

## ST DOMINIC'S SIXTH FORM COLLEGE



### Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 24<sup>th</sup> September 2020 at 6.00pm via Teams

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> )	01.01.20-31.08.23	Y	Mrs Paula Eavis ( <i>PE</i> )	Co-opted Governor	01.09.20-31.8.21	N
Mr Patrick Freely (Chair) ( <i>PF</i> )	01.09.18-31.08.22	Y	Mrs Sylvia Farooqi ( <i>SFa</i> )	Parent Governor	01.01.20-31.08.21	Y
Mr David Martin (DM) H & S/Whistleblowing Governor	01.04.17-31.08.21	Y	Mr Paul Lorenzato ( <i>PL</i> )	Parent Governor	01.01.20-31.08.21	Y
Mr Christopher Moseley ( <i>CM</i> )	01.09.18-31.08.22	Y	Miss Jeea Chadha ( <i>JC</i> )	Student Governor	01.01.20-31.12.20	Y
Mr James O'Flynn ( <i>JO</i> )	01.09.20-31.08.24	N	Mr Cathal Doherty ( <i>CD</i> )	Student Governor	01.01.20-31.12.20	Y
Ms Anne O'Shea (Vice Chair) ( <i>AO</i> )	01.09.18-31.08.22	Y				
Mr Neville Ransley ( <i>NR</i> )	01.09.17-31.08.20	Y				
Mr Ian Rogers ( <i>IR</i> )	01.09.17-31.08.21	Y				

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

PF welcomed all to the meeting and led with the College prayer.

#### 1616 Apologies and Welcome

Apologies had been received and noted from PE, EKO.

#### 1617 Declaration of Interests and Register of Business Interests.

There were no declaration of interests at this meeting.

**1618**      **1. Appointment of Chair and Vice Chair for 2020/21**

PF was unanimously reappointed as Chair of Governors for a period of one year. PF pointed out, as he has been in this post for 10 years this will be his last year as Chair and governors need to give consideration to appointing a successor for September 2021.

AO was unanimously appointed as Vice Chair for a period of one year.

**2. Reappointment of Paul Eavis as Co-opted Governor**

PE was reappointed as a Co-opted governor for a period of one year subject to her agreement. AP to contact her.

**3. Confirmation of Committee Membership and Appointment of Chairs and Vice Chairs**

*Paper A*, Governing Body Membership had been circulated.

There is no change to the current membership of each committee. CM was appointed Vice Chair of Finance & General Purpose committee and KdA as Vice Chair of the Audit committee.

**4. Register of Interests**

*Paper B*, Register of Interests form had been circulated. Governors were asked to complete it and send to SJ.

**1619**      **Minutes of the Previous Meeting 9<sup>th</sup> July 2020**

**Paper C**, minutes of the FGB meeting 9<sup>th</sup> July 2020 were agreed as a correct record and will be signed by the Chair.

**1620**      **Matters Arising from Those Minutes**

It was noted that JO had been re-appointed as a Foundation Governor for a further four year term. Notification regarding the reappointment of NR is awaited, the application is with the Diocese. SJ will follow up progress.

1. **Governors' Statutory Responsibilities (Item 1579)**

To keep on the agenda for the December meeting.

2. **Safeguarding Concern Form (Item 1583)**

AP reminded governors that the protocol of reporting for students with safeguarding issues was being reviewed. Paul Higginson had updated the document, SLT will scrutinise it then be placed on the agenda for the Catholicity and Curriculum Committee.

3. **Unplanned Absence Policy (Item 1588)**

AP reported this was unchanged and had been discussed at the HR committee on 15<sup>th</sup> September 2020.

4. **A Level & GCSE examinations (Item 1601)**

Following a question from PF, AP reported that there had been 66 take ups for A Level examinations, some students are doing more than one subject. Examinations will take place between October 5<sup>th</sup>-23<sup>rd</sup>. The College has paid out £13.5k in examination fees for this session, the rebate from Summer 2020 should be 23% of the total fee, if the spend for October is greater than the amount spent in the summer then there will be a rebate although AP believes that this will not be the case. Susan O'Brien leads in this area; the timetable has been published.

Any student wishing to sit GCSEs will have to return to their previous school.

5. Coronavirus Collaboration Fund (Item 1602)

AP reported that St Dominic's had had to be the primary signatory on this bid from St. Charles Sixth Form College. It was submitted in haste and had in fact not been accepted by the DfE.

6. Report Finance and General Purpose Meeting (Item 1604)

AP reported that  $\frac{3}{4}$  of the job installing the new card readers had been completed. The new gates will be installed during the October half term and the site will then be fully secure. Entry to the site will be by card or by buzzing reception

The card entry system is proving excellent.

All other actions from meeting 9<sup>th</sup> July 2020 completed.

**1621** Governor Visits to Departments

All governors have received the link governor list and contact information. There are no changes to the link governor assignments to departments, virtual liaison will be arranged with relevant leads before half term. Each department contact will get in touch with their allocated governor.

HB arrived at the meeting.

