



**MINUTES OF CURRICULUM & STANDARDS COMMITTEE MEETING
HELD ON TUESDAY 21 SEPTEMBER 2021 AT 16.30 IN M1/2 and via TEAMS**

Present: Mr D Wright (Chair); Fr. M Hall; Fr. T Swinglehurst;
Ms H Hayden, Mrs J McPartlan; Principal;
Mr R McKernan (staff member); Mrs J Firn – Clerk.

Invited to attend: Deputy Principal
Assistant Principal Quality Improvement,
Assistant Principal Teaching & Learning
Assistant Principal Student Experience
Assistant Principal Quality & Curriculum
Director of Finance and Operations

Apologies: Mrs A O'Malley, Fr. M Hall (for late arrival)

- 21/001 Welcome and Opening Prayer**
The meeting opened with a prayer.
The Chair noted his thanks for an excellent set of papers provided to the Committee.
- 21/002 Declaration of Interest**
None.
- 21/003 Election of Chair**
Fr. Michael was nominated and duly elected as Chair for the next 12 months.
However, DJW took the Chair for this meeting due to late arrival (apologies received) of Fr. Michael.
- 21/004 Minutes of the previous meeting (22 June 2021) - enclosed**
The Minutes of the previous meeting were accepted as a correct record, subject to the minor amendment below, and were duly signed by the Chair.

Invited to attend: Assistant Principal Quality Improvement, Assistant Principal Quality & Curriculum – not apologies.
- 21/005 Matters Arising**
All items recommended to the Corporation were approved.
- 21/006 Principal's Report - enclosed**
The Committee discussed the Principal's Report which includes:

- i) QAR Data 2019/20 – retention and achievement both increased for A level.
- ii) Results summary 2021; Teacher Assessed Grades (TAGs) – no summer exams due to Covid-19. The TAG process was outlined and it was noted that the last actual exams were Summer 2019. The QA process for the TAG process was rigorous. There have been 28 Stage 1 appeals and 14 Stage 2 appeals – 9 returned, 2 were changed at College due to admin error, and the remaining appeals not upheld. The Chair noted pleasing progress in BTECs and, in terms of the student cohort, it was noted that 35% are on a mixed programme. Work is to be undertaken on progression routes / pathways for single / double / triple routes to ensure curriculum offer is right for students.

Student numbers				
Year Group	Sept 2018	12 th Sept 2019	14 th Sept 2020	3 rd Sept 2021
Year 12 Level 2	133	85	65	91
Lower 6 th Level 3 A Level	621	664	731	936
Lower 6 th BTEC (2 yr)	352	354	463	407
LOWER 6th TOTAL	1106	1103	1259	1434
Upper 6 th Level 3	546	489	592	691
Upper 6 th BTEC (2 yr)	267	371	299	422
UPPER 6th TOTAL	813	860	891	1113
Year 14 (U6 3 rd Year)	11	18	4	5
Lower 6 th International	23	13	18	11
Upper 6 th International	10	25	12	16
Total Funded Students (exc Int)	1930	1981	2154	2552
Total Students (Inc Int)	1963	2019	2184	2579

Vocational retention has improved during Covid-19 period and is in line with national benchmarks.

- iii) Assessment Strategy and Assessment for Learning 2021/22 – ALPs summary 2020; ALPs A level Quality Indicator Grade 2 (2019/20 Grade 2). It was noted that the vast majority of GCSE results were actually sat in November 2020.
- iv) Student numbers, applications and enrolments.

It was noted that 493 students failed to confirm their acceptance of a place by 28 May as requested and, also, that ND was the first post-16 provider to enrol students.

Q: Were any of these 493 allowed to enrol?

A: No. They were not sent enrolment packs. They were from a mixture of categories.

Q: Can we offer support (careers) to those who may not be offered a place in future?

A: It was offered this year but is not possible going forwards; this is available at school.

