

ST DOMINIC'S SIXTH FORM COLLEGE



Minutes of the Governing Body of St. Dominic's Sixth Form College held on Thursday 4th December 2025 at 6pm at College

Foundation Governors	Current Term	Att	Other Governors	Category	Current Term	Att
Sister Karen d'Artois (<i>KdA</i>) Safeguarding Governor	01.05.19-31.08.26	Y	Mr Andrew Parkin (<i>AP</i>)	Principal	From 01.01.13	Y
Dr Paula Aubrey (<i>PA</i>)	01.09.25 -31.8.29	Y	Mr Adrian Richardson (<i>AR</i>)	Staff	17.09.25-16.09.27	
Miss Cáitlín Boyle (<i>CB</i>)	01.03.24-31.08.27	Y	Miss Melisa Tupou (<i>MT</i>)	Staff	17.09.25-16.09.27	Y
Mr Keith Brown (<i>KB</i>)	01.04.24-31.08.27	Y	Mr Emmanuel Chukwuna (<i>EC</i>)	Parent Governor	14.10.25-31.08.27	Y
Mrs Claire Clark (<i>CC</i>)	01.09.25-31.08.29		Ms Yvette Remedios (<i>YR</i>)	Parent Governor	14.10.25-31.08.27	Y
Mr Noel Feeney (<i>NF</i>)	01.01.20-31.8.27	Y	Miss Keira O'Malley (<i>KO</i>)	Student Governor	01.01.25-31.12.25	Y
Mr Patrick Freely (<i>PF</i>)	01.09.25-31.08.29	Y	Mr George Procter (<i>GP</i>)	Student Governor	01.01.25-31.12.25	Y*
Ms Angela Inglese (<i>AI</i>)	01.09.25-31.08.29	Y*	Ms Rosemary Laryea (<i>RL</i>)	Co-opted Governor	20.09.25-19.09.27	
Mr David Martin (Chair) (<i>DM</i>)	01.09.25-31.08.29	Y	Ms Mia Terra St Hill (<i>MTSH</i>)	Co-opted Governor	23.03.25-22.03.27	
Mr James O'Flynn (<i>JO</i>)	01.09.20-31.08.28	Y				
Ms Anne O'Shea (Vice Chair) (<i>AO</i>)	01.09.18-31.08.26	Y	One Foundation Governor Vacancy			

In Attendance: Mr Bryan Johnston (*BJ*) Acting Vice Principal
Mr Tom Colgan (*TC*) Director of Finance and Human Resources
Mrs Susan Jacobs (*SJ*) Clerk to the Governors
Mrs Julia Gollings (*JG*) Associate Member

Y* - AI attended online

2017 Opening Prayer, Welcome, Apologies for Absence

DM welcomed all to the meeting and led the prayers. DM introduced EC and YR as the new parent governors. Proposal for JG to be appointed as an associate member. JG left the meeting. SJ explained that JG was being proposed as an associate member due to her specialist architectural skills who has volunteered to assist with the ongoing programme of works on the college site. She would have no voting rights on the governing body and governors can agree should they wish that she can vote as a member at the finance and general purposes committee. Governors unanimously agreed the proposal. JG returned to the meeting.

Apologies received and noted from CC, MTSH, RL and AR.

2022

Student Council Report

KO reported that she and GP attended a Voices of the Leaders event at the DfE and did a presentation about the college.

Mary's Meals coffee morning raised £1200.

GP reported that Andrew Beale, an economist from the Bank of England gave a talk in college on Economics in Practice.

The founder of Black History Month came to the college and spoke to students who found the experience enriching.

Fundraisers included the poppy appeal and the Schubert Mass in G concert that was amazing, this was recorded by the BBC.

Carols by Candlelight is on 17th December 2025.

There was a St Dominic's in Bloom event as was voted the best garden on Harrow on the Hill.

KO stated that this was their last meeting, it had been a great and valuable experience. GP thanked governors for the experience.

