

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

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

TUESDAY 28 JUNE 2022 AT 5.00PM

PRESENT	Father Michael Hall (Chair)	Principal
	Natalie Cullen.	Father Tim Swinglehurst
	Jo McPartlan	Sadie Walker
		David Wright

IN ATTENDANCE: Susan Francis – Clerk to Corporation
Deputy Principal
Assistant Principal Quality Improvement
Assistant Principal Teaching & Learning
Assistant Principal Student Experience
Assistant Principal Quality & Curriculum
Director of Finance and Operations

The meeting was opened with a prayer.

		ACTION
1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	
1.01	Apologies were received and accepted from Helen Haydn and Ronan McKernan.	
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 22 March 2022 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 4.01</u> H Haydn to arrange a meeting with Assistant Principal Quality Improvement	HH
	Ongoing: This would be arranged in due course.	
4.02	<u>Minute 7.08 - Link visit with Fr Swinglehurst and the Director of Catholic Life.</u> Completed: A written report on the visit with the Director of Catholic Life had been submitted. A further Link visit had taken place this morning, a written report from which would be submitted in due course.	
4.03	<u>Minute 5.05 - Link Governor visits</u> Ongoing: Link Governors were encouraged to participate in Learner Walks when possible, whilst being mindful of the workload and wellbeing of staff.	Governors

5.00 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.

5.01 16-18 Performance Measures

- Performance measures for College had not been taken or published since 2019 due to the Covid pandemic. The College had no measures taken or published against ESFA (Education and Skills Funding Agency) QAR data: Qualification Achievement Rate which was a key focus on the Key Performance Indicators (KPIs) of Retention and Achievement.
- A table of retention figures was shared and the Principal noted that College Retention (from census) for 2021/22 stood at 96.4%, which was in-line with previous years. The support offered in College alongside the Achievement Tutor model helped to support healthy retention rates, which impacted on ESFA funding.

5.02 Summer Exams 2022

- It was noted that students taking AS and A levels had been given advance information about the focus of the content of the exams to support their revision. Unfortunately, some exam content had been made available on the internet the morning of the exams. The exam boards were aware and Ofqual had stated that no student would be disadvantaged because of this.
- The most recent Common Assessment Points (CAPs) for Upper 6 results suggested that the College would obtain an A Level ALPs (A-Level performance System) grade 3 and a Vocational ALPS grade 4.

Q – How were the students during the exam season?

A – They were understandably nervous; we had more requests for students to take their exams in a separate room or even at home which put huge pressure on the exam's office and invigilators. There were fewer issues on the day than expected.

- The College continued to monitor the performance for progress and achievement using ALPs for each Cedar Assessment Point (CAP). And reviewed CAP assessment looking at gender, ethnicity and disadvantage. Recent data showed an under-performance when compared with pre-pandemic years, which was a clear indication of the impact of the pandemic on the students. College continued to offer study skills, literacy and numeracy support funded through the Government 16-19 Tuition Fund and all subjects had delivered numerous intervention workshops. Traditionally there was not a gap between Disadvantaged and Non-Disadvantaged students in College, final data on this would be available after exam results were published. It was important that College look at how to close the post GCSE gap and manage parental expectations in light of the post-pandemic situation.

5.03 **Student Applications and Offers Update**

- The College had followed its admissions policy. Any applications received after 31st January 2022 were on a waiting list.
- Student applications in total 2021-22: 3303 including 230 waiting list. (2020-21: 3617 -including 296 waiting list)
- Student conditional offers 2021-22: 2411 including 74 L2 (2020-21: 2803 including 57 L2).

5.04 In terms of the summer learning offer, the Principal mentioned that the College offered Year 11 Experience Days in July, which always received positive feedback. It was again offering a summer learning programme available on the website per subject which would be launched on GCSE results day.

5.05 **Curriculum: Future of Applied General Qualifications (AGQs):**

The Principal drew the attention of the Committee to the fact that the Government issued the first list of de-funded AGQs in May 2022. The impact on the College had been minimised because both the Double and Triple Award in Health & Social Care had been replaced with T Levels. T Level Business would be launched in September 2022 and this would replace the Double Award from 2023. Governors needed to be aware that this could impact on feeder schools in the future.

