Notre Dame
CATHOLIC SIXTH FORM COLLEGE

CURRICULUM AND STANDARDS COMMITTEE

MINUTES

Minutes of the meeting held in college on
TUESDAY 9 JUNE 2026 AT 5.00PM

Principles: *Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership*
Virtues: *Trust, Wisdom, Kindness, Justice, Service, Courage, Optimism*

There was an opening prayer before the meeting commenced.

PRESENT: Fr Michael Hall (Chair)
Christine Bosch
Graeme Brown
Sarah Wickham
Justine Barlow

IN ATTENDANCE: Sarah Dumont – Senior Deputy Principal
Andrew Kellett - Deputy Principal
Lucy Johnson- Assistant Principal Quality and Teaching & Learning
Kirstie Kohling - Assistant Principal Quality and Curriculum
Aine Hardcastle – Assistant Principal Quality and Student Experience

Rebecca Clacher – Clerk to Corporation

Prior to the meeting a presentation was given by the Senior Deputy Principal on the Further Education and Skills Ofsted Toolkit. The main points included:

- A significant difference was the removal of the grading for overall effectiveness. This was replaced with a 5-point scale: exceptional, strong standard, expected standard, needs attention, and urgent improvement.
- The exceptional grade was sector-leading practice. The panel should take account of the context of the specific organisation, though there were mixed reports about how this worked in practice.
- Safeguarding areas would be judged as ‘met’ or ‘not met’.
- The results of an inspection would be shown in an Enhanced Report Card which would be colour coded.

- There would be no deep dives (e.g. of Teaching and Learning), instead the panel would work heavily with SLT.
- Evaluation areas were Inclusion; Curriculum and Teaching; Achievement, Attendance and Behaviour; Personal Development and Wellbeing; Leadership and Governance.
- For Personal Development and Wellbeing, governors would be expected to have oversight of staff wellbeing, including that of the Principal.
- For Leadership and Governance, comments relevant to this section from Colleges who had undergone inspections were shown.
- Q. How would the standard of leadership and governance be established?
  A. The assessors could look at meeting minutes, but also discussions with governors about their knowledge of the College, how governors receive information about the College, how they know the College is performing, how governors are assured of the quality of education of different learner groups.
- Q. In what Committee is staff and student wellbeing addressed?
  A. In the Finance & Resources Committee for staff, and Curriculum & Standards for students.
- There were reflections on the changes to Ofsted inspections, and the heavy workload involved for SLTs.
- It was agreed that a similar presentation should be offered to Full Corporation at some point in the next academic year.

A governor briefing document on the Ofsted framework toolkit was tabled.

1.00	**APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS**	
1.01	Apologies were received and accepted from David Wright, Victor Azubike and Lisa Guest (Assistant Principal).	
1.02	a) Graeme Brown had been nominated as Chair of Curriculum and Standards Committee. **Approved:** Governors voted to appoint Graeme Brown as Chair of the Committee beginning in the new academic year.	
2.00	**DECLARATION OF INTERESTS**	
2.01	*None declared.*	
3.00	**MINUTES OF THE LAST MEETING**	
3.01	The minutes of the previous meeting held on 10 March 2026 had been circulated and were approved.	
4.00	**REVIEW ACTIONS AND MATTERS ARISING**	
4.01	a) 6.04 – large numbers of student in maths Q. Would the problems in the EdExcel Maths examination affect our students? A. Assistant Principal Quality and Teaching & Learning responded that the communication from the Head of Department with students had been managed very effectively.	

