



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

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Minutes of the **Curriculum and Standards Committee** meeting held at the college on:
WEDNESDAY 18 SEPTEMBER 2024 AT 5.00PM

PRESENT Father Michael Hall (Chair) Justine Barlow (Principal)
 David Wright Natalie Cullen (On Teams)
 Victor Azubike (Associate Helen Hayden (On Teams)
 Governor)

IN ATTENDANCE: Sarah Dumont Deputy Principal
 Andrew Kellett - Assistant Principal
 Lisa Guest - Assistant Principal
 Lucy Johnson – Assistant Principal
 Kirstie Kohling – Assistant Principal
 Denise Hark – Clerk to Corporation

The meeting was opened with a prayer.

- 1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS**
 The Principal noted that SLT members would arrive late to the meeting due to Ofsted preparation.
- 2.00 ELECTION OF CHAIR**
- 2.01** Father Michael Hall indicated that he would be prepared to continue as Chair of the Committee if proposed by governors.
AGREED: That Father Michael Hall be elected as Chair for the academic year 2024/25.
- 3.00 COMMITTEE TERMS OF REFERENCE**
- 3.01** The committee reviewed its terms of reference for 2024/25 and agreed that the quorum for the meeting should remain at 2 governors. It was agreed that monitoring the Local Skills Agenda should be included in the terms of reference for the committee.
AGREED: Committee terms of Reference for 2024/25
- 4.00 DECLARATION OF INTERESTS**
- 4.01** There were no declarations of interest made.
- 5.00 MINUTES OF THE LAST MEETING**

ACTION

- 5.01** The minutes from the meeting on 27 June 2024 were agreed as a correct record and the Chair was authorised to sign them.
- 6.00 REVIEW ACTIONS AND MATTERS ARISING**
- 6.01** There were no matters arising from the minutes of the previous meeting.
- 7.00 PRINCIPAL'S REPORT**
- 7.01** The Principal reported that the Summer 2024 results had been pleasing. The QAR data was above the national benchmarks. Hybrids were also above the national benchmarks.
- 7.02** Significant work had been carried out to achieve these results: in the classrooms, in interventions, and by measuring quality assurance. This had resulted in some subjects having a significant improvement in data.
- 7.03** The Value-Added ALPs score was Grade 4. The Applied Generals and Level 2 re-sits were all positive. The Principal noted that the aim was now to consolidate the successes.
- 7.04** The focus for this academic year would be on Maths and those departments with new Heads of Department.
- 7.05** The Chair of Corporation commented that the results were a credit to all staff. The structure and the Quality Assurance framework was proving very successful. The Principal commented that there had been a real focus on teaching and learning and added that the strategies were non-negotiable essentials.
- 7.06** The Chair requested that immense gratitude be passed on to the team on behalf of the committee.
- 7.07** Further to the previous government's intention to defund qualifications where they overlap with T Levels, or are not academically rigorous, the new government are carrying out a review which will last until December when a decision will be made on which subjects will be defunded. The Principal pointed out that by that time the college would have already held open days for next September's intake.
- 7.08** The government may bring forward a year those subjects which were due to be defunded in 2026 and many of the new qualifications have not yet been written or approved.
- 7.09** The Principal noted that if Criminology is defunded and there is no suitable replacement this could have a ripple effect on enrolment.
- 7.10** Notification had been received from Ofsted that they would carry out a full enhanced inspection during the following week. The College had last been inspected in March 2022, but all colleges inspected under the previous framework which did not include the Skills element would be inspected

during this academic year. Colleges would still receive an overall judgement but would also receive a Skills grade.

7.11 It was noted that the College's performance was higher now than when it had last been inspected and judged as Outstanding in March 2022.

8.00 Reports & Updates

8.01 Applied General Qualifications

A-Level Environmental Science had been introduced as there is a Local and Regional need. The Chair commented that it was positive that 18 learners had enrolled on the course.

8.02 An extended certificate course had been introduced for Musical Theatre to give a broader creative curriculum.

8.03 There had not been enough interest in the T-Level Legal and Media courses. This had also been identified as a local and regional need. The College would promote these areas.

8.04 Q Has the College run these courses before?

A: No, they were due to be introduced in September 2024. There had been slow growth on T-Levels overall.

8.05 A summary report was provided on Vocational subjects was provided. The Value-Added score was +1.49 with all students receiving either a Distinction or a Distinction*.

8.06 The Principal noted that the vocational offer was consistent with the LSIP as it aids progression.

8.07 Q: What is the destination of students after completing T Levels?

A: Some students have been employed by their industry placement. Two students were awarded fully funded apprenticeships with the NHS. Students Staff are working to manage the students' expectations over which universities to apply to.

8.08 The Principal reported that achievements had been made against all actions in the SAR and the QIP. Governors commented positively on the achievements. An Assistant Principal noted that there had been a relentless approach taken to this with the SLT working closely with the Heads of Department by planning and marking together. Heads of Department had viewed this positively.

