

ST DOMINIC'S SIXTH FORM COLLEGE

Minutes of the Ninety-Seventh Meeting of the Governing Body of St. Dominic's Sixth Form College held at the College, Mount Park Avenue, Harrow-on-the-Hill, on Thursday 8th December 2016 at 6.30pm.

Foundation Governors	Tenure	Att	Other Governors	Category	Tenure	Att
Mr Anthony Aldridge	01.09.14-31.08.18	N	Mr Andrew Parkin	Principal	01.01.13	Y
Mr Denis Argent	01.09.14-31.08.18	Y	Mrs Susan Firth	Staff	01.01.14-31.12.17	Y
Mrs Rosemarie Beynon	01.09.14-31.08.18	N	Mr David Martin	Co-opted	15.04.15-14.04.17	Y
Mr Patrick Freely (Chair)	01.09.14-10.10.18	Y	Mrs Julie Duggan	Staff	02.09.15-31.12.17	Y
Mr James O'Flynn	01.09.16-31.08.20	Y	Miss Chinma Udo Johnson-Nwosu	Student Governor	01.01.16-31.12.16	Y
Mr Neville Ransley	01.09.09-31.08.17	Y	Mr Ahmed Mohamed	Student Governor	01.01.16-31.12.16	N
Mr Ian Rogers	01.09.09-31.08.17	Y	Mrs Paula Eavis	Parent Governor	17.03.16-31.08.17	Y
Mr Christopher Moseley	01.09.14-01.08.18	Y	Mr Ola Fajobi	Co-opted Governor	17.03.16-31.08.17	Y
Ms Honor Beck	01.09.14-01.08.18	Y				
Ms Anne O'Shea	01.09.14-01.08.18	Y				
The Rev James Neal	01.09.15-01.08.18	Y				
Mrs Maura Coumbe	10.03.16-31.08.19	Y				

In Attendance: Mr Brian Frederick Clerk
Miss Nicola Walsh Vice-Principal

The meeting opened with a prayer.

1400 **Apologies**

Apologies had been received from Mr Anthony Aldridge, Mrs Rosemarie Beynon and Mr Ahmed Mohamed (interview).

Condolences were expressed for Anthony Aldridge on the sad loss of his wife Celia. It was also reported that Shirley McCarthy, wife of a former governor had also died. Dates for the funerals would be confirmed.

1401 **Notification of Items of Other Urgent Business** **Safeguarding-DBS**

1402 **Minutes of the Previous Meeting**

The minutes of the meeting held on 17th September 2016 were agreed as a correct record.

1403 **Matters Arising From Those Minutes**

1. New Financial Planning Handbook (Agenda Item 1396.1)
This had not yet been circulated by Tom Colgan

2. Prevent Strategy Online Exercise (Agenda Item 1396.6)
The College would arrange for governors to have access to the on-line test.

1404 Report of the Quality and Standards Committee

Neville Ransley as Chair reported on the meeting of the Committee held on 22nd November 2016 (a copy of the unadopted minutes of the meeting were received).

Particular reference was made to:

- Academic Support Plan –
 - Timing of mock examinations in December.
 - 93% of students had progressed to university in 2015/16. (6 students had gained places at Oxbridge).
 - The ethnicity ALPS gaps have improved.
- Curriculum Planning Update. From next September 2017 all A Levels would be linear.
- Congratulations to the College as the Sunday Times Sixth Form College of the Year for 2017.

- PMR and Continuous Professional Development Report – Paper B1
The report was presented by Angela Inglese Assistant Principal Development.
Angela Inglese outlined the process of linking PMR to CPD over the year.
Key points in the Action Plan –
 - Two way approach to staff development.
 - Attendance on external courses (budget safeguarded).
 - Internal Inset - Teaching and Learning.
Management
Leadership
Skills – Public Speaking
 - Overall a very positive feedback from staff (100%).
 - An Audit to measure the impact of CPD including the mock inspection.
 - Performance Management related to staff remuneration.

Angela Inglese was thanked for the presentation of the report that had given a clear insight into the direction taken by the College performance management reviews in raising standards.

1405 Principal's Report

Andrew Parkin Principal gave a powerpoint presentation.

The written reports presented were:

- Paper C. Report to Governors Term 1 December 2016 which included progress reports from other members of the Senior Leadership Team.
- Paper C1. College SAR / QIP Update and Governors Self Assessment Report.
- Paper C2. Mock Inspection Report.
- Paper C3. Data 2016 to 2017.

The powerpoint presentation highlighted:

1. Mock Inspection

Inspections now based on most recent data.

Achievement (Progress) key.

25 lessons observed were good or outstanding – the support for lower ability students was highlighted.

Leadership, Management and Governance were acknowledged as good and well established. Current position in terms of data – the outcome on value added was negative. Value added needs to be positive to achieve outstanding.

In order to improve achievement the impact of intervention requires measurement through data analysis.

One of the recommendations included the nomination of a governor to hold National Leadership of Governance status.

