

ST DOMINIC'S SIXTH FORM COLLEGE



Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 10th December 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	Y
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	Y
Mr Patrick Freely (Chair) (<i>PF</i>)	01.09.18-31.08.22	Y	Mrs Sylvia Farooqi (<i>SFa</i>) (arrived 6.18 pm)	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	Y	Mr Cathal Doherty (<i>CD</i>)	Student Governor	01.01.20-31.12.20	N
Ms Anne O'Shea (Vice Chair) (<i>AO</i>)	01.09.18-31.08.22	Y				
Mr Neville Ransley (<i>NR</i>)	01.11.20-31.08.24	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

Observer: Paula Aubrey (*PA*)

PF welcomed all to the meeting and led by reading the bible passage from Paper E1 on Mission and Ethos.

1629 Apologies and Welcome

PF welcomed all to the meeting, particularly PA who had been invited as an observer with a view to becoming a governor. PF, AP and SJ had spoken with PA, PF explaining her background. PA stated that she had a son that had left College and was now at university and another one currently in Year 1.

PF reported that this was PE's last meeting and thanked her for her contribution, especially heading up the HR Committee.

PF stated that this was the last meeting for the student governors, JC and CD; their contribution had been wonderful as had been their colleagues' on the Student Executive.

Apologies had been received and noted from CD.

1630 Declaration of Interests and Register of Business Interests

There were no declaration of interests at this meeting. PF reminded governors that if there was any change to the document submitted in September to contact SJ for a new form.

1631 Notification of Items of Other Urgent Business

None received.

1632 Minutes of the Previous Meeting 24th September 2020

Paper A, minutes of the FGB meeting 24th September 2020 were agreed as a correct record and will be signed by the Chair.

1633 Matters Arising from Those Minutes

1. Item 1618 (2). PF reported that PE had resigned from the governing body and this was her last meeting.

2. Item 1620. SJ reported that NR's re-appointment application was with the Bishop and would be dealt with in due course.

3. Item 1620 (4) PF referred to the A Level examinations that took place during October. AP replied results are due on 17th December 2020 and will be given to students on 18th December 2020. 68 candidates sat various subjects.

4. Item 1622. PF asked if the all of the issues arising from the CAGs had been resolved. AP replied that they had.

5. 1623. Interviews will be held in January 2021 and appointments in February for Director of Learning posts

6. 1623. Ofsted will not be conducting formal inspections until Summer 2021.

All other actions completed or on other agendas.

1634 Governors' Statutory Responsibilities

Paper B, AOC Code of Good Governance for English Colleges had been circulated. PF stated this was a detailed document. MC referred to an NGA similar version, the AOC one is more FE focused. It was agreed that SJ convene a Chairs of Committee meeting in January/February to look at the document in detail as a checklist, report to governors in March and consider adopting in the summer. NR suggested SJ check the Catholic Education Service (CES) for information.

1635 Principal's Report to Governors – Autumn Term 2020

Paper C. AP gave a ppt on the highlights from his report including students featured on Newsnight, which had been a great experience; a trainers donation for Kenya initiative, AP thanked Michael Mujuzi for leading on this.

AP reported on the successful overall management of Covid-19, many schools/colleges are running part time or are closed, this has not happened at St Dominic's. Health & safety measures are being stringently followed, face covering, spraying, cleaning standards are all very good. There is lots of support from parents and students.

19 positive tests have been recorded to date and 1315 days lost involving 260 students.

NW led Teaching and Learning and this had been successful with no lessons lost for the majority of students, there is a focus on gaps in knowledge. Mocks are showing some significant gaps in some subjects that will be tackled after Christmas.

AP referred to Teaching and Learning pedagogy and the quality assurance process; deep dives have been completed in RS and Philosophy, both are very good with strong leads and are popular subjects.

A new Student Executive will be appointed in the New Year, the current group have done a very good job.

Remote access is in place, there is an IT plan, a lot of equipment has been purchased in case of a lockdown and the College has to switch to remote learning. A remote day to test equipment is planned.

Lesson observation features an online observation being tried out and the process tested after Christmas.

Attendance at 96% was the best since AP started.

AP explained the increase in work due to Covid-19 and how it had been approached. AP is appreciative to staff leading on this and governors. The Student Executive have been a great support and strength.

Focus in 2021 is on the mission John 10:10.

AP stated that there is still uncertainty about examinations in the summer, a consultation from the SFCA has been received and AP responded.

There has been a fantastic job done on marketing for 2021 and AP thanked those responsible, pointing out the Evening Standard advertisement on 10th December as an example. There are banners around Harrow, advertisement on the back of buses and lots of visibility in the area. 700 completed applications have been received last week, this now stands at 1100. PF asked if AP had used a marketing agency. AP replied it had been done in house at a reasonable price. The deadline for applications is 31st December 2020.