6.00 REPORTS and UPDATES

6.01 *All reports had been shared as part of the meeting bundle on Teams and via email prior to the meeting.*

A power point presentation was shared by Assistant Principal Student Experience

- on the **Enrichment plan**, that following feedback from Ofsted, there was a need to be more robust in the recording of these activities. Ofsted commended the College on the activities offered stating *"The provider goes beyond the expected, so that learners have access to a wide, rich set of experiences that teach them why it is important to contribute actively to society. Opportunities for learners to develop their talents and interests are of exceptional quality."*
- Governors were shown how the recording of the enrichment activities would be carried out in future, whilst being mindful of staff workload and wellbeing. That these activities were often in addition to the day-to-day work of the staff and relied on good will to run effectively.
- That there was a two-year plan of enrichment activities, with an expectation that all students would do at least one extra or extra/super curricular enrichment per year.
- The Achievement Tutors would review these on a weekly basis as well as half termly scrutiny. In addition, SLT (Senior Leadership Team) would do live checks during tutorial periods.
- The activities would be listed by day to enable students to make an informed decision based on their timetables.

Q- How will the impact of this be assessed?

A – There will be regular quality assurance through the Achievement Tutors, Assistant Principals, learning walks and student voice.

6.02 **Ofsted Inspection 2022 feedback** was shown on screen which had a quote from the final Ofsted report for each area (Quality of Education, Personal Development etc).

The Deputy Principal gave background detail from the meeting with the Inspectors and how the report was a culmination of a whole team effort from all staff across the College.

Since the publication of the final report, College had received lots of positive comments from other institutions and had been asked to deliver training in some areas.

A governor praised the exemplary report and noted how it had increased the profile of the College even further. The Chair endorsed this and added that it clearly showed the impact of all the work put in by the Principal, SLT and all college staff over the last four years.

The Principal shared that despite the outstanding result, all Sixth Form Colleges would all be re-inspected by August 2025 to meet additional skills criteria.

6.03 Assistant Principal T&L highlighted the following points from the **Staff Development Annual report**.

- Three Digital Developers were appointed in support of the strategic aim to harness the good practice in remote learning developed during the pandemic and were pivotal in meeting the College's aim of achieving a coherent approach to digital empowerment, with all systems migrating to Microsoft 365 by September 2022.
- In the wellbeing survey May 2022, there was a 10% increase in positive responses to the question "*Staff development has either been developed, challenged and/or supported by professional development*" compared to May 2021.
- The development and training for staff on NEARPOD as a system to replace Moodle was being effectively rolled out across College. Lead staff in this area would also be delivering training to staff in other colleges.
- Staff training continued to be an area of investment with first aid, Smart log, Mental Health First Aiders and exam board training being some of the areas.
- Six ECTs (Early Career Teachers) had all been passed as 'on track' in their final year one assessments.

In conclusion, the key areas for staff development for 2022 – 2023 were shared, which included

- Develop an in-house training programme for ECTs
- Investigate and introduce opportunities for industry training

- Staff training required to support innovative practices
- Staff training in preparation for Section 48
- Strategic planning to develop staff utilising lesson observations and appraisals.

6.04 **The Safeguarding Annual report** showed that attendance had been impacted in May this year by the earlier start of public examinations. Overall attendance was at 93%, which was significantly higher than 6th Form Colleges nationally.

This academic year, there had been four permanent exclusions and 36 fixed term exclusions. In response to a question from a governor about this number, the Deputy Principal explained that they tended to happen at the start of the year with lower sixth students, who needed a bit more encouragement to behave within the expectations of the College. This had been particularly difficult for some following the lockdowns, picture which had been reflected nationally.

The use of iCPOMS (Child Protection Online Management System) had been introduced across College in March 2022. The system was explained and the benefits in terms of identifying trends and helping with the transition of students noted.

The number of referrals was shown on the screen and the increase in alcohol abuse, gambling and suicidal ideation were outlined. The number of male referrals compared to female was discussed and that work was being undertaken to encourage more male students to come forward when they were struggling with issues.

Two anonymised case studies detailing the strategies implemented for specific students had been shared with the committee. Governors commented on how this was useful to see.

6.05 Details from the **Lesson Observation Annual report** were shared by Assistant Principal Quality Improvement. The number, frequency and type of lesson observations explained with the strengths and areas for development clearly identified.