DM thanked both KO and GP. KM and GP left the meeting.

2018

Presentation by members of the Senior Leadership Team (Paper A subsumed into Paper D)

AP referred to a very successful year including some great events and asked members of the SLT to present to the governing body.

Bryan Johnston, Acting Vice Principal gave a ppt and spoke about quality assurance and what it looks like. This needs to remain robust, Value Added needs some attention. There are meetings being conducted with heads of subjects and how they can contribute more widely and an aspiration to hit ALPS 4. The VESPA model is a new piece of work. Targets are set and reviewed three times a year. Ofsted inspections are changing, there is a piece of work to adapt the SAR and QIP to encompass the new framework. Ofsted are moving away from deep dives. Part of the inspection will look at case sampling for SEND and disadvantaged students. There are five grades, exemplar being the top.

Craig McDonagh, Assistant Principal reported on teaching and learning and VESPA and explained the A Level mindset and finding ways to increase practice by for example, organising time and sharing ideas. There are high leverage tasks for staff, the next session is in January 2026.

Early career teachers have settled well and working towards teachers' standards. The Arts Mark initiative with Marylebone continues. The College production, Chicago will go ahead. The AI in Education pilot will be picked up next term.

Pav Gill, Assistant Principal reported on the A Level Mindset through Teaching and Learning through the VESPA model. Consistency is key to embedding the St Dominic's way. Great strides have been made this term on bridging gap from GCSE to A Level. There are learning spaces and directed study to accommodate integration. It is rolled out with Veritas and shared with parents. The college improvement partner came to see the work that is happening.

Max Burridge, Acting Assistant Principal reported on UCAS and careers; 53% of entries were for Russell Group universities. There were 132 early applications. MB referred to the Unifrog accounts for students and parents. There is an external apprenticeships programme.

80% of students signed up for membership of the opportunities group.

BTEC student placements through EDT is taking place in Spring 2026.

Regarding careers advice, there is a fantastic relationship with Alumni, podcasts with student testimonials, careers day on 26th January 2026; LSE has recently signed up.

Data and markbook has been set up to support PC data. MB is exploring an alternative robust system for recording data.

Jean Bulyaba, Acting Assistant Principal reported on activities and enrichment including the fair on 3rd July. Excellence Programme information was shared with students and a competitive field of applications received. Sessions were set up. 125 students met the grade for Oxbridge, 90 students submitted applications and 37

invited for interview.

JB discussed the Skills agenda and new contacts and also contact with Sacred Heart pupils.

AP referred to the recent meeting at the DfE with the permanent secretary. Students gave a presentation, Sir Martin Oliver was very complementary. The wellbeing and enrichment programmes are really strong.

Paul Logue – Acting Assistant Principal reported on sustainability explaining that students lead on the programme. There is a climate and local action society and a keeping tidy group. The College won two awards for local community outreach and gardens. PL referred to the 'St Dom's in Bloom' event.

PL is working with the Chaplain to achieve the CAFOD *LiveSimply* status.

Three Jack Petchey Foundation awards have been achieved. PL described the plans for the greening of the college site and the many volunteers who are participating.

PL referred to the new exam access arrangements brought in by JCQ and new evidence requirements for 25% extra time including rest breaks.

KdA queried if the extra access arrangements would mean additional work for study+ staff. PL discussed how it would likely be managed.

PA asked about the changes to extended time and what evidence had brought this about. PL referred to an Ofqual review and the belief that time given is too generous. KdA referred to requirements for a rest break. PL replied that a few minutes out might be more beneficial than using the additional time allowed.

AP reported on a busy term, students enjoy coming to college and are willing participants.

AP was asked if VESPA is linked to Ofsted. AP replied no, this was picked up at an external SFCA conference and staff from Woodhouse spoke about it. VESPA complements what is already practised, the training given was excellent.

NF asked what the appetite for apprenticeships is like. MB replied there are more applications now and with a career event in college it promotes as much more appealing. AP stated that places are very hard to come by and the process is arduous. KdA asked if the apprenticeships are of degree standard. AP said yes.