Helen Hayden retired from the meeting at 17.40.

v) Catholic Partner High School and Catholic High School enrolment trends:

LOWER 6TH	2019	2020	2021
Category 1 enrolments			
Cardinal Heenan	117	118	117
Corpus Christi	76	70	81
Mount St Mary's	69	75	83
Total	262	263	281
Category 2 enrolments			
All Saints	0	0	1
Holy Family Keighley	0	0	6
Holy Trinity	0	0	0
St Bede's & St Joseph's	11	11	12
St Francis Xavier	0	0	0
St. John Fisher Harrogate	5	4	2
St John Fisher Dewsbury	13	14	6
St. Mary's Menston	20	12	19
St. Thomas a Beckett	19	24	33
St. Wilfred's	6	1	0
Total	74	66	79
TOTAL	336	329	360

vi) Analysis of enrolments:

- Maintained positive enrolment trend from partner Catholic High Schools.
- Increase in Level 2 numbers from 65 in 2019 to 91 in 2021, still lower than previous years. Impact of CAGs has seen less students needing a Level 2 programme of study.
- Highly successful marketing strategy throughout lockdown and over summer.

vii) Curriculum & T Level Update:

Changes:

- A-Level English Language & Literature launched Sept 2021 (1 class 18 learners)
- Level 2 BTEC IT Diploma, this replaces the previous L2 qual but with a focus on a pathway to T Level Digital (1 class 21 learners)
- BTEC Level 3 IT decommissioned as a qualification by exam board, no starts Sept 2021

T -level Updates as of 08/09/21:

- U6 Digital - 23 learners
- L6 Digital - 21 learners
- L6 Health (New) - 18 learners

Curriculum Development:

2022 – Introduce

- Level 2 Transition Programmes for both Digital and Health
- T-Level Education and Childcare
- T-Level Business
- T-Level Finance

2023 – Introduce

- T-Level Law

It was noted that the ESFA is pleased with the College's T Level recruitment.

Q: Any feedback from staff regarding the T Level cohort?

A: Early days yet, however, the g-score is higher.

Some university acceptance remains unclear. There is increased T Level marketing and promotion at school level.

viii) Blended Learning Update see **21/012** below.

The Committee noted the Principal's Report.

21/007 ALPs Grades by Subject 2021 - enclosed

The paper was outlined. The following subjects will be a focus for improvement this year:

Classics; Computer Science; History; and Physics (this is because more data is needed, however, continued progress is expected: weekly meetings with HoDs with feedback to SLT. Assessment points monitored – with assessment material rigorous and robust).

Seven subjects have improved from 'black' ALPs.

Q: How do the cohort sizes this year compare to last year?

A: There are significant increases in student numbers across every subject. However, it is important to note that Psychology, Maths and Criminology are extremely large departments.

Q: What are the figures in brackets?

A: These are what we believe the department would have achieved had summer exams gone ahead.

The Committee noted the ALPS Grades by Subject 2021 report.

21/008 Quality of Education 2021-2022 – enclosed

- i) The report outlines the plans for both U6 and L6, together with a brief overview of the new student cohort profile.
- ii) The U6 cohort has not sat exams; mock exams are taking place w/c 27 September 2021. This CAP point will be analysed with support arranged through the 16-19 Tuition Fund arranged where necessary. HoDs have reported they are not behind in terms of course specifications.
- iii) In terms of the L6 cohort, some key gaps have been identified in terms of the GCSE syllabus and this will be addressed / taught.
- iv) Remote education is only available for any student who is required to self-isolate.
- v) New student cohort: average Grade 6 profile (Grade 5.5 last year). Feedback from diagnostics confirmed a College-wide strategy is required and SLT are working on this now. L2 students are a weaker cohort than expected.
- vi) Areas of growth are A level Product Design, CTEC Design, Psychology, Sociology and Criminology.

Q: When will we have feedback on L6 long induction?

A: By half-term, with any interventions necessary arranged through HoDs.

There is a College-wide effort – increased encouragement of ND+, etc. There is confidence in the staff and management. The cohort coming through has much higher needs than seen previously, with a lot of mental health issues. A Wellbeing Officer has been appointed to support SEMH and MindMate (x 2) is still in place.