5.00	**CATHOLIC LIFE**	
5.01	A Catholic Life Summary report had been circulated. This was an update on all the work that had been done in the Chaplaincy and in the PTE departments. Catholic Life ran through all aspects of College life.	
5.02	The Chair commented that as part of preparation for the Catholic Inspection, the CSED and the actions plans from the last inspection were being reviewed.	
5.03	Governors commented that this was a great report, and it was felt that Catholic values and ethos were firmly embedded in the College.	
6.00	**PRINCIPAL'S REPORT**	
6.01	A report from the Principal had been circulated, noting that this included:	
6.02	a) Progress Against KPIs The Principal expanded on key points of the report including:	
6.03	• The latest published QAR data from April was included for assurance of data.	
6.04	• There would be a change in change in funding rules for learner numbers from September which was a risk to the College.	
6.05	• Monthly attendance monitoring as at 18th May (against May 2025) had shown an improvement, but a decline in EHCP attendance. However, this was still above the national average of 37% persistent absentees (less than 80% attendance). Notre Dame's figure was 15%. The Deputy Principal explained that with a small number of students, any outliers could skew the data, and gave some examples. Looking at the students holistically showed good outcomes, with increased attendance at College than that at school.	
6.06	• Underperforming subjects had been given a RAG rating. The SLT and relevant departments were working together. The goal was to ensure every young person had a consistent experience across the College, and get the outcome they needed.	
6.07	• Upcoming curriculum reform meant that the BTEC would be defunded and replaced by V levels from September 2027.	
6.08	• The DfE were tightening the rules on funding, with rules for funding in relation to the last exam or assessed work of students. The SFCA were exploring this as they had had success representing colleges on a previous similar DfE funding issue. - Q. Has study leave been removed? A. The Principal answered that this was shown as revision classes to show the student's programme of study had not ended.	
6.09	• The College had won the Further Education College of the Year at the Educate North Awards which was a fantastic accolade. The governors extended heartfelt congratulations to the Principal, staff and students.	

6.10	b) Summer Results Forecast The Principal was cautiously optimistic about performance and remaining higher than the national benchmark.	
6.11	c) Final Destination Figures 2025 The College was very strong at monitoring past students: there were currently two NEETS and one not known. Compared to the national average this was very low, and governors commended the work supporting students to have a positive destination.	
7.00	**SLT REPORTS & UPDATES**	
7.01	a) Safeguarding Annual Report (Senior Deputy Principal) A report had been circulated to assure governors that the College was fully compliant. Mental health and wellbeing had been rated red because of the volume of workload.	
7.02	Emerging issues for students were: sexual assault; videos shared with online abuse; gambling; and porn addictions. The College was still using Mindmate involved appropriate external agencies which was all beneficial to supporting students.	
7.03	Any email from a student to a teacher with anything concerning was now forwarded to the College Safeguarding Lead.	
7.04	There would be an internal audit on safeguarding using the DfE toolkit.	
7.05	It was agreed the safeguarding team did excellent work and thanks for were extended.	
7.06	b) Strategic Transition Planning Statement (Assistant Principal Quality and Curriculum) The qualification reform planning statement had been circulated. This was a post-16 annual requirement and outlined to the DfE College plans for transitioning to V levels, as well as current performance on T Levels.	
7.07	There were difficulties with the timeliness of information received from the DfE in relation to the time staff needed to plan and the College needed to market the courses.	
7.08	The College felt prepared at present and would await further information.	
7.09	The STPS had been submitted by the College.	
7.10	Q. Does what we do now count as 'active engagement' within the governance and oversight section of the transition and planning? A. Yes - governors reviewed all information and assurance data given.	

7.11	Q. Was there any information about A Level reform dates? A. Some reforms had already happened, for example in psychology. A Staff Governor commented that the majority of staff were involved in exam boards. This was of great benefit to getting ahead of changes.	
	c) Lesson Observations Annual Report (Senior Deputy Principal)	
7.12	The lesson observations annual report had been circulated. This highlighted good practice and areas for development. The main area that was flagged was improvement in Q&A, but this was from areas where there was already support in place. This document fed into TLL and staff development plans that Assistant Principal, Quality and Teaching & Learning worked on.	
7.13	Q. Was there any requirement under the new framework to look at anything new under the learning walks? A. No – these could continue as normal.	
7.14	Q. Was the timing of the observations appropriate? A. Learner walks were part of the Quality Weeks which had been combined. This would include a learner walk focus on work scrutiny.	
	d) Staff Development Annual Report (Assistant Principal, Quality and Teaching & Learning)	
7.15	An annual report on staff development had been circulated. The Assistant Principal highlighted the success of the Leadership Development programme: four out of the six on the first cohort had secured promotions. The current cohort was made up of five teachers and four support staff. This programme was for succession planning as well as training and development for staff.	
7.16	The Assistant Principals had attended a workshop on AI data governance. Q. What was the importance of this workshop? A. The workshop looked at systems and safeguards in place within the College and received feedback on how AI was used within the College.	
7.17	The Industry Day initiative was developing and around 50 staff had taken part this year. Q. Was there control over staff repeating an activity the next time? A. Yes, this took place every two years and was monitored by the Assistant Principal Quality and Teaching & Learning.	
7.18	The internship programme with the Law School at Leeds Beckett University had been very successful, with the potential to roll this out to other institutions, showing sector-leadership. The College was looking to expand this to other areas. It was explained that this initiative gave undergraduates a placement as part of their degree. This was also strategy for future teacher recruitment.	