The Hume building works will take place next summer, planning is ongoing on this exciting project.

College will continue to manage the pandemic next year.

AP pointed out the concert event on 24th June 2021 at 7.30pm with the BBC singers broadcast on Radio 3.

AP thanked the Team, Nicola Walsh, Tom Colgan, Julie Cope, and Peter Jenks who have shown

fantastic leadership, thanks to Dee Wick (AP's PA), governors and especially PE. AP is grateful for the support shown.

MC queried if the new intake (perhaps with overinflated grades) was causing problems for students moving to A Levels. AP replied this is being monitored, and hopes examinations will take place. The disruption to the second year group has been significant.

MC asked, as a result, if more students change courses. AP replied this was similar to last year, choices are limited due to the linear nature of the 2 year three A Level programme.

SF asked if any students sat the examinations. AP replied 68 students did.

SF asked if there is any reason for the decline in German and Italian. AP stated that these had not been taught at GCSE, German is a declining subject and had to be dropped, some students were going to Harrow School but this has also stopped.

Paper C1- SAR/QIP – AP reported that priorities are ongoing and to plan this year. Leadership and Management succession planning is a focus as Paul Higginson retired in October, Peter Jenks is retiring in the summer and Nancy Conoboy and Mike McConigley left summer 2020. Associate Assistant Principals interviews took place, HB and AO assisted and 3 recruited for 2 terms to enable professional development opportunities, all have been given a project.

If examinations are cancelled, CAGS will be enacted again, this year and parents will be wiser to the process.

Paper C2 Marketing and Student Recruitment examples had been circulated.

1636 Student Council Report

JC gave a ppt. and reported that the executive had been doing lots since September, there had been a general sense of anxiety around the Year 13 examination situation; the Mocks had gone well.

The Student Council had done a great job, communications were open, a survey was positive.

A new counsellor had been appointed for mental health, which is a positive step; further initiatives in form time for mental health were also introduced. Students want examinations to take place, the new policy had a positive impact on students.

The Nymbani trainers scheme had meant that 273 pairs were donated and shipped out. A Charity Committee had been set up and they were passionate to get going. JC pointed out various initiatives and societies and lots of good work that has gone on.

The Carol Service will take place on 14th December 2020 and a new Executive appointed. JC said it was lovely being part of the governing body.

Governors thanked JC and the rest of the Executive for their work.

1637 Report of the Quality and Standards Committee of 3rd November 2020

Paper D, minutes of the Q&S meeting had been circulated. NR gave a brief résumé of the meeting including number of students sitting examinations in October; the draft SAR/QIP; mixed views by staff regarding gaps in student learning and students being able to continue their learning; excellent

attendance; investing in mentoring and a discussion on Leadership and Management.

There had been a presentation on staff development and CPD; the middle leadership programme had to be suspended due to Covid-19. Staff had received equipment to assist with online teaching.

A staff wellbeing policy will be presented at the next Q&S meeting. SLT are doing their best to look after staff whom had responded positively to what has been put in place, all are working hard, this is the longest term of the year that takes a lot out of staff.

The Teaching and Learning Policy was presented to the committee, it was clear and transparent and was approved at the meeting.

The Quality Assurance Process including deep dives and observations had been reported, NW stating teachers started 'developing dialogue', this being conversation with another member of staff doing group work, to watch and take back to their own classroom, enabling staff to be more comfortable with unfamiliar methods and sharing good practice.

The complaints procedure will be reviewed in the light of the recent CAGS situation. The committee had received a report on academic support, there were no gender gaps in Ethnicity & Diversity, ALPS were better than the college average, those that are slightly below are receiving support. Mentors have been arranged for students applying to Oxbridge.

1638 Report on the Catholicity and Curriculum Committee of 6th October 2020

Paper E, minutes of the C&C meeting had been circulated. AO reported SF had now joined the committee. There had been a presentation on Economics, priorities being closing the gaps, which are small, and improving the use of online teaching. AP stated that Mock examination outcomes were awaited.

A Chaplaincy report was noted, including no weekly mass, 37% of the student cohort was Catholic, this has no adverse effect on the Chaplaincy Group.

There had been a presentation on the Core RE programme. It had been acknowledged that due to Covid-19 restrictions the College was not meeting 5% Core RE.

AP had visited Sacred Heart and was anticipating visiting Salvatorian as part of the Catholic Consortium Partnership.

Paper E1, Ethos Policy had been discussed at length at committee and was found to be very straightforward. The policy was **agreed** by the governing body. AP stated this was kept under review and development, there had been a review in 2014 on the mission statement, AP was happy with it and it should be noted each year.

Paper E2 and 34, Child Protection Policy and Child Protection and Safeguarding Policy Addendum 2020. These policies are updated every year, updates taken from *Keeping Children Safe in Education, September 2020*. Governors should be fully aware of KCSIE as part of the Ofsted inspection framework.

