

ST DOMINIC'S SIXTH FORM COLLEGE



Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 24th March 2022 at 6pm 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	From 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	
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		Mrs Nita Advani (<i>NA</i>)	Parent Governor	18.10.21-31.08.23	
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	
Mr David Martin (Chair) (<i>DM</i>) H & S/Whistleblowing Governor	01.09.21-31.08.25	Y	Mr James Goodrick- Green (<i>JGG</i>)	Student Governor	21.02.22-31.12.22	Y
Mr Christopher Moseley (<i>CM</i>)	01.09.18-31.08.22	Y	Miss Natasha Mitra (<i>NM</i>)	Student Governor	21.02.22-31.12.22	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	
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 (<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
Ms Julie Cope (<i>JC</i>)	Assistant Principal, Safeguarding Lead

1728 **Welcome, Apologies for Absence**

DM welcomed all to the meeting especially two new student Governors JGG and NM. DM led the prayers.

Apologies received and noted from NF and RL. Retrospective apologies received and noted from NA.

1729 Declarations of Interest and Register of Business Interests

There were no declarations of interest other than those recorded at this meeting.

1730 Safeguarding Presentation (Julie Cope)

Draft Safeguarding and Child Protection Policy (Paper A)

Safeguarding Visit Reports from MC 7th February 2022 and 7th March 2022 (Papers B and C)

Taken under Item 1735

1731 Notification of Items of Other Urgent Business

None received.

1732 Minutes of the Previous Meeting 9th December 2021

Paper D, minutes of the FGB meeting 9th December 2021 were agreed as a correct record and will be signed by the Chair.

1733 Matters Arising from Those Minutes

1. Item 1717. Safeguarding Audit. See Page 3 of the Principal's report

2. Item 1724. The DfE draft guidance on external reviews of governance has not yet been published.

Further information will be shared with governors when available.

All other actions have been completed.

PF referred to numbers on roll being lower and what was recruitment like for summer. AP replied that the College had been funded for 1296 students, there are now 1288. College has seen some attrition for various reasons, for example some were struggling with a college environment and went back to their schools.

Offers went out yesterday to 1700 applicants. There are two keeping in touch events next Tuesday 29th March and Thursday 31st March where prospective students are invited to come into College. A keep in touch document will go out in May and there will be a summer event. Robin Dearing and NW have done a superb job this year on recruitment.

HB asked if there would be any clawback of funding for those who had left. AP said no, the funding for 1296 remains in place.

1735 Principal's Written Report Paper E and 1730 Safeguarding Presentation

AP gave a ppt. and also referred to his written report. The Memorial Mass held on January 24th for a Year 1 student was a very sad occasion.

Students organised a collection of items to send to Moldova for Ukrainians, this was despatched on 18th March 2022.

AP described a busy term, key priorities being re-establishing routine and academic rigour. Mock examinations took place for Year 2; although they were not so good the exercise had given useful information on developing examination technique and approach, organisation and tackling examination questions. Staff are monitoring and tracking progress. 64 students are borderline and extra classes, timetables, 1:1 support has been set up to support them. Progress Check 3 has just been completed, results will be available on 25th March 2022. Staff can see a positive impact since the Christmas examinations.

Attendance at College is outstanding, AP giving all credit to student's efforts. There have been a lot of

challenges adjusting to the examination publication information of 9th February 2022. Students are fully aware of what the examinations will look like. The DfE aspiration is midway between 2019 examination and 2021 Teacher Assessed Grades. There will be some adjustment to grade boundaries, it is not known how this will be moderated.

AP referred to revision, preparation, focus and resilience. There are Easter revision sessions the 1st week of the holiday and lots of support in place for students.

AP discussed the Quality Assurance Programme and NW and others are leading on Deep Dives. This included lesson visits, interviews with staff and students, book looks, it is an involved process and a involved a report written by a lead inspector. Six large areas have been reviewed and two more will be in April: this has been invaluable work. 'Knowing our College' is imperative and an essential part of an Ofsted inspection. There is good evidence and action plans in place.

AP showed governors the institutions that had recently been inspected. Hills Road Ofsted report has just been published.

