

ST DOMINIC'S SIXTH FORM COLLEGE



Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 1st July 2021 at 6.00pm in the Library

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	N
Mr Noel Feeney (<i>NF</i>)	01.01.20-31.8.23	Y	Mrs Sylvia Farooqi (<i>SFa</i>)	Parent Governor	01.01.20-31.08.21	Y
Mr Patrick Freely (Chair) (<i>PF</i>)	01.09.18-31.08.22	Y	Mr Paul Lorenzato (<i>PL</i>)	Parent Governor	01.01.20-31.08.21	N
Mr David Martin (DM) H & S/Whistleblowing Governor	01.04.17-31.08.21	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	N				
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>n</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
James Casey (<i>JC</i>)	For item 1667 only

Observer: Rosemary Laryea (*RL*)

1667 Presentation by James Casey, Deputy Headteacher, St Saviour's and St Olave's School on T Levels

JC gave a ppt presentation on T Levels, this is an intended substitute for BTECs. They are designed to give students a meaningful experience and the same status as A Levels. There are 24 subjects being developed with the full range ready by 2022. They are specific, have UCAS credibility and the costs are funded by

the DfE.

Gradings are A-E; industry plays a more significant part as a student has to complete a placement of nine weeks. Governors noted the funding bands e.g. accountancy = £10k per student with additional placement funding of £550 and £750 for E&M. JC believes that the funding will be unsustainable in due course. There are risks including placement failure and students leaving College to join an apprenticeship scheme with an employer.

AP stated that this will be picked up further at the September Strategic Planning meeting. NW will be going to another school to look at their model.

PF referred to the 24 courses and College not being able to offer that amount of choices. JC stated that there is no recommendation on the minimum amount, some are very specific; universities like them as they are well rounded.

MC asked what would incentivise an employer to do the right thing by the students. JC believes a meaningful piece of due diligence would need to be done to ensure a good structure is in place.

CM asked how courses are selected: JC replied if there are enough students to make them viable.

NF stated that although it was a great concept there are areas that would need clarity. AP pointed out previous initiatives that did not hold currency like A Levels. BTEC has a real focus and depth, and students get good grades.

JC left the meeting at 6.22 pm with thanks from the governors.

1668 Apologies and Welcome

PF welcomed all to the meeting especially two new student governors MM and JN; MT a newly appointed Foundation governor and RL who is observing with a view to becoming a governor.

PF stated that governors work as a group, joint decisions are made and meetings are confidential.

PF reported that this was the last meeting for SFa and PL, parent governors. Staff governors SFi and EKO's terms also come to an end on 31st August, SFi has offered to stay until replacements are appointed.

Apologies had been received and noted from EKO and PL.

1669 Declarations of Interest and Register of Business Interests

There were no declarations of interest at this meeting.

1670 Notification of Items of Other Urgent Business

TC has asked for one item, this will be taken under 1686.

1671 Budget 2021/22 and projections to 2025 (TC) - Paper A

TC reported on a good year with £309k in the P/L account. TC based the budget on 1306 students and had included a 2% uplift for staff. The Hume top floor £300k grant from the GLA, £390 from the Diocese and £800k CapEx will not be featured in the July 2021 balance sheet.

TC has projected a steady increase of students on roll to reach 1400 by 2025. The College gets ESFA funding for High Value Courses and a pensions grant of £180k until 2022/23; if these are withdrawn this

would have a significant negative impact on the bottom line.

Catering income has suffered due to Covid, the majority of sales dropped from September, with more students now on site there should be £68k margin.

AP stated that he and TC had completed a questionnaire from the ESFA about funding methodology for High Value Courses, the College currently receives this funding for Maths and Science.

1672 Minutes of the Previous Meeting 25th March 2021

Paper B, minutes of the FGB meeting 25th March 2021 were agreed as a correct record and will be signed by the Chair.

1673 Matters Arising from Those Minutes

1. Item 1654 (1) There will be A Level retakes again in October.
2. Item 1654 (4). The work on the boilers is almost complete.
3. Item 1656. AP pointed out the grade inflation likelihood this year.

All other actions tabulated have been completed.

1674 Student Executive Report

MM and JN gave a ppt , firstly showing community events. JN stated that the College had done well, there had been a focus on mental health weeks and a life coach helping students. St Luke's charity events continue with an annual walk raising £1200 as well as two other walks; there was also a fundraising concert on 24th June.

College has handled Covid well, all have followed the rules and there have been few cases, students have kept up the testing and participated in an Indian variant testing scheme. The experience has been different but students have had a good time.

UPEs & Year 2 April exams had 96% attendance. Students prepared well, the Hume and Siena buildings were made available, students were proud of their achievements and know the importance of exams. There had been reflection, a successful holistic culture, and enjoyment as much as possible. Students have been more independent and more careful.

1675 Principal's Report to Governors – Summer Term 2021 – Paper C

AP gave a ppt. Overall it has been a good year, with a community effort, the College has faced its Challenges.

