

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Curriculum and Standards Committee** meeting held at the college on:

TUESDAY 19 MARCH 2024 AT 5.00PM

PRESENT Father Michael Hall (Chair) Justine Barlow (Principal)
 Graeme Brown (On Teams) David Wright (On Teams)

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

1.01 Apologies were received and accepted from Natalie Cullen.

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 12 December 2023 were agreed as a true record and the Chair was authorised to sign them.

4.00 REVIEW ACTIONS AND MATTERS ARISING

4.01 Q: Re Item 4.01 on the previous minutes are the proformas for governor visits now available?
JBW confirmed that she had completed draft role descriptors for three key areas and a draft visit template. The role descriptors had been agreed by the Chair of the Committee and they would be shared with the Working Group. They would then be used as part of the Link Governor Scheme.

5.00 PRINCIPAL’S AND SLT REPORTS

5.01 The Principal presented the QAR data as at 1 March and noted that the College was in a good position with retention and achievement.

5.02 The national benchmarks were from 2018/19 and it is assumed that benchmarks for 2024 will be available by February/March 2025.

5.03 A link to the DfE performance tables had been included in the report, however, they can only be used to triangulate data internally and cannot be used to compare against other establishments as they are not comparing like for like because last summer’s cohort had had their results based on Teacher Assessment Grades.

ACTION

5.04 Destinations

Destinations data and Value Added were reported as being strong.

The College has been involved in cross-city meetings to support initiatives regarding NEETs. The percentage of NEET students from the college was 1.2%, compared to 9.2% in Leeds overall and 5.2% nationally. Ofsted had noticed that the college pursues destinations from summer to March, with some establishments only doing this until October.

The Leeds City programme aimed at engaging young people who are NEET is a 6-week programme. A number of former students had undertaken the programme and had given positive feedback.

5.05 GCSE Re-sits

The Principal noted an impressive profile for students gaining a Level 4 or above in the November resits compared to the national re-sit benchmark for English and Maths.

5.06 Summer 2024 Exam Series

Ofqual have announced that there will not be any advanced materials or concessions for the Summer 2024 exams. It is anticipated that the results will be broadly similar to 2023.

5.07 Curriculum Offer

Classics is being removed from 2025.

Financial Studies has been removed by the government. This is a significant subject choice with approximately 200 students currently studying it.

New courses for September include: A Level Environmental Science, BTEC Musical Theatre, T Level Legal and T Level Media & Production.

Student Perception of Course Survey

5.08 The Deputy Principal presented the Student Perception of Course survey and noted that there had been a slight improvement on the previous year.

The report identified areas which had increased or decreased from the previous year, by colour coding red and green. All scores 3 and above were positive. The lowest score which related to the question 'I enjoy learning', included those students who were also studying for the English and maths GCSE re-sits. The Chair noted that the figure of 3.2 for Level 2 'I have the opportunity for enrichment' was an improvement from the previous year and should have been highlighted in green.

Action: The colour coding to be changed to reflect the improvement.

5.09 Applications

There had been an increase in the number of applications compared to January 2023. There was no significant difference in the total number of students applying from Catholic high schools. The trend following actual enrolment would be looked at in the autumn term.

Q: Why is there a reduction in the number of students applying from Harrogate?

A: The Assistant Principal for Quality and Student Experience explained that previously a number of students living in North Leeds had chosen to attend a school in Harrogate and it was these students who had traditionally applied for places at Notre Dame and not those living in Harrogate.

5.10 Quality Improvement Plan

Progress against the Quality Improvement Plan from December to March was included in the report. The Principal noted that the college was working hard to improve Value Added and high grades, particularly in the large subject areas of Maths, Psychology and Sociology. There were still some subjects not on track, but there had been a positive step change in the right direction.

Each Assistant Principal has Quality as part of their job description and regular check-ins had been held with senior leaders to look at data.

5.11 Stella Maris has been strongly embedded.

Father Michael reported that the Director of Catholic Life had said that there had been interest from outside regarding Stella Maris and questioned whether this should be marketable. The Principal replied that any organisation who wants to join it is required to sign a Memorandum of Understanding. If the college was to charge for resources in the future, they would have to be consistent and robust.

6.00 OFSTED

6.01 The College is currently in scope for an Ofsted inspection. As Skills were not part of the 2022 inspection a full inspection will be carried out by the end of 2025. The two Ofsted nominees will be Sarah Dumont and Kirstie Kohling.

6.02 Kirstie Kohling presented a paper detailing a position statement. She reported that she had recently carried out an inspection and this had been useful in being able to judge the college's position. Colleges will receive judgements of Strong, Reasonable or Limited.

