

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

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

MONDAY 12 DECEMBER 2022 AT 5.00PM

PRESENT	Father Michael Hall (Chair)	Principal
	Natalie Cullen	Father Tim Swinglehurst
	Helen Hayden	David Wright

IN ATTENDANCE: Susan Francis – Clerk to Corporation
Deputy Principal
Assistant Principal Quality Improvement
Assistant Principal Student Experience
Assistant Principal Quality & Curriculum
Director of Teaching and Learning (to item 1)
Director of Innovation and Digital Development
(to item 1)

The meeting was opened with a prayer.

- 0.00** *Strategic Aim 2: Be recognised as one of the highest performing Sixth Form*
- 0.01** *Colleges in the country providing outstanding quality of education, where each student feels welcome and safe.*
- The new Directors (Teaching and Learning /Innovation and Digital Development) shared presentations on the screen.
- The range of activities shared by the new Directors and promoted between staff, included:
- questioning assessment for learning memory for learning and academic success.
 - the focus of the teaching and learning team was to ensure that this was put front and centre of all lessons.
 - Tuesday takeaways – a forum in which to share good practice.
 - Teaching and Learning group where a range of teaching and learning strategies were covered.
 - Half termly newsletter which highlighted the teaching and learning strategies and the importance of a consistent approach.
 - Top Tips - staff were encouraged to share their teaching and learning top tips. It had proved to be very popular and received positive feedback. The top tip of the week was then shared with all staff in Friday briefing.
 - SharePoint and videos were resources that were available to all staff.
 - College Staff Training Days – setting out high expectations and the importance of stretch and challenge for students.
 - Conference – College would host the NWCCC (North West Catholic Colleges Consortium) Learning and Teaching Academy (LTA) conference in 2023.

- 0.02 Information on how the impact of each of these areas would be measured was shared and explained. Including:
- Teaching and Learning strategies to have measurable impact on outcomes (summer 2023).
 - Staff feedback from inset sessions –October inset, 100% of Heads of Departments surveyed found the inset useful. December inset, 98% of staff felt that the last session on Rosenshine's Principles was useful, 100% staff felt sessions were useful.
 - Follow up throughout the academic year by T and L Director with Heads of Departments to support and analyse what they have implemented / impact so far within their departments.
 - Feedback from lesson observations – database.
 - Improved impact on underperforming departments - lesson observations.
 - Student Voice.
 - Successful LTA Conference allowing us to host and lead on good practice in the sector.
- 0.03 Governors thanked her for her presentation and were pleased to hear of the positive work being done around Teaching and Learning.
- 0.04 A presentation on the digital technology at Notre Dame was given by the Director of Innovation and Digital Development. The following points were highlighted:
That College previously used a variety of IT platforms and packages, which had now been simplified. The systems all connected together, they included Office 365, SharePoint, Teams, Stream and Nearpod.
The streamlining of this area ensured that it was much more accessible for staff and students alike.
- 0.05 Information on how the impact of each of these areas would be measured was shared and explained. Including:
- Staff INSET increased awareness of embedding resources into SharePoint to encourage Nano-Learning.
 - Moodle has been removed and replaced with SharePoint all departments have individual SharePoint sites for student access and resource sharing.
 - Digital Director is working with individual departments to embed Clickview, NearPod, Quizlets and video resources to improve student experience and ease navigation
 - September 2023: All departments to have active SharePoint sites and at least one staff member with ability to embed a range of interactive resources.
 - Careers appointment booking system has migrated to Microsoft Bookings. Staff INSET training sessions are now booked on Microsoft Bookings.
 - Class VR to be integrated into: PE/Sport, Geography and Digital (Phase 1) using installed resources. Design department working with Drama and

Theatre to develop Sketchup models for virtual walk throughs using MetaQuest and SentioVR. Results of this will be used as a case study.

- The College had three 3D printers available for use across departments. The use of this resource within Physics and Business.
- iPad tracking is being extended across college. Phase 2 of the roll out has distributed IPADs to Science, Drama, and Psychology. Phase 3 (January 2023) will include Art/Photography, Media Studies and English

0.06 iPad and ND plus tracking system had been rolled out across numerous departments, allowing them to record the independent learning of students and had reduced staff workload.

0.07 Governors all agreed that the streamlining would have great benefits for all.

Q – It is great to hear how much has been achieved in a short time, how do you see things moving forward in the next 12 months?

A – The posts were advertised internally, and part of the recruitment process involved them producing both short and longer term action plans, which we now have as a plan on how to move forward. The posts were originally for two years, this will be reviewed in due course.

Thanks were given to both members of staff and they left the meeting at 5.30pm.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

1.01 Apologies were received and accepted from Ronan McKernan and Sadie Walker.

2.00 DECLARATION OF INTERESTS

2.01 There were no new declarations of interest.

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 20 September 2022 were agreed as a true record subject to one minor amendment, the Chair was authorised to sign them.

4.00 REVIEW ACTIONS AND MATTERS ARISING

4.01 Minute 7.04 - Summary of A Level ALPS including EPQ (Extended Project Qualification)

Completed: The Deputy Principal provided details on the percentage of students from low-income backgrounds, that 52% of the students came from socially disadvantaged backgrounds. The different bursary levels were explained to the committee.

ACTION

5.00 SELF ASSESSMENT REVIEW (SAR) VALIDATION – to recommend to Corporation

5.01 A copy of this had been shared as part of the meeting bundle. The Chair of Corporation, who had attended the validation meeting on 8 December, stated that it was a very robust SAR.

The Principal drew the attention of the committee to the responses to the White Paper which were addressed in the SAR.

6.00 PROGRESS AGAINST COLLEGE STRATEGIC PLAN 2021-2024

6.01 Background details to this were given by the Principal. This would be scrutinised at the Full Corporation meeting the following day. That a one-year action plan had been drawn up to ensure a focused approach.

7.00 SLT REPORTS

7.01 There were no reports for this meeting.

8.00 LINK GOVERNOR REPORTS

8.01 Fr Michael had met with the Assistant Principals (AP) and the Deputy Principal to look at: Teaching and Learning, Assessment and Quality of Education. He had also attended part of the recent staff training day on Teaching and Learning.

8.02 Further information from these visits were shared. As this was the first year to have comparable data due to the pandemic, the ALPS were not giving credible data as they had been based on Teacher Assessed Grades (TAGS) and Centre Assessed Grades (CAGS).

The use of Nick Allen Six Dimensions (*Six Dimensions project, providing bespoke analytics on the performance of individual colleges and the 16-19 sector*) data had been very useful in highlighting areas that needed more support.

Curriculum support interventions had been put in place for some departments. The AP with this responsibility had spent a week in each department gathering evidence of which areas needed targeted support. Two of these areas were identified as: the level of challenge given to students and the regularity of assessments. The supportive interventions were carried out in a collaborative way with the departments concerned as the obligation of the College was to help all students achieve their best outcome possible.

The progress of these departments would be regularly monitored by the AP.

8.03 Fr Tim had a meeting planned with the Director of Catholic Life the following day. Anything to note would be reported at the Full Corporation meeting that evening,

9.00 POLICY REVIEW

The policy was included in the meeting bundle on Teams and via email.
Local Offer – Annual, due November 2022.

9.01 **Resolved:** That the Local Offer be adopted and shared on the College website.

10.00 ANY OTHER URGENT BUSINESS

10.01 There was no other business to address.

11.00 DATE AND TIME OF NEXT MEETING

11.01 Tuesday 14 March 2023 at 5.00pm

Tuesday 27 June 2023 at 5.00pm

The meeting closed at 5.50pm.