

ST DOMINIC'S SIXTH FORM COLLEGE



Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 23rd September 2021 at 6.00pm via Zoom

Foundation Governors	Tenure	Att	Other Governors	Category	Tenure	Att
Mrs Honor Beck (<i>HB</i>)	01.09.18-31.08.22	Y	Mr Andrew Parkin (<i>AP</i>)	Principal	01.01.13	Y
Ms Maura Coumbe (<i>MC</i>) Safeguarding/Prevent Governor	01.01.19-31.08.23	Y	Mrs Susan Firth (<i>SFi</i>)	Staff	01.09.18-31.08.21	Y
Sister Karen d'Artois (<i>KdA</i>)	01.05.19-31.08.22	Y	Mrs Edel Kinsella O'Brien (<i>EKO</i>)	Staff	01.09.18-31.08.21	Y
Mr Noel Feeney (<i>NF</i>)	01.01.20-31.8.23	Y	Mr Mitul Matthews (<i>MM</i>)	Student Governor	01.04.21-31.12.21	Y
Mr Patrick Freely (<i>PF</i>)	01.09.18-31.08.22	Y	Miss Juliette Nola (<i>JN</i>)	Student Governor	01.04.21-31.12.21	Y
Mr David Martin (<i>DM</i>)(Chair) H & S/Whistleblowing Governor	01.04.17-31.08.21	Y	Ms Rosemary Laryea (<i>RL</i>)	Co-opted Governor	23.09.21-22.09.23	Y
Mr Christopher Moseley (<i>CM</i>)	01.09.18-31.08.22	Y				
Mr James O'Flynn (<i>JO</i>)	01.09.20-31.08.24	Y				
Ms Anne O'Shea (Vice Chair) (<i>AO</i>)	01.09.18-31.08.22	Y				
Mr Ian Rogers (<i>IR</i>)	01.09.17-31.08.21	Y				
Mrs Marcia Taylor (<i>MT</i>)	01.04.21-31.3.24	Y				

In Attendance:

Ms Nicola Walsh (<i>NW</i>)	Vice-Principal
Tom Colgan (<i>TC</i>)	Director of Finance and Human Resources
Mrs Susan Jacobs (<i>SJ</i>)	Clerk to the Governors
Julie Cope (<i>JC</i>)	Assistant Principal – arrived 5.50 pm
Pav Gill (<i>PG</i>)	Assistant Principal
Bryan Johnston (<i>BJ</i>)	Assistant Principal – arrived 5.55 pm
Craig McDonagh (<i>CM</i>)	Assistant Principal
Naomi Ross (<i>NR</i>)	Assistant Principal
Glynis Bradley- Peat (<i>GBP</i>)	External Consultant – item 1690 only

1691 Chair of Governors opening statement

DM welcomed all to the meeting and led the prayer.

AP welcomed the SLT to the meeting particularly the new appointees, stating it had been a busy start to

the term. An Ofsted Inspection may soon take place, the revised framework had been reviewed at a staff meeting and also the new safeguarding areas including sexual harassment. The SEF and QIP are being updated and a collective judgement being made. Value added remains a challenge, most areas are Grade 1, outstanding or 1/2 borderline in Leadership and Management and Quality of Education; this will be articulated in the SEF.

1690 Strategic planning Presentation by Glynis Bradley-Peat

1. Overview of Updated Ofsted Framework

GBP gave a ppt presentation on the new Ofsted framework and advised governors to refer to the handbook. Currently Ofsted are looking at how schools and colleges have coped with the pandemic and mitigated the effects, this should wind down as the year goes on provided there are no more lockdowns.

Inspections are focusing on the work in books and folders and governors need to have a strategic overview. Pre-inspection the lead inspector will phone and speak to the Principal or Vice Principal if AP is not on site. GBP stated subject knowledge in College is exceptional and excellent.

2. Ofsted Report into Sexual Harassment June 2021

Relationships, Sex and Health Education (RSHE), Peer on Peer Abuse, Equalities and Safeguarding will be a strong feature during the inspection. GBP referred to the 'Everyone Invited' website and suggested governors look at it and also the NSPCC link provided with this material. HB asked if inspectors would check if there was a text based response for example. GBP replied possibly. Students should be made aware, it should not be regarded as normal behaviour, governors to ensure the curriculum is clear and students should get involved. AP stated that the tutors deliver the programme. GBP stated that Ofsted will speak to students and staff and watch tutorials. AP pointed out there is a reporting box in situ and he has written to students and parents with the information.