AP referred to a recent safeguarding external review by the Safeguarding Association. The Safeguarding and Child Protection Policy has been updated as a result. AP asked governors to revisit Keeping Children Safe in Education, September 2021 as it is central to an inspection.

Julie Cope introduced herself and thanked those governors who had done KCSIE training. JC explained the difference between safeguarding and child protection. The Prevent policy has been rewritten. MC had been involved in the safeguarding review, the brief has grown but is manageable.

Some of the actions to date were a check of CPOMS and a keeping safe survey for students. There have been no reports of Peer on Peer abuse or sexual harassment; there is a safeguarding calendar; new inventory system; interactive safeguarding policy; risk assessment for students and an induction pack for staff.

JC referred to going forward and increasing the size of the safeguarding team; rolling out a new handbook and further development of the CPD programme.

There is a 'drop in' clinic with PC Mark every week. JC is confident safeguarding is well covered.

MC referred to the amount of work involved in safeguarding and is ever moving. HB stated that the caseload is high and involved. Staff need to know students well enough to make informed decisions. MC referred to safeguarding being itemised on the FGB agenda. SJ stated that she had picked this up.

MT stated that she had not seen a feature on low level concerns in the policy. JC stated that it was with allegations about staff which is being built up. MT recommended *The Key Training Centre* as a resource.

AP conveyed his appreciation of JC's leadership in this area. DM agreed.

AP informed governors that there is an increasing awareness of cyber security. This will be itemised at the next finance and General Purpose meeting. A review has been commissioned by the Joint Information System Committee (JISC) to look at systems and processes. AP directed governors to a link to a you tube video <https://www.youtube.com/watch?v=Z3HxcJrDdmc> and suggested governors watch it.

AP showed governors pictures of recent enrichment and cultural events, pointing out sports, fundraising and various speakers. Regarding the Heritage Fund archaeological dig, there will be a

display from the site in a local museum and an open event in July when College is closed. International Women's week was celebrated with many distinguished visitors. Shelagh Legrave the FE Commissioner was very pleased with her visit to College.

Governors **agreed** the Safeguarding and Child Protection Policy and noted MC's link governor visit reports.

AP reported that the College will be hosting eight students from Italy in September for six months, re-establishing the link and getting it up and running again. Students can now only spend six months in the country due to change in the law.

There will be a St Dominic's in Bloom competition.

AP drew governors' attention to the Concert on 30th June 2022 at 7.30pm. The Cardinal will be attending and blessing the stained glass window in the Chapel. Governors are invited and asked to make their intention to attend known as soon as possible.

1734 Student Executive Report

NM stated that she is having an amazing time at St Dominic's, the atmosphere is great, she is building confidence and being challenged academically. There have been lots of events and the Student Council will do more during the year.

JGG stated that he was proud to be Headboy and advocate of the College, highlights are meeting speakers welcoming the next cohort of Year 1s to ensure a smooth transition.

JGG and NM gave a ppt showing various events including a Unity Day where £145 was raised from a bake sale for the Cardinal Hume Centre. The Excellence Programme encourages students to aim for top universities and provides support with applications. 41 students visited Christ's College, University of Cambridge.

Students were interactive and enthusiastic during International Women's Day. Students participated in lunch for female members of staff. Sporting fixtures are going ahead and the collection for Ukraine was a wonderful event that the student executive coordinated.

DM thanked JGG and NM for their presentation and reminded them they were part of the team of governors.

1736 Report of the Chairs of Committees

Paper F, Minutes of the Chairs of Committees meeting 4th January 2022 was noted. AP reported that there had been a lot of Covid cases recently and that there are currently 15 staff off. The wearing of face masks will be reviewed in the summer term, students have been exceptionally good at following the rules.

AP pointed out the extended period of examinations with a significant number of gaps between examination papers.

KdA asked if there was still testing kits. AP replied there are a few kits left, there have been no more deliveries so these are the last in stock.

1737 Report of the Quality and Standards Committee of 18th January 2022

Paper G, minutes of the Q&S meeting had been circulated. AO had been pleased to welcome RL a new member to the meeting. Craig McDonagh had reported on teaching and Learning with a focus on English and oracy. Deep dives in maths and English had been due. The mock examinations 1st set check

was disappointing, there are 64 students of concern and a number of interventions in place. The more able are being stretched and challenged. BTEC external examinations will go ahead.

