting which had included representatives from St John Rigby who had recently undergone a Catholic inspection. They had noted that this was a rich and strong document.

6.02 The Principal noted that the document contained a substantial amount of contribution from the Head of PTE and the Lay Chaplain who had made a phenomenal input in her 12 months in post.

6.03 It was likely that the inspection team would be led by someone from a school sixth form rather than from a sixth form college.

6.04 The Chair reported that the inspection was likely to take place in the autumn term 2026.

6.05 It was agreed that the Chair and Graeme Brown would meet with the inspection team.

6.06 Q: Will the inspectors drill down further on the document?
A: The document has been reviewed by the co-ordinator at the Diocese. The team will come in and test the statements and look at evidence.

6.07 The Catholic School Inspection group would meet in January to review the documents.

7.00 PRINCIPAL'S & SLT REPORTS

7.01 Principal's Report

An update against actions in the QUIP was provided.

7.02 Four curriculum areas had been highlighted for development based on ALPS scores and the Value-Added Summary. It was noted that all these subjects are above QAR.

- 7.03** A significant amount of work has been carried out by the college team in these areas.
- 7.04 Curriculum Updates**
National double and triple BTECs will be defunded and will be replaced by V Levels rather than AAQs.
- 7.05** The Principal noted that a significant number of learners enrol on triple BTECs and there needs to be something to replace them with pathway progressions.
- 7.06** Triple and Double BTECs finished in September 2025 and V Levels will not be introduced until September 2027 when AAQs will be removed.
- 7.07** The Principal noted the staff workload in preparing new materials for the AAQs and added that the college will work hard to make sure that there is a viable well-thought out curriculum for September 2026.
- 7.08 Destinations**
Destination data was provided which had been benchmarked against national.
- 7.09** 100% of students with an EHCP and Looked After Children progress onto positive destinations.
- 7.10 Safeguarding SAR**
The DSL reported that the Safeguarding Link Governor had met with the Safeguarding Team to go through the key areas in the Safeguarding SAR, looking and trends and changes.
- 7.11** The amount of work for exam access arrangements was highlighted.
- 7.12** There has been a focus on three areas:
- 7.13** Bereavement – Bespoke training has been provided to staff and a group has been set up to support young people who have been bereaved.
- 7.14** Young Carers – 24 young carers have been identified, and they are getting better support.
- 7.15** Poverty- The college is looking at how to support students who are eligible for a bursary to apply for it.
- 7.16** The Safeguarding Link Governor commented that he had been impressed with the work carried out by staff on Safeguarding.
- 7.17** A governor commented on the significant number of mental health logs which were already at a similar level to the full year in 2024/25.

- 7.18** The Chair asked whether AI had been used as counselling in college. The DSL replied that a member of staff had used it but there were questions around ethics.
- 7.19** Q: Is there an increase in demand or is it a resource problem regarding the increased SEND exam access arrangements?
A: The JCQ are working to reduce the number of students entitled to extra time and evidence has to be provided that the student currently needs this additional time. Teachers and Heads of Department are responsible for collecting this information.
- 7.20** The Deputy Principal noted that a lot of feedback from centres had been provided to JCQ to say that this was burdensome on the SEND department and teaching staff.
- 7.21** **EDI SAR**
The Senior Deputy Principal reported that colleges are obliged to publish equality objectives every 4 years and noted that Notre Dame is in the middle of this cycle.
- 7.22** Work has taken place on PTE and tutorials which are now richer and more diverse.
- 7.23** The Wellbeing Hub has continued, and a Diversity Hub has been introduced.
- 7.24** There are plans to launch a Neurodiversity Hub to students and to move towards becoming a neuro-inclusive workplace.
- 7.25** A slight increase in the achievement gap between disadvantaged and non-disadvantaged has been noticed which links back to poverty. Work is planned to identify what subjects these students study and to look at their aspirations. School Pupil Premium strategies will also be looked at to see whether they can be adapted for use in college.
- 7.26** **SPOC REPORT**
The Senior Deputy Principal reported that the SPOC results were pleasing and noted that the score of 3 was Good. The overall average was around 3.42.
- 7.27** There had been a slight decrease in agreement with well-structured lessons.
- 7.28** All Lower Sixth subjects scored 3 or above.
- 7.29** If there are subjects which come out less favourable focus groups are held with students to try and identify the issue.
- 7.30** Q: What is the performance indicator you are working towards?
A: It is a 3 or above.

- 7.31** The Deputy Principal noted that answers tended to depend on students' feelings on the day they fill it in, and some were basing their answers on whether they liked the teacher or subject.
- 7.32** It was noted that this is one data set used to draw out lines of enquiry and can be used to triangulate information with a subject area. Following this survey T Level scores have been reviewed into to look at students' experience in these subjects.
- 8.00** **POLICY REVIEW**
- 8.01** The following policies were presented for information:
Assessment and Internal Quality Assurance/Verification Policy
Examinations Policy
Exams – Non-Examination Assessment Policy
Exams Conflict of Interest Policy
Exams Malpractice Policy
- 8.02** The above policies were noted by the committee.
- 8.03** The following policy was presented for approval:
SEND Exam Access Arrangement Policy
- 8.04** **Agreed:** That the Exam Access Arrangement policy is approved.
- 8.05** The Principal noted that all policies had been revised to include updates from JCQ.
- 9.00** **SKILLS AGENDA**
- 9.01** A written report showing the progress made towards meeting skills requirements in West Yorkshire had been received with the papers for the meeting.
- 9.02** The Chair noted that Skills is not a separate item in the new Ofsted framework and suggested that it might not need to be a separate agenda item in the future. The Assistant Principal with responsibility for Skills advised that it should be kept as a separate item until inspection reports under the new framework are published.
- 10.00** **LINK GOVERNOR REPORTS**
- 10.01** **Catholic Life**
The Chair reported that he had not been able to meet with the Head of PTE due to sickness, but a meeting would be rescheduled for January.
- 10.02** **Safeguarding & SEND**
This item had been discussed under minute 7.16.
- 10.03** **Quality of Education**
A written report from the newly appointed Link Governor for Quality of Education had been included with the papers for the meeting. He reported

that he had met with the Deputy Principals and had carried out a learning walk to look at T Level Health and Social Care.

10.04 Careers

This item was deferred to the next meeting as the Careers Link Governor was not in attendance at the meeting.

11.00 ANY OTHER URGENT BUSINESS

There were no items of Any Other Business raised.

12.00 DATE AND TIME OF NEXT MEETING

Tuesday 10 March 2026 at 5.00pm

The meeting closed at 6.23pm.