

ST DOMINIC'S SIXTH FORM COLLEGE



Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 9th December 2021 at 5.30pm 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	Ms Maryam Asaria (<i>MA</i>)	Staff	02.11.21-31.08.23	Y
Sister Karen d'Artois (<i>KdA</i>)	01.05.19-31.08.22	Y	Vacancy	Staff		
Mr Noel Feeney (<i>NF</i>)	01.01.20-31.8.23	Y	Mrs Nita Advani (<i>NA</i>)	Parent Governor	18.10.21-31.08.23	Y
Mr Patrick Freely (<i>PF</i>)	01.09.18-31.08.22	Y	Mrs Flaviana Manta (<i>FM</i>)	Parent Governor	11.10.21-31.08.23	Y
Mr David Martin (Chair) (<i>DM</i>) H & S/Whistleblowing Governor	01.09.21-31.08.25	Y	Mr Mitul Matthews (<i>MM</i>)	Student Governor	01.04.21-31.12.21	Y
Mr Christopher Moseley (<i>CM</i>)	01.09.18-31.08.22	Y	Miss Juliette Nola (<i>JN</i>)	Student Governor	01.04.21-31.12.21	Y
Mr James O'Flynn (<i>JO</i>)	01.09.20-31.08.24	Y	Ms Rosemary Laryea (<i>RL</i>)	Co-opted Governor	23.09.21-22.09.23	Y
Ms Anne O'Shea (Vice Chair) (<i>AO</i>)	01.09.18-31.08.22	Y				
Mr Ian Rogers (<i>IR</i>)	01.09.21-31.08.25	Y				
Mrs Marcia Taylor (<i>MT</i>)	01.04.21-31.3.24	Y				

In Attendance: Ms Nicola Walsh (*NW*) Vice Principal
Tom Colgan (*TC*) Director of Finance and Human Resources
Mrs Susan Jacobs (*SJ*) Clerk to the Governors

1709 **Welcome, Apologies for Absence**

DM welcomed all to the meeting especially two new parent governors NA and FM and a new staff governor MA. DM led the prayers.

No apologies, all present

1710 **Declarations of Interest and Register of Business Interests**

There were no declarations of interest at this meeting.

1711 **Notification of Items of Other Urgent Business**

None received.

1712 **Confirmation of Governing Body Membership and Note Vacancies**

DM reported that there is one Foundation, one Co-opted and one Staff vacancy. NA, MF and MA will be allocated to committees. SJ to set up.

1713 **Minutes of the Previous Meeting 23rd September 2021**

Paper A, minutes of the FGB meeting 23rd September 2021 were agreed as a correct record and will be signed by the Chair.

1714 **Matters Arising from Those Minutes**

1. Item 1696. Skills audit is work in progress as some governors have not yet completed their forms.
2. Item 1703. Governors were reminded to log on to their profile on Governor Hub when they have read Keeping Children Safe in Education, September 2021 version.

All other actions have been completed.

1715 **Student Council Report**

MM and JN gave a ppt. JN reported that Year 1 were settling well, Year 2 are having a lot of examinations and there continues to be uncertainty about whether there will be final examinations. There have been lots of events to balance the pressure. JN described various fundraising events. There is a Santa Dash this weekend. An annual Culture Day was very popular and had great participation. Students would like more events such as this. MM pointed out the link to a video on the website.

Various guest visitors, including Cardinal Vincent Nichols, Jon Severs Editor of the TES, Emma Cole from Positive Voice and a speaker from Pax Christi had attended College.

MM and JN had met with the Headboy and three monitors at Harrow School and are setting up links and various initiatives for more interaction.

MA joined the meeting at 5.45pm.

MM described Year 1 enrichment activities.

Two sets of examinations had taken place, one in September and the other recently. Both year groups are progressing and the library is well used. Oxbridge recruitment is just coming to an end, the SLT who are leading on this are doing a really good job and have helped students to feel confident.

DM stated that it was good to see so much activity going on, pointed out that this is the last FGB meeting for MM and JN and wished them well.

Principal's Report to Governors – Autumn Term 2021 – Paper B

AP gave a ppt. and reported that Covid-19 is once again an evolving situation, there is uncertainty on the impact after Christmas. The students have been fantastic with regards to compliance.

NW has set up transitions for Year 1 and Year 2 have settled.

AP paid tribute to the student executive who have been fantastic, there will be a new team in the spring and AP thanked MM and JN for all their hard work and dedication as Student Governors as well as Head Boy and Head Girl.

It has been a busy term with lots of successes, including the Cardinal's visit who engaged with everybody and visited the Memorial Garden to pray at Neville's resting place.

The TAGs had gone well, results on 9th August led to seven appeals, these were not upheld and testament to work and due diligence on carrying out the process. There had been few other challenges.

The new rooms are now in use and well received.

Numbers on roll stands at just below 1300, given the situation, College had done well to recruit and keep students, a greater effort has been made for 2022 recruitment including advertising in various publications and around the Borough of Harrow. The deadline for Year 1 applications is January 10th 2022.