3. Effective Governance

GBP explained governors' core responsibilities including setting strategic direction and ensuring robust accountability.

Following a question from AP, GBP stated that inspectors would not be focusing on CAGs or TAGs but deep dives, books and folders. HB asked if inspectors should have some insight into online learning. GBP replied that it could be discussed with the lead inspector but referring to the second lockdown only.

GBP referred to ensuring financial probity, financial management and undertaking safeguarding training. A self-evaluation for governors was recommended, this has been discussed with the Chair, Vice Chair and Principal already. A document 'Effective Governance Checklist' (**Paper A**) had been circulated to governors for information.

GBP left the meeting at 6.15 pm with thanks from governors. SJ will circulate the ppt when received.

1693 Declaration of Interests and Register of Business Interests (Paper B)

There were no declaration of interests at this meeting. SJ asked governors to complete the Declaration of Interests form and return to her.

1694 Notification of Items of Other Urgent Business

SJ requested two items be taken under 1706.

1695 Appointment of Rosemary Laryea as Co-opted Governor

RL left the meeting whilst governors considered her nomination from the Chair as co-opted governor. DM explained her skill set. Governors unanimously agreed RL be appointed with immediate effect.

RL returned to the meeting.

Re-appointment status of Ian Rogers as Foundation Governor

SJ explained that a re-appointment nomination form had been submitted to the Diocese. Because IR had been in post over the requisite time limit, a request was made from the Diocese to send an exceptional circumstance letter so it could be included with the application to the Bishop. SJ has complied and forwarded the information, a response is awaited from the Diocese.

Confirmation of Governing Body Membership and note vacancies (Paper C)

SJ reported there is one vacancy for a foundation governor; one co-opted governor; two parent governors. SJ is in the process of organising recruitment from Year 1 parents; the current staff governors stayed on until September 2021 and information about those forthcoming vacancies will be published.

Review and confirmation of Committee Membership (Paper D)

HB reported that she is no longer a member of the Quality & Standards committee.

Link Governor Roles – to update (Paper E)

DM read out a proposed list of link governors. SJ will follow up with governors.

1696 Instrument of Government and Articles of Association (Paper F)

SJ explained that there is no change to the current document. Any changes in composition of the governing body would have to be agreed and re-sealed by the Archdiocese of Westminster.

Governors' Code of Conduct (Paper G)

Governors agreed the Code of Conduct.

Governors' Standing Orders (Paper H)

SJ explained the function of the document. Governors agreed the Standing Orders

Skills Audit and Guidance (Paper I)

SJ pointed out that the National Governance Association had published this document and asked governors how best to use it along with Paper A. AO pointed out Paper A was a whole governing body checklist and Paper I is for individual use. It was agreed that DM would look at both and set up a bespoke document for governors to complete that would include details of their skill sets.

1697 Terms of Reference of Committees (Papers J-P)

Terms of reference for Search Committee; Remuneration Committee; Audit Committee; Finance and General Purpose Committee; Human Resources and Pay Committee; Catholicity and Curriculum Committee and Quality and Standards Committee had been circulated. SJ explained she had compiled them so that they can be referenced at each relevant committee at the first meeting of the academic year. Human Resources and Pay committee have already agreed their document. SJ asked that other committees review their own, edit as they feel necessary and formally agree the action. SJ noted a correction to Q&S ToR and will amend.

1698 Minutes of the Previous Meeting (Paper Q)

The minutes of the FGB meeting of 1st July 2021 were agreed by governors. DM to sign the document.

1699 Matters arising Minutes of 1st July 2021

1675 -AO asked for an update on the funding bid for the refurbishment of the basement of Hume. AP replied that the decision is expected in October 2021.

1682 - MC, as safeguarding link governor will be meeting with the Designated Safeguarding Lead in two weeks time and will report to governors on withdrawals from College.

All other actions completed.