It was noted that the LS department has changed significantly – mainly 1:1 support, increasing year on year. It was further noted that there is only funding provided for EHCP students.

Q: How would the 16-19 Tuition Fund be used?

A: Permitted to spend on direct tuition costs only; can spend on SEND / EHCP students.

The Committee noted the Quality of Education 2021-2022 report.

21/009 ALPS Vocational Strategic Overview 2020-2021 - enclosed
Strategic summary:

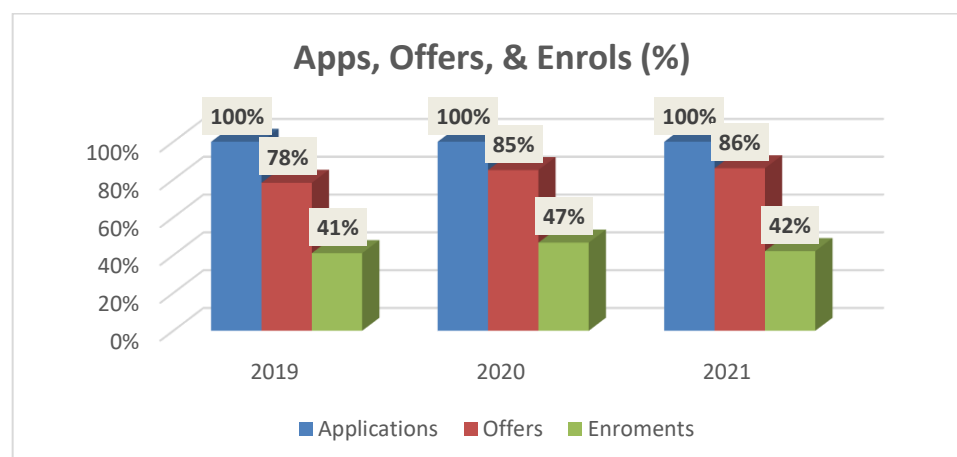
- i) The paper identifies courses no longer running in 2021 and 2022.
- ii) 2020/21 data: these students sat exams in January – actual results.

	2016 specifications			2010/12 specifications		
	2018/19	2019/20	2020/21	2018/19	2019/20	2020/21
Overall Alps	5	4	4	3	2	4
% RED T & L Grades	4	3	3	3	2	4
% BLUE T & L Grades	1	1	1	1	1	1
T-Score (Single Year)	3.33	2.67	2.67	2.33	1.67	3.00
T-Score (Single year Grade 1-9)	3	3	3	2	2	3

The Committee noted the ALPS Vocational Strategic Overview 2020-2021 report.

21/010 Report on Enrolment 2021 - enclosed

The Committee reviewed the report, figures correct as at 13 September 2021.



- i) The percentage of applications to enrolments has reduced due to ending enrolment after 3 days (rather than 4) as a result of the College reaching full capacity.
- ii) It was encouraging to note that enrolments have increase from Mount St Mary's over the last three years.
- iii) The number of Level 2 students has increased due to robust entry requirements for Level 3.
- iv) Future enrolment:
 - Admissions policy amended in so that order of admittance clear in case of students arriving to enrol exceeding places available
 - Make clear in conditional offer that conditions are grades as well as space at the College
 - Explanation in Enrolment letter that enrolment will continue until College at capacity

Q: Anything different in terms of the whole process this year to previous years?

A: Extra steps were added: students were asked to declare their interest by a deadline; a letter sent in the enrolment pack advised ND would enrol until full and the order. The order of enrolment was extremely important, and a number of meetings were held in the lead up to sending out the enrolment letter; it was agreed to serve the community locally as much as possible. Late applications were refused, unlike previous years.

The Committee noted the Enrolment 2021 report.

21/011 **Enrolment Review Meeting (3 Sept. 2021)** - enclosed
See **21/014** below.

The Committee noted the minutes of the Enrolment Review Meeting (3 Sept. 2021).

21/012 **Report on Virtual Teaching & Learning** - enclosed
The report, "What have we learnt from virtual teaching and learning to take forwards?", was considered.