NR pointed out that sometimes he does not receive contact from his subject lead. AP will ensure that all governors will receive notification of a meeting date.

**1622** Report of the Quality & Standards Committee 8<sup>th</sup> September 2020 – Examination Results.

*Paper D*, minutes of the Q&S Committee had been circulated. NR asked AP to report on the Centre Assessed Grade (CAG) situation. AP explained that with the initial algorithmic grading system that the DfE had set up, the College had received similar grades to 2019. i.e. A\*-B – 31.1%. The DfE then decided to use CAGs and consequently the grades increased. When published students and parents could see what the institution had submitted; this led to dissatisfaction from some of them. There is no appeal on the CAGs, only a request for an admin check or proof of bias with supporting evidence. The College has received a number of Freedom of Information Requests and complaints that NR has dealt with, AP believes this is now coming to a close.

Paul Higginson has worked on this full time since August. All Subject Access Requests and Freedom of Information requests have been dealt with and closed, except for 1 or 2, which are still outstanding. In its entirety, this has not been an easy process and especially difficult for young people. AP hopes there will not be a repetition in 2021.

University outcomes were in the mid-90s%, Russell Group admissions 42% and 14 or 15 students going to Oxbridge, the best during AP's time at the College. This is a very pleasing result although some students did miss out on their first choices.

Glynis Bradley-Peat joined the meeting.

BTEC results were very good 11 \*D\*D\*D and 100%M+, some students from this group have gone to Russell Group universities, which is a very positive result.

Internal data shows the College at ALPS 5, which is an improving picture on 2019. Second year gaps in knowledge will be identified and addressed.

CM asked, because of the situation this year, whether there would be any data analysis or league tables. Because no examinations were sat, CM wondered if there would be harsher treatment on Year 2 next year because of students deferring places in 2020. AP didn't think there would be. CM asked AP to consider the fear that some student might have of this outcome.

PF replied that the percentage of students that received places was as high as ever, the College recognised the gaps in knowledge that some students have because of the Covid-19 situation, it has been markedly worse in some other institutions.

PL stated he was aware that students were feeling they were going to be harshly treated this year because of the situation of 2020, and asked that they be reassured that there will be a level playing field. AP replied that the exam boards had checked specifications, universities did and are doing an excellent job, the College has particularly good relationships with places such as Nottingham, Nottingham Trent, Queen Mary, Southampton and Brunel as examples. Staff will do everything possible to accommodate Year 2, pointing out not many students deferred their place, some of those taking exams are already there, it is recognised that this is an anxious time. Mock exams will take place December 2020 and March 2021.

**1623 Report of the Human Resources Committee 15<sup>th</sup> September 2020**

*Paper E*, minutes of the HR meeting had been circulated. AP reported in the absence of PE; the committee had discussed Covid matters; full time teacher appointments (3) in Business Studies and Psychology and one part time Art support teacher; the Director of Learning (DOL) posts have been put on hold until January 2021; a range of updated policies had been presented.

Performance Management Cycle (PMR) has started, objectives are a focus on IT as part of blended learning and examination objectives.

Ofsted have suspended formal inspections this term and possibly next term too. There was nothing additional on pay progression for 2020 at this meeting.

**1624 Report of the Finance & General Purpose meeting 15<sup>th</sup> September 2020**

*Paper F*, minutes of the F&GP meeting had been circulated. DM reported (1943) that the College has finished the financial year £25k over budget, this was a good result given the circumstances, with an additional £60k of Covid costs to cover and a reduction in catering and lettings income.

(1946) Hume Hall was discussed and on plan for next year. The committee had reviewed the costs to move the art rooms, work will go ahead during the summer.

DM congratulated TC for his excellent work on Covid-19 planning and smooth running of operations.

**1625 Governors Attendance on Courses**

No courses attended

**1626 Any other business**

There was no other business

**1627 Date of next meeting**

Thursday 10<sup>th</sup> December 2020

**1628 Confidential Part 2 Meeting**

Confidential Minutes of 9<sup>th</sup> July 2020

Confidential HR Minutes of 15<sup>th</sup> September 2020

Confidential Minutes of the Remuneration Committee 15<sup>th</sup> September 2020 (restricted circulation)

The above will be itemised at the FGB meeting 10<sup>th</sup> December 2020.

The meeting closed at 6.17 pm

Signed ..... Date .....  
Chair of Governors

#### **Actions from FGB Committee 24<sup>th</sup> September 2020**

<b>No.</b>	<b>Comments</b>	<b>Responsibility</b>
1618 (2)	AP to contact PE regarding her reappointment	AP
1618 (4)	Governors to complete Register of Interests form and return to SJ	All Govs
1620	SJ to contact the Diocese to check progress of NR's re-appointment.	SJ
1620 (1)	Itemise governors' statutory responsibilities at the next FGB meeting	SJ
1620 (2)	Safeguarding Concern Form to be itemised at C&C meeting	LW
1621	AP to ensure all department heads contact their appointed link governor and arrange a meeting before half term.	AP

Following the FGB meeting, governors attended a Strategic Planning Evening led by Glynis Bradley-Peat.