7.19 **7.20** **7.21** **7.22** **7.23** **7.24**	Other key points highlighted were: • The 'Teacher Takeaway' involved sharing good practice across the College. By the end of the year, every teacher would have observed another teacher. • The golden threads of inclusion and catholic life were woven through staff development. The Assistant Principal Quality and Teaching & Learning had worked with the Lay Chaplain on this. • The College would host a teaching and learning conference in February 2027. • Training for support staff tended to be compliance and mandatory training. There was a goal to make this more sector-leading. Governors thanked the Assistant Principal for the report. It was recognised how proactive the SLT and College were in developing staff and their innovations for training. e) Complaints Annual Report (Principal) The annual report showing a summary of complaints in 2025-26 had been circulated. This was a list of formal complaints. The Governors agreed that, given the size of the college, this was acceptable.	
8.00 **8.01** **8.02** **8.03** **8.04**	**POLICIES** *All policies had been reviewed by the Senior Leadership Team. The policies below all had been circulated.* *For information* a) Fitness to Study There were minor changes to this policy. *For approval* b) Careers Education & Guidance, Enterprise & Employability Framework There had been minor but important changes. Governors **approved** this policy. c) Teaching and Learning Policy There were minor changes and a request that the last sentence would be amended to bullet points. Governors **approved** this policy. d) RHSE Statement Governors **approved** this policy. Q. In the final statement, where would governors find evidence? A. This would be provided in the pastoral SPOC, and the Department itself does feedback with students which would be shared with governors. *For recommendation to Full Corporation*	

8.05	e) Admissions Policy Governors **approved** this policy for recommendation to Full Corporation.	
8.06	f) Student Code of Conduct This had been amended to strengthen alignment with the Equality Act. Governors **approved** this policy for recommendation to Full Corporation.	
8.07	g) AI Policy This was a new policy and it would need to be reviewed each year. As AI was fast-changing, this policy was principles-based, rather than specific list of rules. Governors **approved** this policy for recommendation to Full Corporation. Q. Has the SFCA been consulted for a template AI policy? A. Yes, other organisations had been consulted.	
9.00	**SKILLS AGENDA**	
9.01	The Accountability Statement had been circulated. This detailed how the College's curriculum supported skills needs locally, regionally and nationally.	
9.02	Governors felt this was a strong document. The Principal added that it had been well received by two DfE staff members who had met with College staff on the day of this meeting.	
9.03	It was agreed the Accountability Statement would be recommended for approval to Corporation.	
10.00	**LINK GOVERNOR REPORTS** To receive reports from the following Link Governors:	
10.01	a) Catholic Life (MH) The Chair offered a verbal update. The priority had been attendance at the CSI preparation meetings. It was also highlighted that Notre Dame had hosted the Lourdes staff and welcomed staff from other Catholic schools.	
10.02	b) Safeguarding/SEND (MM) A report was tabled from the Link Governor. It was noted that this offered further assurance to the annual safeguarding report.	
10.03	c) Quality of Education (GB) Two documents had been circulated. It was felt that a phenomenal amount of wonderful work was happening in the College. The Link Governor felt confident that the data provided to governors was being triangulated. He reported that the day of the learning walk had been the first day of students handing in their mobile phones to locked boxes. Other colleges had expressed interest in this practice which again showed sector-leading initiative.	

10.04	d) Careers (CB) The visit had not taken place due to injury of the Link Governor.	
11.00 **11.01**	**COMMITTEE GOVERNANCE** An SFCA Paper had been circulated titled 'Guide to achieving an effective curriculum and quality committee for a sixth form college'. The Chair requested that in the next academic year the committee should review its impact.	
12.00 **12.01**	**ANY OTHER URGENT BUSINESS** *None raised.*	
13.00 **13.01** **13.02**	**DATE AND TIME OF NEXT MEETING** Wednesday 23rd September 2026 (to be confirmed at Full Corporation in July). Fr Michael as outgoing Chair thanked the Committee. Father Michael was thanked for his work as Chair of the committee.	

The meeting finished at 18.24