St Dominic's
Sixth Form College

St Dominic's Sixth Form College
Quality and Standards Committee

Minutes of the Quality and Standards Committee held on Tuesday 11th November 2025 at 3.30pm on Teams

Present:	Ms Anne O'Shea (Chair)	(AO)
	Mr Andrew Parkin (left early)	(AP)
	Mr Noel Feeney	(NF)
	Ms Rosemary Laryea	(RL)
	Mr James O'Flynn (Vice Chair)	(JO)
	Ms Mia Terra St Hill (joined late)	(MTS)
	Ms Melisa Tupou	(MT)
	Miss Keira O'Malley	(KO)
	Mr George Procter	(GP)
In attendance:	Mr Bryan Johnston (Vice Principal (Acting))	(BJ)
	Ms Pav Gill (Assistant Principal)	(PG)
	Mrs Lorna Wilkins (Assistant Clerk)	(LW)

The meeting opened with a prayer.

1009. Apologies and Welcome
Apologies had been received from Mr Craig McDonagh. MT (the new Staff Governor) was welcomed to the Committee.

1010. Election of Chair and Vice Chair
There had been no new nominations. AO and JO were asked if they would be happy to continue as Chair and Vice Chair, respectively and they confirmed. This was agreed.

1011. Declarations of Interest
There were no declarations of interest concerning the business of this meeting.

1012. Terms of Reference (Paper A)
The quorum had changed to 40% of the membership.
RL queried whether the Chair and Vice Chair had to be Foundation Governors. AP confirmed that they could be Co-opted or Foundation, but could not be Parent, Staff or Student Governors.
The ToR were agreed.

As AP had to leave the meeting early, items 1015 and 1016 were discussed first.

1015. Draft Quality Improvement Plan and Self-Assessment Report (Paper C)
1016. Quality Assurance Programme 2025/26
AP explained that this was the first QIP since the Inspection, BJ was leading on it, there were only slight changes. Everyone was familiar with the structure so best to continue with the format until updates on inspections were made, but AP was not expecting big changes. 'Personal Development' was changing to 'Participation and Development'. Targets have been set for eliminating U grades. ALPS should be available for next FGB.

AO suggested that the 'inclusion' section should stand out more, when making the revisions.
RL asked about VESPA. PG explained it is the A Level Mindset programme, standing for Vision (how well you know what you want to achieve), Effort (how much work you put in), Systems (how you organise yourself), Practice (how you revise), Attitude (how you manage your ups and downs). It is to try to increase the number of A*; has been pushed out to Y1, and to Y2 the following week on revision.
RL: do students set their own targets and are they attainable? PG said students set targets of between A* and B, teachers explain what it looks like and how students can achieve it and give support. **RL was interested to see how it runs.** AP added that there had been a good training session before the summer, but it would take time to embed.
AO asked if there was a summary sheet which could be circulated to the governors on VESPA. PG to action.
AO noted that 1,520 students had enrolled, with 3,500 applications; was this similar to last year? AP confirmed it was very similar, applications for 2026 were almost the same although there had been more requests for a second tour, with 250 interested.
AO noted reference to English and Maths, so there were no resits? That is correct.
AO asked how many students were taking 4 A Levels? PG answered, there were 110.
AO asked about the Skills Seminars that had taken place in 2024 and 2025 and whether one was planned for 2026? Yes.
AO thanked AP and BJ for the SAR/QIP, appreciating the amount of work that goes into it.

MTS joined the meeting. AP left the meeting.

1013. <u>Minutes of the Previous Meeting (Paper B)</u>
The minutes of the meeting held on 16th September 2025 were agreed as a correct record. The minutes will be signed by the Chair.

1014. <u>Matters Arising From These Minutes</u>
None.