Curriculum planning was being looked at with regard to the extra one hour per week. Staff development continues, that had been 543 submissions to universities. Wellbeing is ongoing and students were happy the way Covid had been handled.

AP explained that the funding settlement had significantly increased from £4180 per student to £4542 plus other additional funding. The condition is that there should be an additional 40 hours of contact time, this is being looked into. Next year SLT will look at development over five years, including a review of the current offer, T Levels and A Level provision. There will be more information given at the summer FGB.

1738 **Report of the Catholicity and Curriculum Committee of 1st February 2022**

Paper H, minutes of the C&C meeting had been circulated. HB reported that the Head of Geography had given a curriculum presentation. There had been a Chaplaincy report on the Memorial Mass for a Year 1 student. There had been various Liturgies including a Carol Service and Aspects of Faith continues.

The committee were given an update on the core RE programme. The Equality and Diversity membership is increasing. There was a report on the activities programme. The Anti-bullying, Behaviour and Charitable giving policies were all reviewed and also the Prevent strategy and policy. The committee had met their KPIs.

AP reported on a prevent resurgence and asked that governors be knowledgeable of the policy. There will be work with students on cyber security and a refresher of online safety. Governors to log onto the Prevent training link if not already done so.

1739 **Report of the Search Committee of 8th February 2022**

Paper I, Minutes of the Search Committee 2022 were noted. SJ reported that there is one vacancy for staff governor and one for a foundation governor.

1740 **Report of the Finance & General Purposes Committee of 8th February 2022**

Paper J, minutes of the F&GP meeting had been circulated. CM reported that general finances had been covered in the minutes. There is a new inventory system. The committee had discussed in some length numbers on roll and the attrition rate over the year. Funding has increased.

DM will visit College to look at the fire protection reports.

AP referred to a meeting in the summer regarding the development of Hume. In order to submit a bid for the project architect plans must be in place. There will be a meeting on site to see the plans and timeline for bidding.

Management Accounts (*Paper K*). TC explained this document covered up to December 2021. College is £41k ahead of budget and £23k under on salaries; there had been an increase in support staff salaries. The major variance is catering being £21k down on sales and £16k less in expenditure, leaving a shortfall of £5k. There is £1.5m in the bank, the financial position is going well.

DM queried the cost of electricity. TC stated that the current bill is £80k and will be something like £150k next year.

1741 **Report of the HR & Pay Committee 8th February 2022**

Paper L, minutes of the meeting HR & Pay committee had been circulated. HB reported that the

committee had reviewed wellbeing support during a turbulent year and support available including gym, counselling, pamper days. Staff turnover was noted along with sickness absence and a general update on pay and conditions.

AP informed governors that the SFCS unions have put in a significant pay claim of 8% to 10%, College has budgeted for 3%.

1742 Governors' Visit Reports and Attendance on Courses, Training and Conferences

Papers M-T had been circulated as listed

EMFL 18/10/21 (PF); Humanities 8/12/21 (JO); Economics 3/3/22 (NF); Business Studies 3/3/22 (NF); Theatre Studies 11/3/22 (MT); Study + 11/3/22 (KdA); Maths 1/3/22 (CM); Website Compliance 2/3/22 (CM).

DM thanked governors for undertaking visits.

DM has completed online Prevent, is working his way through Health & Safety and encouraged governors to use the training facilities available.

1743 Any Other Business

There was no other business.

1744 Date of next meeting

Thursday 7th July 2022 at 6pm

Staff and student governors left the meeting

1746 Confidential – see confidential minutes

The meeting closed at 7.33pm

Signed Date
Chair of Governors

Actions from FGB Meeting 24th March 2022

No.	Comments	Responsibility
1735	Governors to revisit Keeping Children Safe in Education, September 2021	All Govs
1735	Governors to follow link to a cyber security video	All Govs
1735	Governors to inform AP if they are attending the concert on 30 th June 2022	All Govs
1738	Governors to log on to the Prevent training link if not already done so.	All Govs
1740	DM to visit College to look at fire protection reports	DM