NW oversees the timetable. Testing had been a seamless process. Deep dives had taken place, these being a deep analysis of subjects and middle leader development. Teachers and students to correlate curriculum Intent, Implementation and Impact. The science department completed a deep dive and Humanities has just completed one. There had been external moderation and both had gone well.

Sociology was introduced in September and is proving really popular, numbers in the subject for 2022 are positive.

AP referred to new staff who started in September, two of which are former students; there are new SLT members and teachers. Monitoring and tracking of progress is strong to make sure the 2nd Years are in the right place. There had been some significant gaps shown from the September examinations that are being addressed.

AP thanked MC the safeguarding link governor who had worked with Julie Cope, an external review has started and the report will be made available to governors when published.

The Equality and Diversity Committee has new members and the meetings have gone well thus far. Bryan Johnston, Assistant principal is chairing the E and D Committee. He is also leading on Performance Management and CPD. CEIAG practice is effectively embedded across the College and is in the process of reapplying for the Quality In Careers Standard. Naomi Ross is leading on careers and the Excellence Programme. There were 32 Oxbridge interviews including MM and JN.

AP thanked TC, it has been an outstanding year for financial judgment. AP and TC will be holding strategic meetings to look at the ESFA offer and 3-5 Year forecast.

AP described some of the challenges of the last term – Covid-19 has been managed well, some

students missed mocks and will take a different paper in January 2022. The impact of the new variant is as yet unknown.

Staff have seen a variety of issues academically that students are facing at this time, particularly in Year 2 and have picked up those who need support. There is a basic lack of revision and study techniques in Year 1, variable data had been received from some secondary schools, there is a lost educational experience that is in some ways hard to qualify but is manifesting itself in how students are revising, studying and coping with the pressures of Level 3 programmes.

There have been a number of mental health and bereavement issues. Two counsellors are coming in three days a week, there is other additional support from the Chaplain and SLT.

AP has received notification today of the forthcoming examination process. The government will announce on February 9th what the process will be. AP explained the national challenges and impact and stated the importance of students sitting the examinations.

The College roll is down slightly on our target figures and it is believed that this is in part due to secondary schools wanting students to stay with them and more so during this time of pandemic.

Study+ has been managed well by Julie Cope, an internal advertisement for an Acting Study+ Manager role was placed and interviews take place on 14th December 2021.

An external advertisement for a Catering Manager went out, there has been a good response and applications are being evaluated.

Ofsted preparation this term has been significant with NW leading on this. Staff have been feeling the pressure and have coped admirably. Many outstanding schools and colleges that have been inspected under the new framework been downgraded.

Paper C College SAR/QIP 2021/22.

AP presented predictions, A*-E = 99%; A*-B = 64%; A*-A = 33%. AP described the challenges of how results will be moderated given the last set of examination results was 2019. College is awaiting the timetable.

AP asked governors to read the Ofsted Guidance, September 2021. Staff are innovating, pedagogy is strong, they are delivering and working hard to ensure consistent outcomes. AP thanked the SLT, the new team is bringing energy and vitality. AP thanked TC and NW and read out the mission statement. It continues to be an amazing place to lead.

DM thanked AP for his report.

DM referred to the ACVIC conference. AP replied that the minutes have not yet been received. AP explained the function of this important group (Association of Sixth Form Colleges) that look at Catholic Colleges.

1717

Safeguarding Audit

AP reported that a safeguarding audit is taking place. MC referred to her 'link visits' and all of the safeguarding things going on, there has been so much this term. Staff are working on Keeping Children Safe in Education new inclusions such as sexual abuse and reference to the 'Me Too' and 'Everyone's Invited' global campaigns. MC spoke to Julie Cope last week, there will be final meeting next week and a report in January/February 2022. AP reported that there will be a visit by a safeguarding leader in January who will interview key members of safeguarding staff, other staff members and students. The report will be available at the March FGB meeting.

1718 Report of the Quality and Standards Committee of 2nd November 2021

Paper D, minutes of the Q&S meeting had been circulated. AO reported on a productive meeting, progress checks had been covered and seeing the benefit of interventions. The SAR and QIP had been discussed, oracy gaps are having an effect on students and in some cases, hindering their progress, there will be the same examination for all, if a student is absent a different one will be given. Initiatives to reduce stress were noted. Deep dives were covered. A list of 66 underperforming students has been drawn up and interventions put in place, parents had been consulted.

1719 Report of the Catholicity and Curriculum Committee of 5th October 2021

Paper E, minutes of the C&C meeting had been circulated. KdA reported that this was largely a review of documents meeting including the ethos policy. There had been a report on the arts, there is a smaller cohort than usual, and music. KdA highlighted the importance of these subjects.

KdA reported on a link visit with the Chaplain on 23rd November 2021, one objective is to reach out to the Catholic students and there was discussion on whether Friday Mass is obligatory.

Paper F, **Child Protection Policy and Addendum** was agreed by governors.