1017. <u>Curriculum Planning</u>
BJ updated the committee: this was the last year for BTEC; Latin was a new offering, numbers were small, the teacher was settling in well, hoping numbers will grow and is good to have it in-house.
NF queried whether there would be more space for Business and Economics, after BTEC ended. BJ hoped so, as BTEC was a full-time programme. The BTEC 1 classroom had been refurbished before the start of this year and as computers are not required for either subject, the rooms could be put back to classrooms, which gives more space. This will be kept under review.
MTS said it was good to hear that Latin was now offered in-house and queried the previous link with Harrow School. BJ explained that the logistics of timetables had meant it was difficult to make it work. **AO and JO were pleased Latin was being offered again and agreed it was difficult to synchronise timetables across two institutions.**

1018. <u>Current Student Progress – Progress Check 4 – Year 2 only (Paper D)</u>
PG explained the PC4 for Y2 were the first mocks since the summer.

- Results were similar to previous years. The purpose is to check how students are progressing, but also for students to be able to reflect and take on board revision techniques. Results are off final targets, but the timeline is good for students to put changes in place and revisit Y1 content.
- SLT have met with U grade students and their parents, explaining what needs to be done going forward in order to improve. They have also been placed on the Academic Intervention Programme. Subject led feedback and reflections have also

been taking place so that students are aware of what others are doing. Students are now timetabled with Directed or Supervised Study.

RL thought students hearing what others were doing was useful information. PG agreed, students see what others are doing, compared to themselves.

AO asked about standardised tests. PG explained it was getting Y1 assessed – the first tests were so that teachers could ensure students are correctly coursed. Diagnostic testing (previously PC1) awards a colour rather than a grade – green, amber, red. Amber will be picked up by middle leaders, red by SLT, to then start a discussion whether a course change would be best.

1019. **Staff Development / Continual Professional Development (Paper E)**

BJ went through the paper, highlighting:

- There had been two INSET days at the start of term, training had included the A Level Mindset and VESPA, also using the opportunity to refresh staff on Catholic teaching and Section 48. All staff have completed the mandatory KCSIE.
- The 18 new staff were on the induction carousel, focusing on the three strands of the Mission Statement, led by various colleagues, with sign-off in December, although they would still meet with BJ.
- The first meetings of the PMR cycle had taken place, setting targets and ascertaining what support/CPD was needed. The paper listed courses already booked.

AO asked who oversees the ECTs? CM has oversight with the other Acting Principals and Sarah Halon (Head of AMS).

1020. **CEIAG Report**

BJ explained it had been a big week for UCAS as Monday had been the internal deadline for Y2. The Oxbridge deadline had been 5 November; one student had already been invited for interview.

AO would be visiting Careers Department (linked department) later in the month.

1021. **Complaints File (for inspection)**

As AP had left the meeting, this would be carried forward to the next meeting.

1022. **Prevent Update**

BJ confirmed there were no updates or referrals.

1023. **Performance Indicators (Paper H)**

The performance indicators were discussed.

- SAR and QIP – reviewed.
- Teaching and Learning Policy and Assessment and Marking Policy to come to next meeting.

1024. **Any Other Business**

Section 48 Inspection– BJ explained the College was waiting to hear when it would be.

AP had suggested the Student Governors give a short reflection on their tenure as this was their last committee meeting.

KO: It had been great to see the inner workings of the College. It had been lovely to have joined the meetings and have the opportunity to present at them.

GP: It had been quite special to have been given this opportunity and they really appreciated it. It had developed and prepared them for their future careers and other meetings.

AO thanked KO and GP for being Student Governors and for their contributions, wishing them all the very best.

1025. **Date of Next Meeting**

Tuesday 20th January 2026 at 3.30 pm on Teams.

AO thanked everyone for their attendance.

The meeting closed at 4.14pm.

Signed ………………………………………………………………… Date ………………………………….

Chair of Committee

Actions from Quality and Standards Committee 11th November 2025

No.	Comments	Responsibility
1015	*ALPS for FGB*	*AP/SJ*
1015	*Summary sheet explaining VESPA to be circulated to Governors*	*PG/SJ*
1021	*Complaints File to come to next meeting*	*AP*