TC's leadership during this time of Covid has been exemplary as has NW's. The Catholic faith and life of the College is strong and the mission statement sustained.

The focus on Teaching and Learning continued. Blended learning has proved a real success. NW led this admirably. After Christmas there was the same provision online as in College. It has been the best student attendance ever, almost 100%. A quality assurance remote inspection took place in February.

There have been lots of community events. Governors were invited to the opening of the new art studios on 1st July 2021.

AP displayed the list of new staff starting in September, two of which were previous students. There are some new Assistant Principals, appointed both internally and externally. There is an Induction Day on 2nd July for new staff.

AP showed governors the Teacher Assessment Grades, these had gone off on time. As predicted, they are higher than previous years but have reflected the spirit of the Joint Council of Qualifications (JCQ) guidance. Teachers helped students, every grade carries evidence and is accurate and reasonable. The process was done with integrity, the appeals system is different to last year, Peter Jenks and AP will lead on this. Results will be published on 19th August and staff will be in College on that day.

MC referred to the April examinations and asked if they are more weighted. AP said yes, April was the floor grade, these were very high.

AP showed governors photographs of the new tutors' offices in Catherine where 1:1s can take place, the current phase of the Hume refurbishment is almost completed. A bid to the DfE for £1.3m for the basement of Hume has been submitted.

The Student Executive are doing a great job, MM and JN are leading.

AP talked about Neville Ransley, recently deceased, who was a previous Principal and a governor for many years. His contribution will be missed. AP is considering naming the top floor of Hume after Neville.

AP thanked PF who is standing down as Chair but not as a governor for his remarkable contribution and being a superb Chair.

The trainers collection finally reached the Nyumbani Charity, and were distributed to children in the village schools, the sisters sent pictures of the children with the shoes.

There were no questions to *Paper C*, AP's written report.

The QIP was noted by governors.

AP referred to Challenge Partners, *Paper D*, a national organisation focusing on professional development. As part of the package there are College reviews and good training opportunities for staff. Cost is £7k per annum, which is good value. HB stated that the organisation is very peer-to-peer.

1676 Report of the Quality and Standards Committee

No meeting has taken place this term.

1677 Report on the Catholicity and Curriculum Committee of 18th May 2021

Paper E, minutes of the C&C meeting had been circulated. AO reported that the English Lead had presented at the meeting. Spanish is exceeding French as a subject, a number of different languages are spoken at home and the College can facilitate examinations for them.

The Chaplain presented a report. There had been no consortium meeting. The Taster Day for Salvatorian and Sacred Heart will go ahead in July. A research paper done by Nancy Conoboy and Mike McConigley had been discussed as numbers in catholic schools are diminishing, which will have a significant Catholic impact on the roll.

The admissions criteria had been examined and amended for 2022 to add a 'no faiths' category. The RSE policy had been presented. A new subject, Sociology will be taught from September 2021. No Prevent issues were reported.

Paper F, Admissions Criteria was agreed by governors.

1678

Report of the Finance & General Purposes Committee of 27th April 2021 and 15th June 2021

Paper G, minutes of the F&GP meeting of 27th April 2021 had been circulated. DM referred to the incredible work done by TC and NW on Covid protocols, which has and continued to have a direct influence on the low infection rates. The committee had received the budget. DM has visited the Hume refurbishment, the contractors are excellent and good value for money. DM referred to the bid for the lower floor of Hume.

Paper H, minutes of the F&GP meeting 15th June 2021 had been circulated. DM had visited the College to go through the reports from Health & Safety and Fire Risk Assessments audits. TC had updated on the work done since the reports were published.

AP updated governors on resignations/retirements, one Assistant Principal, one teacher of French; English; Business Studies; a Study Plus manager and the Catering manager. AP gave reasons for each.

Paper I, Health & Safety Policy had been circulated for information. The F&GP committee had agreed it on 27th April 2021. TC reported that he had added a Covid section, controls are in place and will continue to be featured. TC had updated names in the policy.

Paper J, Staff Wellbeing Policy. AP stated that areas of the policy will be featured at the first staff meeting in September. The College is looking towards a kite mark for September 2022. The policy was agreed by governors.

1679

Report of the Audit Committee of 8th June 2021

Paper K, minutes of the Audit Committee had been circulated. KdA reported that Katharine Patel, the external auditor had presented the Letter of Engagement and scope of works for the next financial year. The risk assessment features Covid. TC is to be commended on the work he has done on the fire and health & safety areas.

PF asked about the role of Landau Baker. TC explained this was an external company to be used as internal auditors as required. This has been deferred until early in 2022. PF asked if they would be used for discreet areas only.

1680

Report of the Search Committee of 15th June 2021

Paper L Minutes of the Search meeting had been circulated. PF had given an update on new governors. The staff governor positions had been noted and held until September. The parent governor replacement process will be done in September. Attendance records will be published at the September FGB meeting. Foundation governor re-appointments are in hand.