1639 Report of the Finance & General Purpose Committee of 17th November 2020

Paper F, Minutes of the F&GP meeting had been circulated. DM reported that the new gate is working. The art section will be moving so that the refurbishment of the Hume Building can go ahead in the summer of 2021.

Three quotes for the boilers had been scrutinised and asked if a decision had been made. AP replied that Hollywell had been recommended.

DM reported finances and the cash position is good. AP thanked DM for his, assistance, level of expertise and support.

The draft Annual Report and Financial Statements document was reviewed, amended and approved for recommendation to the Governing Body.

Paper F1, Management Accounts was noted by governors.

1640 **Report from the Audit Committee of 24th November 2020**

Paper G, Minutes of the Audit meeting had been circulated. IR reported that the accounts are the responsibility of the F&GP committee. The Audit committee meets twice a year to ensure effective systems are in place for governance and management and adequate arrangements are in place for managing the money, ensuring it is used for its purpose.

Paper G1, Annual Report of the Audit Committee to the Governing Body and Principal for 2019/20 had been circulated and noted.

IR is pleased to advise that the governing body accept the Annual Report and Financial Statements, July 2020 (*Paper H*) and that AP and PF sign them off to enable the auditors to express a clean opinion. Governors **agreed** to IR's recommendation. The accounts will be sent to the ESFA, an interim statement is produced in June.

Paper G2, Post Audit Report by External Auditor – Buzzacott LLP had been circulated. IR pointed out a review of the asset register is required.

AP stated he was very pleased to see a good cash base.

1641 **Governors' Report and Financial Statements for Year Ended 31st July 2020**

Paper H, see items 1639 and 1640. The meeting approved this for signature by PF and AP and submission to the ESFA.

1642 **Report of Chairs Committee of 19th October 2020**

Paper I, Minutes of the meeting had been circulated. PF reported that the committee had reviewed Covid-19 matters, mask wearing is working well, students are cleaning their areas, some social distancing is a challenge, transport arrangements with the bus company had been put in place. There has been a reduction in canteen hours. £95k had been procured from the GLA and used for IT equipment.

There is uncertainty with the examinations process in the summer and whether they will go ahead.

1643 **Governors' Links to Departments.**

Paper J, list of links and reports had been circulated. Reports have been received from NR, Chaplaincy on 1st October 2020; PF, EMFL on 13th October 2020; MC, Safeguarding on 20th October 2020; AO, Careers on 21st October 2020; JO, Humanities on 21st October 2020. All had been conducted either by telephone or online.

PF asked governors who have not yet undertaken a link review to do so. CM reported he had

contacted the maths department some time ago and is waiting to hear back. AP will follow this up.

1644 Policy Review

MC stated she was querying clarification around policies, for example the Prevent policy, she knew it had been reviewed and updated but there is no indication on the policy when this has been done. The Child Protection Policy although agreed today was already on the website. MC referred to how and when policies are reviewed and asked that the process be scrutinised. AP stated that there had been a review of the website. PF asked that the person who administers the website deal with this process, supervised by their line manager.

1645 Governor Hub

MC referred to a conversation last year when Governor Hub was suggested as a means of storing documents to address paper and postage costs and there being some reluctance to set it up. Now, given the circumstances will it be necessary to go back to paper? Documents on Governor Hub are stored electronically and are easy to access. Another governor supported MC's comments, as there are links and information from the Diocese in place and extremely useful information available.

AP reminded governors that there is provision on the College's website in the governors' area as well as Governor Hub. Governors should also have a college email address because of GDPR. It was **agreed** that this will be itemised at the Chairs of Committees meeting SJ is setting up.

1646 Governors attendance on Courses, Training and Conferences

Paper K, SFCA Governance Webinars schedule for 2020/21 had been circulated. All governors can join any of the sessions, as the College is a member of this programme. Governors to send SJ details of any training attended so it can be logged.

1647 Any other business

There was no other business.

1648 Date of next meeting

Thursday 25th March 2021 at 6 pm.

Parent governors, Student governors and staff left the meeting.
The observer had left the meeting at 7 pm

1649 Confidential Part 2 Meeting

Confidential Minutes of 9th July 2020
Confidential HR Minutes of 15th September 2020
Confidential Minutes of the Remuneration Committee 15th September 2020 (restricted circulation)

The meeting closed at 7.30 pm

Signed Date
Chair of Governors

Actions from FGB Committee 10th December 2020

No.	Comments	Responsibility
1634	<i>SJ to convene a Chairs of Committee meeting Jan/Feb 2021.</i>	<i>SJ</i>
1643	<i>AP to contact the maths department regarding CMs request for a link review.</i>	<i>AP</i>
1645	<i>SJ to itemise Governor Hub at the CofC meeting</i>	<i>SJ</i>
1646	<i>Governors to inform SJ of any training attended</i>	<i>All gavs</i>