JB confirmed that enrichment activities are really great.

JG referred to using planning and legal obligations around biodiversity to use the legislation to the college's advantage.

Members of the SLT except for the Acting Vice Principal left the meeting at 7pm.

2019 Declarations of Interest and Register of Business

There were no declaration of interests at this meeting.

2020 Minutes of the Previous FGB Meeting 25th September 2025 (Paper B & Paper C, strategy session)

Both sets of minutes of 25th September 2025 were agreed by governors and signed by the Chair.

2021 Matters Arising

2003 - SJ to contact governors who have not yet completed their skills audit.

2012 - AP to arrange online training session on exam data in the spring term.

All other actions closed.

2023 Principal's Report (Paper D) & SAR & QIP 2024/25 (Paper E)

AR submitted a question on the SAR/QIP - Computer Studies is a positive outlier in terms of results with 65A*/A. Is there any learning for other departments on this achievement?

BJ explained that computer science is really strong, students have to have achieved GCSE 8 in maths and 8 in computer science to quality for the course. The pace of teaching is very fast, there is much more work set outside lessons as prior learning in order to tackle higher learning in class. The SLT will have conversations regarding this method and how best to develop a high level structure and programme.

- 2024** **Safeguarding**
Safeguarding Link Governor Report 24th November 2025 (Paper F)
 KdA pointed out the new format of the report that incorporates the single central record check with the meeting with the Designated Safeguarding Leads.
 KdA stated that this was Craig McDonagh's first year as a Designated Safeguarding Lead. SLT are on top of the policies and safeguarding is very good shape.
 AP commented on the number of complex issues with some students and the time required for supervision from DSL and personal tutors.
- 2025** **Report of the Quality and Standards Committee**
Minutes of the meeting of 16th September 2025 (Paper G)
 AO reported that there had been two meetings this term, the first meeting was online to go into exam results in depth, the results were excellent. Latin is on the curriculum this year. In 2025, 91% of students went to university with 15% joining Russell Group institutions. This is the last year of BTECs. Valued added dropped from 6 to 5.
- Minutes of the meeting of 11th November 2025 (Paper H)**
 AO stated that MT was welcomed to this meeting. The SAR and QIP were presented, it was noted that no students in Year 12 need to resit GCSEs.
- The VESPA initiative had been introduced. 110 students have been taken on to the accelerated programme, a similar number to last year.
 Year 1 students had diagnostic tests to ensure they are following the right course of study. There was an update on staff professional development. The UCAS deadline was noted and there was reference to the forthcoming Section 48 inspection.
- Committee Terms of Reference (Paper I)**
 The terms of reference of the Q&S committee were agreed by governors.
- 2026** **Report of the Catholicity and Curriculum Committee of 14th October 2025 (Paper J)**
 KdA reported that AO chaired the meeting in KdA's absence. Information was presented from the Head of Government and Politics including delivery of the curriculum; excellent results had been achieved in that department.
- A report from the Chaplain showed that 19 students were preparing for Confirmation and three for Baptism.
 45 students signed up to the Lourdes trip, this has increased to 89.
 33 students went on the pilgrimage to Rome. The Physics department has offered to support the chaplaincy and is currently discussing options.
 There was nothing to report on Prevent.
- Committee Terms of Reference (Paper K)**
 The terms of reference of the C&C committee were agreed by governors.
- 2027** **Report of the Finance & General Purposes Committee of 18th November 2025 (Paper L)**
 NF reported that AR and JG had been welcomed to the meeting. There is a vacancy for Vice chair. It was clarified that there is no requirement for the Chair or Vice chair to be foundation governor.
 On 30th September the college was ahead of budget by £30k, this is a consistent theme as in previous years.
 A recent clearance meeting with the auditors and financial health is outstanding.
 The committee received the DfE financial dashboard information. St Dominic's is outstanding and has zero debt.
 TC explained that in three or four years there may be issues with balancing the budget due to rising costs.
- The estates report listed the lift in Aquinas as out of action, the cost is approximately £90k to put right. Fire door containment needs extensive work. DM reported that he met with TC on 3rd December to go through the extensive list of doors. TC stated that this was classified as critical.
 JG asked if there was clarity about which fire doors need attention. DM said yes.
- There was a question about having one fire exit in Hume upstairs when there are eight classrooms, DM stated he had not looked at that area yet.