6.03 Q: Where is the College currently at?

A: It is expected to be Reasonable as every subject would need to meet the requirement to get a Strong judgement.

A document detailing the College's response to meeting skills had been included with the papers for the meeting. The actions for 2023/2024 have been included in the Accountability Statement.

Q: What is the LSIP?

6.04 A: Local skills improvement plans are part of the government initiative working with a designated Employer Representative Body to drive the skills agenda. The contract for these ends in summer 2025. The college has to evidence working relationships with them.

6.05 The Principal noted difficulties with contacting the Employer Representative Body. The Chair of Corporation advised that all evidence showing attempts to engage with them should be retained.

6.06 The college continues to work with colleges in West Yorkshire and is working proactively across Yorkshire and Humber.

Realistic and achievable targets had been set for 2024/25.

6.07

7.00 CATHOLIC LIFE

7.01 Father Michael reported that he had met with the Director of Catholic Life and had discussed the summary report. He noted that it was pleasing that a new Chaplain had been appointed and would start after Easter. He added that the Director of Catholic Life had done an amazing job over the last seven months carrying out both roles.

7.02 Lower attendance in assemblies was queried. The Principal noted that assemblies were full, but the figures on Cedar do not appear to match. This would be checked out.

7.03 The Prayer and Liturgy policy has been updated to reflect the new Prayer and Liturgy Directory document "*To love you more clearly*", [September 2023].

7.04 CPD for those leading prayer had been identified as a priority.

7.05 SPOC results had been reviewed and these were generally positive with only one area "still and silent moment" scoring slightly below at 2.8. The Chair noted that it was good to see students reflecting on virtues.

7.06 A pre-inspection visit in preparation for the Section 48 inspection would be carried out in the following week. This will be a supportive visit which will look at whether the evidence prepared by the college is robust. The visit will take place on one day with PTE, tutorials, assemblies and Religious Education being observed. The Chair offered to attend if his services are required.

7.07 The Director of Catholic Life had undertaken a shadowing of a Catholic inspection in preparation for the Section 48 inspection.

- 7.08** The Diocesan RE Co-ordinator, who will be part of the team carrying out the pre-inspection, will carry out Quality Assurance for the Diocese for the Section 48 inspection.
- 7.09** Verbal feedback and a summary report would be submitted following the pre-inspection visit.
- 7.10** The CSI Quality Assurance document showing March 2024 progress was shared. Items in yellow signified those areas which would be worked on, and blue showed progress made. Governors were pleased to note the excellent piece of work.
- 8.00 LINK GOVERNOR REPORTS**
- 8.01** GB, the Link Governor for Safeguarding, had submitted a Link Governor report. He thanked the Deputy Principal and the Safeguarding team for doing a fantastic job.
- 8.02** Q: Are the items at the bottom of the report actions?
GB clarified that these were points that had come up during the meeting but were not part of the key questions. These would be considered at the next meeting.
- 8.03** The Chair reported that he would arrange to meet with the Deputy Principal after the Easter holiday.
- 9.00 POLICY REVIEW**
The following policies were presented for review by the Committee:
- 9.01** Prayer and Liturgy Policy – interim update
The policy had been updated to reflect changes to the Prayer and Liturgy Director ‘*To love you more clearly*’ [September 2023].
Q: Does the sentence “Sixth formers have the right to withdraw themselves from religious services liturgy” need to be included.
The Principal replied that this is taken from the CES. At enrolment students are asked key questions around whether they are happy to commit to PTE and the ethos.
Resolved: That the Prayer and Liturgy policy is approved.
- 9.02** Supporting Students with Medical Conditions
The policy had been updated to include the Principal as the designated person with overall control.
It was clarified that point 10: ‘**The Governing Body Will:** monitor through Link Meetings that adequate arrangements are in place to support children and young people with medical conditions’, would be done through the Link Governor for SEND (Graeme Brown).
Resolved: That the Supporting Students with Medical Conditions policy is approved.

9.03 Student Support Policy

Changes to the policy had been made in respect of using updated terminology.

Resolved That the the Student Support policy is approved.

10.00 **ANY OTHER URGENT BUSINESS**

10.01 There were no items of Any Other Business raised.

11.00 **DATE AND TIME OF NEXT MEETING**

11.01 Tuesday 27 June 2024 at 5.00pm

Father Michael closed the meeting saying that he appreciated the work of the Leadership Team and added that it was a joy to see things going from strength to strength.

The meeting closed at 5.52pm.