2. Data Training

Data Management is now seen as a priority for leadership and management.

3. Other Highlights

- Preparation for Section 48 Inspection.
- A Level offer for 2018. 4/3.
- Maths Hub through Teaching Alliance.
- 500+ UCAS Forms processed.

4. Diocese of Westminster – Education Commission Academy Strategy and Policy

The document had been published in December 2016.

Patrick Freely reported that this was the Diocese's Vision Document. A Board of Directors would have the strategic overview for a cluster of Multi-Academy Trusts. The Board would control budgets and set standards and the strategic direction.

The recommendation was for Sixth Form Colleges to convert to a standalone academy aligned to a local multi-academy trust.

The Academy Working Group would meet in the New Year to consider the recommendation of the London Regional Area Review and formulate a position paper with a recommendation to the next meeting of the Governing Body on 16th March 2017.

The reports were received.

1406 **Student Council Report**

Student Governor Chinma Udo Johnson-Nwosu reported on the following activities –

- International Women's Day.
- Cultural Day (celebration of different cultures).
- Prevent Strategy.
- Hosting American Students.
- Day to day issues relating to canteen and tutorials.

1407 **Report of the Catholicity and Curriculum Committee**

Anne O'Shea as Chair reported on the meeting of the Committee held on 18th October 2016 (a copy of the unadopted minutes was received).

Particular reference was made to:

- Presentation by the Head of Science. Large students numbers with the aim to improve work scrutiny.
- Report by Niamh Scannell Acting Chaplain with some impressive fundraising for charities.
- Recommendation to remove the work 'Roman' from the Mission Statement.
The Governing Body held the view that there should be no change to the Mission Statement, having been reviewed two years ago. The Committee were asked to gather information and present the reasons for the recommended removal of 'Roman' as union with Rome was seen as significant.
- Admissions Criteria. The new GCSE Grading System would require an amendment to the Admissions Criteria.
- Prevent Strategy Update.

The report was received.

1408 Report of the Finance and General Purposes Committee

David Martin as Chair reported on the meetings of the Committee held on 3rd October and 21st November 2016 (copies of the minutes and unadopted minutes of the respective meetings were received).

Particular reference was made to:

- Management Accounts maintained a surplus.
- The improvement work to the kitchen was now scheduled for the Christmas holiday period.
- Property Strategy. The plan to expand the College's teaching capacity by an extra 8 rooms had been costed at £4m+. Support from the EFA was being enlisted for the College to be included in a capital build programme.

In addition, a submission would be made to the Condition Improvement Fund for a lift to ease access for wheelchair cases.

- The Budget monitoring had become more of an issue in meeting increased costs for staff national insurance and pension contributions as the EFA revenue funding was expected to absorb these costs.

The report was received.

1409 Report of the Audit Committee

James O'Flynn, as Chair for the meeting held on 22nd November 2016 reported. (A copy of the unadopted minutes of the meeting was received).

Particular reference was made to:

- Accidental Fire Alarm had required the College to review evacuation procedures including wheelchair cases.
- The accounting process had changed in the external auditing of the Financial Statements for the Year Ended 31st July 2016.

The External Auditors Buzzacott LLP would advise on the updating of the College's Financial Regulations to be compliant with changes in the standards of accounting.

The Annual Report of the Audit Committee was noted in recommending the endorsement of the Governors' Report and Financial Statements for the Year Ended 31st July 2016.

The report was received.

1410 Governors' Report and Financial Statements for the Year Ended 31st July 2016

On the recommendations of the Finance and General Purposes and Audit Committees the Report and Financial Statements were formally approved for signing off and submission to the EFA.

1411 Local Area Review Update

Patrick Freely reported that the report from the Local Area Review was due to be issued in January 2017 and would be included in the reports to the Governing Body and Finance and General Purposes Committee.

The recommendation was expected to confirm that the College should remain as a standalone Sixth Form College or convert to an academy. Some funding was available for conversion (£35k) within the Local Area Review format.

1412 Academy Working Group

The Working Group met on 21st November 2016 and is due to meet again in the New Year to consider amongst other things the Diocesan Document and the final report from the Local Area Review.

1413 Governors' Links to Departments

The reporting format and points of contact with Departments would be confirmed for link

governors to plan their visits.

1414 Governors' Attendance on Courses and Conferences

On-line training was available for governors to participate in the Prevent Strategy and Safer Recruitment. Paul Higginson Assistant Principal Pastoral would issue the licences.

Anne O'Shea had attended the Safer Recruitment in Education on-line course.

1415 Any Other Business

1. DBS Certification

The Clerk advised on the process for Governors to update their DBS Certification which was now essential good practice. Point of contact was the PA to the Principal (Anne Doherty).

2. Data Training for Governors

Thursday 23rd February 2017. Time to be confirmed.

1416 Date of Next Meeting

Thursday 16th March 2017 at 5.30pm.

The meeting closed at 7.45pm.