8.09 Enrolment

It was reported that the latest enrolment figures at 10 September were 1563, however, numbers fluctuate daily.

8.10 Previous conversion rates had been used to estimate the applications to offers rate. This had proved to be consistent in previous years. It was noted that some students enrol at more than one institution before making a decision.

8.11 Population growth in Leeds is set to increase until 2028.

8.12 The average GCSE point score is often used at enrolment as another measure to support getting the right students on the right courses.

(Helen Hayden joined the meeting at this point – 5.36pm)

8.13 There was a consistent gender profile in the new cohort with 60% being female.

8.14 The postcode analysis was similar to the previous year, although there had been a slight increase in students living in Bradford.

8.15 Level 2 to Level 3 progression has increased and has risen from 32% to 48%. The rest of the cohort had also shown positive progression with some of them opting to study elsewhere.

8.16 Marketing is keeping abreast of what is happening in schools to target particular areas. Additional Year 10 taster days have been introduced to target.

8.17 Q: What has been the percentage increase in students over the last 4 years?
A: The census had showed a 27% increase since 2020.

9.00 POLICY REVIEW

The following policies were presented for review by the Committee:

9.01 Safeguarding, Child Protection & Prevent Policy

Updates had included the latest DfE guidance.

The Safeguarding, Child Protection & Prevent Policy is **approved**.

9.02 SEND Learning Support Policy

There was no change to this policy.

The SEND Learning Support Policy is **approved**.

9.03 SEND Local Offer

The SEND Local Offer is **approved**.

9.04 SEND - Word Processor Policy

The SEND Word Processor Policy is **approved**.

9.05 SEND - Exams Access Arrangements

This had been updated in accordance with JCQ requirements.

The SEND Exam Access Arrangements are **approved**.

9.06 Lesson Observation Procedure

A new process has been implemented. The existing cycle has been retained for new starters and for those areas where curriculum support is required. Lesson observations have been replaced by two quality walks per year which enable areas of good practice or concerns to be identified.

The Lesson Observation Procedure is **approved**.

Teaching & Learning Policy

9.07 There had been some changes to the terminology and processes used. The Teaching & Learning Policy is **approved**.

Quality Policy with Quality Cycle

9.08 This document reflects the Teaching & Learning Policy and the Lesson Observations Policy. It has been updated to include names of current staff.

Q: Is the quality week new?

A: Yes. The quality walks and SPOC will take place during these weeks.

The Quality Policy with Quality Cycle is **approved**.

Addendum to the Admissions Policy

9.09 An addition has been made to the policy in reference to an application being made from a person under 16. The amendment needs to be included from a Safeguarding perspective.

The Addendum to the Admissions policy is **approved**.

9.10 The Chair of the Committee thanked the SLT for their impact and the success of the previous year which had been evident in the results.

10.00 ANY OTHER URGENT BUSINESS

10.01 Skills Agenda – this item to be a separate agenda item at each meeting.

10.02 The Principal reported on how Notre Dame is contributing to the LSIP and the West Yorkshire economic strategy. The area has low wages, lower employment, skills at Level 4 below the national average, unemployment above the national average. There is a significant proportion of workers who have low literacy, numeracy and soft-interpersonal skills.

10.03 The Principal referred to the evidence from the 2022/23 academic year. Notre Dame is non-selective; the local wards show significant deprivation. An analysis of postcodes shows that 53% of students reside in disadvantaged postcode areas. This was compared to the outstanding data for 2022/23 and showed that Notre Dame is making a significant contribution to the local challenges.

10.04 The LSIP has 8 priority areas for the region. These include Health & Social Care, Digital, Financial and Manufacturing. The college is meeting 7 out of 8

of these areas with Construction and Transport being provided by Leeds College of Building.

- 10.05** The Eco-Lead has co-written a sustainability programme embedded in the programme of study. This is piloting in college with a plan to roll this out over the city.
- 10.06** Q: What feedback has been received from employers?
A: Employers have mentioned independent learning and softer skills, sometimes these are course specific.
- 10.07** The Lead Skills Inspector would be meeting with the key employment contacts. These meetings had all been confirmed. They would also be looking at the university contacts who the Heads of Department work with.
- 10.08** Q: Is it too early to evidence feedback of influencing change?
A: Statistics are showing areas where Notre Dame is contributing to further progression.
- 10.09** Q: How do you promote soft and interpersonal skills?
A: This is done through the Stella Maris awards, Catholic education, independent learning including using the university library; planning routes, mock interviews and presentations. The aim is that all students will achieve the Bronze Stella Maris Award by the time they leave. This is achieved when they have demonstrated two values. A student achieves the Gold level when they take an initiative and lead on it.
- 10.10** A governor commented that she was proud of the work the college was doing to get the skills right and suggested that the council would like a narrative of Notre Dame's contribution to the Skills agenda and destinations. The Principal agreed to circulate the document to governors.
- 11.00** **DATE AND TIME OF NEXT MEETING**
Tuesday 10 December 2024 at 5.00pm

JB

The meeting closed at 6.05pm.