There are plans for an extension of the canteen and four classrooms.
The cyber security policy was reviewed; there needs to be a policy drafted on AI.
AR submitted a question on the progress of cyber security accreditation. TC reported that this was due this week.

Committee Terms of Reference (Paper M)

The terms of reference of the F&GP committee were agreed by governors.

2028

Report of the Audit Committee

Minutes of the meeting of 26th November 2025 (Paper N)

KdA reported on a change to the terms of reference.

There had been a clean audit and nothing of note in the external audit report. There was a discussion on the bursary fund and the surplus increasing year-on-year. Currently there is £72k in the fund and it has to be used for specific purposes. TC is anticipating the DfE will request part of the funding be returned.

PA asked if the college reached out to other organisations for charity funding. AP replied that the Catholic Children's Society do help. PA stated she is involved with a charity that may be able to assist.

Annual Report and Financial Statements for Year Ended 31st July 2025 & Annual Report of the Audit Committee (Paper O)

Annual report and financial statements were agreed by governors and signed by the Chair of Governors. Governors noted the annual report of the audit committee.

Letter of Representation (Paper P)

Agreed by governors and signed by the Chair of Governors.

Committee Terms of Reference (Paper Q)

The terms of reference of the audit committee were agreed by governors.

2029

Report of the HR & Pay Committee 18th November 2024 (Paper R)

PF reported that the staff pay rises had been implemented and the cycle of negotiations is starting again. The wellbeing accreditation meeting is on Tuesday 9th December. The accreditation, if awarded, lasts for three years. The committee had received an update on leavers and joiners and staff absence: turnover is 12.6% per annum. Acting assistant principals are in place to cover maternity.

The additional hours policy was tightened up, the special leave policy is in place. The committee received information about the forthcoming Employers Rights Bill.

Committee Terms of Reference (Paper S)

The terms of reference of the HR & Pay committee were agreed by governors.

2030

Remuneration Committee Terms of Reference (Paper T)

The terms of reference of the remuneration committee were agreed by governors.

2031

Policies

Governors' Allowance Policy (Paper U) noted and agreed.

Mission & Ethos Statement (Paper V) AP will look at this again.

2032

Governors' Links to Departments and Reports (Papers W-Z5)

English & MFL 15th September 2025 (PF); Business Studies 7th November 2025 (NF);

Economics 7th November 2025 (NF); Chaplaincy 23rd November 2025 (KdA);

Careers 24th November 2025 (AO); Learning Resource Centre 25th November 2025 (AO);

Mathematics 26th November 2025 (CB) all received.

DM stated that he had completed a science visit and will produce a report for the next meeting.

The visit form will be reviewed ready for September 2026 to align with the new Ofsted framework.

2033

Governors attendance at Training Courses, Conferences

KdA has booked on to the GovernorHub safeguarding training course.

2034 **Any other Business**
There was no other business.

2035 **Date of next meeting**
Thursday 19th March 2026 at 6 pm.
Staff and associate governor left the meeting.

Confidential Part 2 – see separate minutes

The meeting closed at 8.01 pm

Signed Date
Chair of Governors

Actions from FGB Meeting 5th December 2025

No.	Comments	Responsibility
2021	<i>SJ to contact governors who have not yet completed their skills audit</i>	<i>SJ</i>
2021	<i>AP to arrange training session on exam data in the spring term</i>	<i>AP</i>
2032	<i>DM to submit a science link visit report</i>	<i>DM</i>
	<i>AP to arrange for a review of the governor visit form</i>	<i>AP</i>