

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Curriculum and Standards Committee** meeting held via Teams on:

TUESDAY 22 MARCH 2022 AT 5.00PM

PRESENT	Father Michael Hall (Chair)	Principal
	Helen Haydn	Father Tim Swinglehurst
	Jo McPartlan	Ronan McKernan
		David Wright

IN ATTENDANCE: Susan Francis – Clerk to Corporation

		ACTION
1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	
1.01	Apologies were received and accepted from Natalie Cullen.	
1.02	In light of other evening commitments this week, the College staff that had been invited, were informed they would not need to attend.	
1.03	S.Walker was not aware that she was on this committee. The Clerk would contact her to see which committee best suited her skill set.	Clerk
2.00	DECLARATION OF INTERESTS	
2.01	There were no declarations of interest.	
3.00	MINUTES OF THE LAST MEETING	
3.01	The minutes from the meeting on 14 December 2021 were agreed as a true record and the Chair was authorised to sign them.	
4.00	REVIEW ACTIONS AND MATTERS ARISING	
4.01	<u>Minute 21/029</u> H Haydn to arrange a meeting with Assistant Principal Quality Improvement Ongoing: This would be arranged in due course.	HH
5.00	PROGRESS AGAINST COLLEGE QUALITY IMPROVEMENT PLAN (QUIP)	
5.01	The Principal notified the committee that all March progress points had been completed and they had met all actions for key judgments. Underperforming subjects had been monitored. Given that there had not been any official data since 2019 to provide during the Ofsted inspection, the Inspectors were satisfied with the rigorous and robust action plan to develop these areas. Scrutiny into the low retention figures for some Level 3 courses (Health and Social Care, Performing Arts and Sports Diploma) had taken place. Data on the three-year downward trend was shared by the Principal.	

It transpired that students who chose a double award were unsure as to what to take for their third option, and some subsequently became disengaged.

The College had reviewed the situation and would provide more structured guidance for those needing to choose a third subject

Level 3 Performing Arts was a single award which generally attracted very low numbers. A detailed analysis of why this happened had been conducted, yet no reason could be found. This area was monitored monthly by SLT.

5.02 It was noted that a student survey had recently been completed, the results from which were shared with Ofsted who found them to be robust and informative. Ofsted had also been very pleased with the ND+ programme, and commented on the love of learning, breath of opportunity and level engagement from the students.

5.03 College hoped for positive results from the 2022 exam series. The final decision from the Department for Education (DfE) around whether it would all be based on exams or a mixture of exams and Teacher Assessed Grades had still to be agreed.

5.04 In terms of Key Judgement 5, this was preparation for a denominational inspection and the embedding of Stella Maris. Stella Maris continued to move forward, given the challenges of the pandemic since it was launched in 2019.

Governors were directed to read the document Analysis of Catholic Life Against the College Cycle, which had been sent out in the meeting bundle. This clearly evidenced the progress made in this area.

It was added that both the Principal and the Director of Catholic Life were undergoing training to become Catholic Inspectors, which would ultimately help to inform the mapping out process for the College.

5.05 Link Governors were encouraged to participate in Learner Walks when possible, whilst being mindful of the workload and wellbeing of staff.

Link Govs

6.00 STUDENT SUPPORT SELF - ASSESSMENT REVIEW (SAR)

6.01 The Student Support Self-Assessment Review was usually carried out in December or March. The unconfirmed report from Ofsted mentioned how they had been very impressed with the student support on offer. A governor commented on the positive progress in this area.

6.02 The Principal reported on a new Student Wellbeing Hub which was available on the website. This had been implemented following student feedback for a "One Stop Shop", and so far had proved very popular. The number of visitors to the Hub could be monitored to help inform on usage.