- i) Use of technology to enhance teaching and learning. Teams, Nearpod, etc. is here to stay.
- ii) Sharing good practice. Coaches within staff team.
- iii) IT upskilling – staff training other staff / bitesize CPD.
- iv) Staff CPD – filmed and uploaded on to Teams; 8 new staff; 4 new Achievement Tutors.
- v) Student IT surveys and support – this has been undertaken again this year to support students.
- vi) Student IT upskilling – ND Level Up videos, Teams inductions, etc. continuing. Blended learning lessons will be trialed to ensure students can access.

The Committee noted the Virtual Teaching & Learning report.

21/013 **Assessment 2021-2022** - enclosed
The aims for the following year include:

- Re-calibration of the assessment cycle (10 assessment points throughout year, but safeguarding evidence for any TAGs that may be required).
- Review of vocational courses (separate cycle for vocational courses).
- Assessment Intent (deeper understanding of the meaning behind all assessments – greater clarity and visibility of assessment).

- Feedback (need for consistency).
- Assessment for Learning (AfL) (understand the gaps in knowledge, understanding and skills; how to improve work).
- Assessment interventions (CPD and support to place greater information on Cedar to assist Achievement Tutors).

Q: Achievement Tutor support with this?

A: LDG is meeting with and training the ATs to understand what the CAPs are / Cedar.

The Principal confirmed that Ofsted will now resume as previously. The Committee were also updated on the Diocese of Leeds appointment of Sarah Atkinson as Director of Secondary Standards – she will be invited to work with the College (e.g. involved with ‘deep dives’, etc.

The Committee noted the Assessment 2021-2022 report.

Fr. Michael retired from the meeting at 18.10.

21/014

Review of Enrolment 2021

See **20/010** and **20/011** above.

Q: What can we do?

A: Going forward, amendments to Admissions Policy.

The Admissions Policy and communication in any correspondence will be clear and transparent, though subtlety of message is paramount.

The application deadline has been moved forward to earlier in January.

It was also noted that College will have a larger U6 next year.

It was further noted that none of the applicants invited on the Thursday were from a school in Leeds and only a very small proportion of these were schools with no sixth form provision.

The Marketing Team’s schedule has been adapted in terms of timing / visits where appropriate in order to maintain relationships.

The Careers Team were busier than previous years.

It was with the best intentions to enrol earlier. We have scrutinised what we did; with constant transparency in communications.

The Committee noted the review of enrolment 2021 and are happy with action taken and plans going forwards.

21/015-018

Policies:

21/015

Admissions Policy - enclosed

The suggested amendments (highlighted), resulting following this year’s enrolment, were outlined.

Discussion followed on admittance of students within category 3; wording to be reviewed.

The Committee agreed, subject to the above, to recommend the Admissions Policy for approval to the Corporation at its next meeting.

21/016

Safeguarding Policy - enclosed

The amendments are as a result of the updated Keeping Children Safe in Education. An outline of the amendments was provided.

The College will be requesting a Safeguarding Audit via Leeds City Council in due course.

Agnes O'Malley will be requested to be Link Governor for SEND / Safeguarding.

The Committee agreed to recommend the Safeguarding Policy for approval to the Corporation at its next meeting.

21/017

Recruitment & Selection Policy - enclosed

The amendments are as a result of the updated Keeping Children Safe in Education.

The Committee agreed to recommend Recruitment & Selection Policy for approval to the Corporation at its next meeting.

21/018

Student Code of Conduct - enclosed

The amendments were highlighted and outlined, mostly as a result of the updated Keeping Children Safe in Education.

It was suggested that the Complaints Procedure be cross-referenced, if appropriate.

The Committee agreed to recommend the Student Code of Conduct for approval to the Corporation at its next meeting.

21/019

Committee's Terms of Reference - enclosed

No amendments necessary.

The Committee agreed to recommend the Committee's Terms of Reference for approval to the Corporation at its next meeting

21/020

Date of next Committee Meeting

Tuesday 14 December 2021, 17.00.

AOB

There being no other business the meeting closed at 18.45.