An example of support offered to one curriculum area was discussed, which showed the clear strategy and follow up that took place.

Q – Are there any specific curriculum areas that are causing concern?

A – We will know more once the exam results are published, a lot of work has gone into quality assurance and assessment for learning (AfL) across the board. There are four curriculum areas of concern on the QUIP, but lots of work is going into supporting these subjects and improvements are being made.

The Quality of Education in the Ofsted report was outstanding, and most lessons observed during the observation process had corroborated and evidenced this judgement. Next steps would be to further embed high-quality questioning and assessment for learning practice. As well as to review the lesson observation process and explore how this could be enhanced for 2023.

6.06 Governors were briefly taken through the **Marketing Report** by the Principal. That the marketing team were ambitious and continually looking forward to how things could be further improved. The College had a positive social media presence which engaged with all stakeholders. It was recommended that, if they did not already, to sign up to the College Twitter feed as an example of positive marketing and a source of up-to-date information.

6.07 The Chair thanked all those involved in producing such comprehensive and informative reports and for attending the meeting.

7.00 LINK GOVERNOR REPORTS

7.01 Link governor reports had been mentioned in the Principal's report. There followed a discussion about how this could be improved in the future. It was agreed that this would be addressed at the next Curriculum and standards committee meeting.

8.00 PROGRESS AGAINST COLLEGE SAR QUALITY IMPROVEMENT PLAN (QUIP)

8.01 *This document had been shared with governors ahead of the meeting.* The following points were highlighted:

- Outstanding Ofsted Report March 2022 against all criteria.
- Retention information was the same as for the March 2022 meeting.
- PTE SAR was graded 1 - outstanding. March Progress review against QUIP within departments showed consistency and consolidation.
- College continued to embed Stella Maris leadership Award. The College had been contacted by other institutions interested in launching the Stella Maris Award.
- A Catholic School Inspectorate assurance document had been created against the new inspectorate framework. Progress against these actions would be rigorously monitored by SLT, Director of Catholic Life and presented to this Committee.

9.00 CATHOLIC LIFE UPDATE REPORT AGAINST QUALITY ASSURANCE DOCUMENT

9.01 *This comprehensive document had been shared with governors ahead of the meeting.* The Principal explained that, in accordance with the new inspection framework, evidence had been re-mapped in preparation for the Section 48 Inspection. The document showed the evidence, intention and impact for the Catholic Life and Mission (CLM) criteria.

**Curriculum
and
Standards**

9.02	Governors remarked on the progress made so far. A governor added that following a meeting with the Director of Catholic Life that morning, how heartened he was to see the work being done.	
10.00	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>	
10.01	<u>Admissions policy</u> Minor changes to this policy had been highlighted. Resolved: That the Committee recommend this policy be approved at the Corporation meeting.	Corporation
10.02	<u>Equality and Diversity and Inclusion Policy</u> The changes to the policy were explained. That the policy would be reviewed annually. Resolved: That the Committee recommend this policy be approved at the Corporation meeting.	Corporation
10.03	<u>Careers Education and Guidance Policy (reviewed Sept 2020)</u> This policy had been amended and changes explained. It was suggested that Framework and Policy be used consistently throughout. Resolved: That the Committee recommend this policy be approved by the Corporation subject to the suggested amendment.	AK Corporation
10.04	<u>Both the Student Welfare – Complaints – Policy Statement</u> (last reviewed 2019) information about which was now in the Student Code of Conduct and the <u>Student Welfare – Post College Progression – Policy Statement</u> (last reviewed 2019) information about which was now duplicated in Careers policy be withdrawn. Resolved: That the Committee recommend these policy statements be withdrawn.	
11.00	ANY OTHER URGENT BUSINESS	
11.01	The need to have a Memorandum of Understanding (MOU) to protect the brand of the Stella Maris Award which was being rolled out in other establishments within the Diocese was discussed. A draft copy of this MOU had been shared with the Chair of Governors and two other Foundation governors. All agreed that this was vitally important to ensure the integrity of the award. It was shared that Stella Maris had been registered as a trademark.	
12.00	DATE AND TIME OF NEXT MEETING	
12.01	<ul style="list-style-type: none"> Tuesday 20th September 2022 at 5.00pm 	

The meeting closed at 6.00pm.