6.03	Governors all agreed that this was a very useful addition to what was already offered to students.
7.00	LINK GOVERNOR REPORTS
7.01	<p>Link governor reports had been shared as part of the meeting bundle on Teams.</p> <p>The Safeguarding Link governor gave highlights from her report following visits on 19 January and 7 March 2022.</p> <p>The emerging trends were:</p> <ul style="list-style-type: none"> • Suicidal ideation/intent. • Increase in the number of students with plans. • Anxiety as many students had not experienced the pressure of exams before. • NEAD (non-epileptic attack disorder). Seizures, tics that may develop into Tourette's syndrome. • Sexual harassment cases (some historical), requiring an increase in RAMPs • Harassment/stalking cases. • More referrals from male students. <p>The College had responded quickly to this with the team having completed training in order to help support students with these issues.</p>
7.02	<p>Reports of peer-on-peer sexual abuse were mainly historic cases which had occurred before the students had joined College.</p> <p>There was clear evidence that College equipped the students with the skills and resources to address these issues.</p> <p>The Team were dealing with some very challenging cases very effectively. The appointment of an SEMH (Social, Emotional and Mental Health) Officer as well as a Safeguarding Officer would help the team manage the caseload.</p> <p>The Deputy Principal continued to work with external agencies to support students with certain issues such as Forward Leeds and Mind Mate.</p>
7.03	Other initiatives included the introduction of Smoothwall software (provider of digital safety technology to empower organisations to protect their people from online harm) and the aforementioned Wellbeing Hub, which also had a section for staff.
7.04	It was reported that there had been an increase in non-epileptic attack disorders, and the safeguarding team were working closely with these students. The Team were aware that this condition could have implications on exam arrangements and that a medical room was made available for students to recover post-seizure.
7.05	In addition, the governor had looked at case studies to verify how the child protection procedures were implemented and the Single Central Register was checked.

7.06	The Committee Chair expressed thanks to the governor for the excellent and informative report and commented on how impressed by it the Ofsted Inspectors had been with the safeguarding arrangements in College.	
7.07	Following her visits, the governor was satisfied, on behalf of the Full Corporation, that safeguarding procedures were robust.	
7.08	A further Link visit had taken place with Fr Swinglehurst and the Director of Catholic Life. He shared how impressed by the student response to PTE and the embedding of Stella Maris he had been. A written report would be submitted in due course.	Fr Tim
8.00	POLICY REVIEW <i>All policies were included in the meeting bundle on Teams and via email. Governors had been asked to read through all policies ahead of the meeting.</i>	
8.01	<u>Teaching and Learning Policy – updated 2018</u> Minor changes to this policy had been highlighted. Resolved: That the Committee recommend this policy be approved at the Corporation meeting.	Corporation
8.02	<u>Lesson Observation Procedure</u> The rationale behind the policy was shared by the Principal. That the policy had been upgraded and modernised to ensure clarity. That the processes and appeals system was in line with those of other Colleges. Resolved: That the Committee recommend this policy be approved at the Corporation meeting.	Corporation
8.03	<u>Quality Cycle</u> This policy had been redrafted following recommendations from a recent audit on performance management. Governors remarked on the improvement, and it was agreed to review this annually at these meetings. Resolved: That the Committee recommend this policy be approved by the Corporation. That the policy ensured clarity as to the	Curric and Standards Corporation
8.04	<u>Students with medical needs policy (new)</u> This policy had been introduced to ensure clarity of what the College could and could not do when dealing with students with medical needs. It was important that parents/carers understood that they were not a school but a college. Resolved: That the Committee recommend this policy be approved by the Corporation subject to a minor amendment.	Principal/ Corporation

9.00 CATHOLIC LIFE UPDATE REPORT AGAINST QUALITY ASSURANCE DOCUMENT

This document had been shared with governors ahead of the meeting.

9.01 The Principal explained that this document showed progress against actions of September 2021, that lots of progress was being made across all three areas.

9.02 There followed a discussion about the possibility of a Section 48 inspection from September onwards and the importance that the Inspection Team should have knowledge of Sixth Form Colleges rather than a school with sixth form attached.

10.00 PRINCIPAL'S REPORT

This document had been shared with governors ahead of the meeting. The following points were brought to the attention of the governors:

- 10.01
- The expected year end percentage of retention stood at 91.6%, which was above the national average of 88% and in line with that of the previous year.
 - The January 2022 Maths and English resit results were excellent at 45.9%.
 - Applications for 31 January 2022 were 3031, compared with 3254 on 30 January 2021.
 - T Level Curriculum offer would increase in September 2022 and 2023 including a new T level of Media.
 - Two applications for to T Level wave 4 for a BFIG (Buildings and Facilities Improvement Grant) to support T Level delivery in 2023/24 had been submitted on 11 March.

10.02 The Chair, on behalf of the committee, thanked the Principal for her comprehensive report.

11.00 ANY OTHER URGENT BUSINESS

11.01 There was no other urgent business to address.

12.00 DATE AND TIME OF NEXT MEETING

12.01 Tuesday 28th June 2022 at 5.00pm

The meeting closed at 6.00pm.