1700 Report of the Finance & General Purpose Meeting (Paper R)

Minutes of the meeting of 14th September had been circulated. NF reported that the committee had all been present. NF is now the Chair of the committee and CM Vice Chair. Admissions numbers were

reported as being 1325, the target is 1300. NF asked AP if there had been a further increase. AP replied the final number was 1310, it is a tight and competitive market, the figure is better than last year. NF acknowledged the attrition rate was good compared to other sites. AP stated that if next year the Year 1 recruitment is as good as this year numbers will be healthy.

There is a slight increase in BTEC numbers and courses are well attended.

There are 15 in each RE class. AP reported that Sociology is proving popular with 24 in each group and the subject will grow. The future of BTECs is being evaluated at DfE level and a decision is pending.

NF reported that the boiler works had been completed and the fire safety audit actions are being followed up.

There is outstanding work going on with regard to the management accounts, figures are very positive with just under £1m cash profit. There had been some additional expenditure on IT and the top floor Hume refurbishment.

The current health score of 290 out of 300 is extremely high.

A detailed ESFA document *Post-16 Audit Code of Practice 2020 – 2021* had been circulated at the meeting and AP, TC and the external auditor will be reviewing it. SJ will circulate a copy to all governors.

TC reported that there is an audit on Monday 27th September 2021, College is in a good position but has to rely on the ESFA for funding and if there were changes such as additional pension costs no longer being covered this would impact on the bottom line; the additional cost of National Insurance contributions will be approximately £30k. The £1.2m bid outcome for the work in 2022 is awaited.

1701 Report of the Remuneration Committee

The committee met on 14th September 2021. Minutes are confidential to that committee because of its remit. The Human Resource and Pay committee are now responsible for the overview of SLT pay and performance.

1702 Governor Visit Reports (Paper S)

A report on a visit to Study Plus by KdA had been circulated. KdA reported she could only speak to staff and not to students on this visit. The department had adapted fantastically well to the difficulties of Covid, giving online support to the most vulnerable.

1703 Governors' attendance on Courses, Training and Conferences

KdA attended a course on autism on 23rd September 2021.

HB has attended Keeping Children Safe in Education, September 2021 course and an online remote learning course.

Keeping Children Safe in Education, September 2021 version (Paper T)

SJ asked all governors to read through this document and to log this on Governor Hub via their individual profiles.

1704 Schedule and Structure of Meetings for 2021/22 Paper U

SJ reported that the HR & Pay Committee have scheduled an additional meeting on 16th November 2021 at 4 pm.

1705 Governor Attendance 2020/21 (Paper V)

Governors noted attendance at meetings for 2020/21.

1706 **Any Other Business**

SJ asked governors if they would find being members of the National Governance Association beneficial. Governors agreed this would be a very useful resource. SJ will arrange a membership package.

SJ requested that each governor contact her with their address and phone number so that an accurate record be kept.

DM thanked EKO for her work on the governing body.

DM concluded that there had been a good presentation from GBP, and was pleased that a box for students concerns had been made available.

1707 **Date of Next Meeting**

Thursday 9th December 2021 at 6pm

Governors and staff who were not involved in Part 2 left the meeting.

CONFIDENTIAL – PART 2

1708 **Confidential FGB minutes (Paper W)**

Confidential minutes of 1st July 2021 were agreed by governors. There were no matters arising.

There were no further confidential items.

The meeting closed at 6.50 pm

Signed Date
Chair of Governors

Actions from FGB Meeting 23rd September 2021

No.	Comments	Responsibility
1689	<i>SJ to circulate ppt from the meeting</i>	<i>SJ</i>
1691	<i>Governors to complete the Dol form and return to SJ</i>	<i>All Govs</i>
1695	<i>SJ to follow up link governor proposals</i>	<i>SJ</i>
1696	<i>DM to set up a skills audit spreadsheet for governors to complete and send to SJ for circulation.</i>	<i>DM</i>
1698	<i>DM to sign the minutes of FGB meeting 1st July 2021</i>	<i>DM</i>
1699	<i>MC to complete safeguarding link visit and report to governors</i>	<i>MC</i>
1700	<i>SJ to circulate ESFA Audit Code of Practice to all governors.</i>	<i>SJ</i>
1703	<i>Keeping Children Safe in Education – governors to read the 2021 version and record on governor hub when they have done so.</i>	<i>All Govs</i>
1706	<i>SJ to set up membership of the NGA for governors.</i>	<i>SJ</i>
1706	<i>Each governor to contact SJ with their address and telephone number</i>	<i>SJ</i>