Paper G, **Mission and Ethos Policy** was agreed by governors.

1720 Report of the Finance & General Purposes Committee of 16th November 2021

Paper H, minutes of the F&GP meeting had been circulated. NF reported a shortfall of students, College had budgeted for 1340 and there are currently 1296; this amounts to a substantial amount of funding. Applications to the College remain high (significantly over subscribed) but this year the figures didn't translate into numbers in September. It is believed that this is down to Covid as some prospective students did not want to leave their secondary schools or have gone back to them. DM stated that the loss equated to £280k.

AP and TC will be reviewing the budget and health check.

NF reported that the bid for additional works in the Hume building had been turned down. There is a further opportunity next year to re-apply.

The committee discussed a Fire Condition Survey, two surveys had been completed and there was a question if it was a legal requirement to have this.

The committee had looked at policies for credit card use, visits to College procedure, Risk Assessments and the Accessibility Plan.

TC reported that College is £34k ahead of budget, mostly down to a reduction in salary costs, pay rises had come in below budget.

NF referred to the health score as 290 out of 300. TC said that the debt on the balance sheet accounted for the other ten points, however this was the best ever score.

NF thanked AP for showing him around the site, there are ambitious and worthwhile plans.

1721 Report of the HR & Pay Committee 16th November 2021

Paper I, minutes of the meeting HR & Pay committee had been circulated. HR reported that recruitment had been looked at, sickness absence, supporting wellbeing and workload. The Early Career Teacher and Safer Recruitment policies had been received, the pay negotiations for teachers and support staff will be featured again at the next meeting

MC asked how many governors are safer recruitment trained. MT, PF, HB, AO stated that they have been. NA reported she was safeguarding link governor at another school and has completed Level 3. AP referred to safer recruitment online training and the policy is now in place.

1722 **Report of the Audit Committee of 23rd November 2021**

Paper J, minutes of the meeting had been circulated. IR reported that the committee had asked a good number of questions and sought clarification on various points. The accounts were given a rigorous review. College is a going concern.

Paper K, Post Audit Report by External Auditor- Buzzacott LLP had been circulated. IR commented that the College gets a quality service for the fees charged and comparatives with other colleges are good. One minor issue regarding use of credit cards had been addressed. The school score is outstanding.

Paper L, Annual Report and Financial Statements for Year End 31st July 2021 had been circulated. IR on behalf of the committee recommended the annual report to governors for agreement. The Principal and Chair of Governors sign it off. The edits had been completed. Governors **agreed** the document. DM to visit College to sign it.

1723 **Governor Links to Departments and Visit Reports**

Papers M-U had been circulated as listed

Safeguarding visits 13th October 2021 and 29th November 2021 (MC);
CEIAG Visit 13th October 2021 (AO); Learning Resource Centre Visit 13th October 2021 (AO);
Ancient & Modern Studies 18th October 2021 (IR);
Art 18th October 2021 (MT); History of Art 30th November 2021 (MT); Music 1st December 2021 (MT).
Computer Science 23rd November 2021 (NF)

AP thanked governors for undertaking visits.

KdA reported that she had completed a study+ review and will write a report. The staff are without a full time manager and Julie Cope is leading magnificently.

JO reported he had completed a humanities visit and will forward a report. It was a very good visit, the department had been through a deep dive, and compliments to those selected to do it. There had been good feedback.

1724 **Governors' attendance on Courses, Training and Conferences**

SJ attended Handling Tricky Situations on 22nd November 2021.
DM attended the Chair of Governors Induction course.

AP will pick up points after Christmas regarding a governance self-review that could possibly start before the summer holidays.

DM referred to the skills matrix and asked those governors who have not yet completed it to do so. There is a multi-variety of skills on the governing body.

SJ informed governors that there is a new online resource through College, iHASCO. Each governor will be sent a link by TC so that they can access safeguarding, Prevent, safer recruitment and courses that are appropriate.

Governors confirmed that they were getting a weekly update from the National Governors Association and can access the site.

1725 **Any Other Business**

AP explained that governors need to agree that College can continue the re-accreditation under the Investors in Careers Standard. Governors agreed that the College seek re-accreditation.

AP stated that committee meetings will continue online.

The Carol Concert will take place on 13th December as scheduled. Governors requested that it be streamed.

SJ will contact new governors about committee membership.

1726 **Date of next meeting**

Thursday 24th March 2022 at 6 pm

1727 **Confidential** –no confidential matters were reported.

The meeting closed at 6.50 pm

Signed Date
Chair of Governors

Actions from FGB Meeting 9th December 2021

No.	Comments	Responsibility
1712	<i>SJ to set up committees for new governors</i>	<i>SJ</i>
1717	<i>Safeguarding Audit Report</i>	<i>AP</i>
1722	<i>DM to visit College and sign off the Annual Statement</i>	<i>DM</i>
1724	<i>AP will pick up self-evaluation for governors</i>	<i>AP</i>
1725	<i>SJ to contact new governors about committee membership</i>	<i>SJ</i>