HB will Chair Human Resources committee; members are PF,AP and MT.

AO will Chair Q&S Committee.

KdA will Chair C&C Committee

IR will continue to Chair Audit Committee.

The incoming Chair of Governors will Chair the Search Committee.

NF will Chair F&GP Committee. NF stated that he would try to manage to attend Q&S Committee as well.

Edward Griffiths, who attends the Audit Committee as an external member has agreed to continue for a further two year term.

PF explained that Jim Coyle, who is Chair of the Board of Trustees for the Blessed Holy Family CAT. had approached the College to request a governor volunteer as a Trustee. Neville Ransley used to serve on

this Board. There is no requirement for a governor to join, although it could be useful. AP believes there are 5-6 meetings per year. PF asked that any governor who is interested to contact him.

The next FGB will include Strategy Day. Constitutional matters will be itemised, including standing orders, Instrument and Articles, Terms of Reference for each committee and the Code of Conduct.

The Remuneration Committee will hold one meeting annually every September instead of two.

1681 Report of the Chairs of Committees of 15th June 2021

Paper M, Minutes of the Chairs of Committee had been circulated. Governors noted items covered, Covid, TAGs, The Principal's Performance Management Report from Glynis Bradley-Peat. Fr Derek, the new parish priest for Harrow on the Hill, is interested in joining the Governing Body.

1682 Governor Visit Reports

Paper N, Safeguarding Report 23rd March 2021 from MC. MC reported that this was her second meeting this year with Julie Cope (DSL). There had been a rise in numbers on the concerns list. An application for funding has been made to Wellbeing for Schools. Counselling is being provided. Due to Covid, MC has not been able to physically review the Single Central Record but has liaised with AP and TC.

SFa was concerned to read about students that may withdraw from College. MC will get an update on the situation and feed back to governors.

Paper O, Review of Fire and Health & Safety Risk Assessments by DM on 30th April 2021. DM has covered this under Item 1678, governors noted DM's report.

1683 Governors' attendance on Courses, Training and Conferences

MT attended the New Governors Induction Course in June 2021.
HB has attended the National College sexual abuse in schools update.

1684 Schedule and Structure of Meetings for 2021/22 Paper P

It was agreed that times of meetings be changed on 14th June 2022.
Committee meetings will be online next year; the first meeting of the HR committee will be on site. SJ to arrange a change of date.
FGB meetings will be on site.
The FGB meeting on 23rd September will include the strategy element.
SJ will make the necessary edits to the document and re-circulate.

1685 Chair and Vice Chair of Governors from 1st September 2021

SJ reported that a nomination had been received for DM to take the Chair following PF's retirement from the role. There were no other governors nominated. DM left the room whilst governors voted. It was unanimously agreed that DM become Chair of Governors on 1st September 2021. DM returned to the meeting.

AO was nominated as Vice Chair for a further year. There were no other governors nominated. AO left the room and governors voted unanimously that AO continue as Vice Chair for a further year.

1686 Any Other Business

HB reported that 20 students had come into her school for visits, there is great support and networking through the schools.

HB asked that governors receive an Ofsted review of sexual abuse changes at the strategy meeting. AP will ask GBP to do this.

PF referred to a request from TC regarding replacing LIBOR with the Bank of England Base Rate on a loan for a building project, this is due to be paid off this coming financial year. TC stated that this should take effect on 1st January 2022.

The Governing Body agreed the following statement:

The Governing Body at St Dominic's Sixth Form College discussed the proposal and having considered the document, the Governing Body has approved the transition proposal, i.e. replacing LIBOR with the Bank of England Base Rate.

The Governing Body further authorised the following signatory, Tom Colgan to sign the necessary documentation, including the Transition Agreement on behalf of St Dominic's Sixth Form College.

There was a discussion on the use of Governor Hub. It was recognised that it is a very useful resource for storing documents, adding information to individual profiles and picking up information from the Diocese as well as national and local information.

PF, IR and AP requested hard copies of papers in advance of the meeting. At the meeting no more than four copies will be available.

AP referred to incoming Year 12 students with significantly inflated GCSE scores that will struggle and what can be done to address this with the transition to A Level.

Parent governors, Student governors, RL and staff left the meeting.

1688 Confidential Part 2 Meeting – see Confidential Minutes

The meeting closed at 8 pm

Date of next meeting – Thursday 23rd September 2021 at 5.30 pm

Signed Date
Chair of Governors

Actions from FGB Meeting 1st July 2021

No.	Comments	Responsibility
1682	MC to update governors on students that have or may withdraw from college.	MC
1684	SJ to rearrange the date for the HR committee SJ to rearrange the schedule of meetings and circulate.	SJ SJ
1686	AP to arrange with GBP to cover the Ofsted sexual abuse changes and the strategy meeting on 23 rd September	AP

