

**CARDINAL NEWMAN COLLEGE**

**BOARD OF GOVERNORS – QUALITY, CURRICULUM AND STAFFING COMMITTEE**

A meeting of the above Committee was held at **4.00 p.m.** on **Wednesday 16 November 2016** in the Conference Room at the College.

**Members present:**

Adrian Metcalf, Chair  
Nick Burnham, Principal  
Charu Ainscough  
Penny Dineen  
Peter Halpin  
Sue Richmond  
Andrew Wygladala  
Richard Ainscough, Chair of Governing Body (observing)

**Officers in attendance**

Justine Barlow, Vice Principal  
Paul Vaughan, Deputy Principal  
Karen Howard, Human Resources Manager  
Emma Duxbury, Human Resources Manager Officer

**Apologies:**

Father Luiz Ruscillo

**MINUTES**

**1 Opening prayer**

The meeting commenced with a prayer.

**2 Welcome, introductions and apologies**

Apologies were received from Father Luiz Ruscillo.

**3 Declarations of interest**

There were no declarations of interest.

**4 Minutes of the last meeting**

The minutes of the predecessor meetings were considered for accuracy:

- Curriculum, Quality & Standards – 11 May 2016: accepted as a correct record. The minutes were signed by the Chair (file copy entered).
- Staffing & Remuneration Committee – 18 May 2016: accepted as a correct record subject to noting the presence of Karen Howard, Human Resources Manager, at the meeting. The minutes were signed by the Chair (file copy entered).

**5 Matters arising from the minutes**

The only matters arising not covered elsewhere on the agenda:

- The Clerk noted that the requested Cedar presentation will be arranged for the next meeting of the Committee in January 2017. **Clerk**
- The Deputy Principal updated the Committee that the recent Senior Management Team had reviewed staffing and set sizes so a full report would be considered at the January meeting of the Committee. **Deputy Principal**

## 6 Risk presentation

The Vice Principal presented on Higher Education risks, control measures and sources of assurance:

- The introduction of Higher Education courses while ensuring quality and reputation of the College and 16-18 provision – the Vice Principal noted the outcome of quality assurance arrangements in place including the external input and the QAA visit.
- The risk of Higher Education courses impacting on 16-18 students, resources and accommodation – the Vice Principal noted that the provision was relatively small with dedicated resources and timetabling on a Wednesday afternoon. There had been no complaints from 16-18 students.
- The risk that Higher Education income may fail to meet income targets – the Vice Principal noted that she worked closely with the Director of Corporate Resources to monitor the finances of Higher Education.
- The risks that School Direct may fail in terms of quality or numbers – the Vice Principal observed that the provision was a resounding success. There were robust quality assurance arrangements and close monitoring. The Principal commented on the issues of numbers affecting providers nationally, He also noted that though the College was well-placed with Edge Hill University.

The Principal stressed the desirability of securing a critical mass of Higher Education provision as the College had invested in the quality and administrative infrastructure. A Committee members expressed concern that the time requirements of managing Higher Education might be too burdensome unless it grew.

The Principal was asked about the local landscape of Higher Education in sixth form colleges and outlined the varying approaches at local providers.

A Committee member highlighted the importance of “work and learn” as an attractive proposition for many people.

The Chair of the Governing Body asked about alternative models of working with universities. The Principal outlined discussions with universities in the region.

The Principal noted the success of School Direct with excellent trainees progressing to the College and local schools.

#### **7 Risk register: termly update**

The Principal introduced the termly update of the risk register. The Committee noted that the highest gross risks were safeguarding risks although the controls meant that the net risks were much lower. The Principal noted the Assurance Review of Safeguarding by an experienced examiner which had been received by the Audit Committee. The Clerk asked the Committee about how it would like to consider the report and the follow-up actions.

**The Committee agreed that the Assurance Review of safeguarding should be considered by the next meeting of the Committee.** Clerk

#### **8 R.E. and Chaplaincy: update report**

The Principal introduced the report. He noted that the RE staff had moved into St Teresa’s building which provided a high specification learning environment.

#### **9 Progress against objectives in the Strategic Plan**

The Principal circulated a report accompany his verbal report on quality, curriculum and staffing. He updated the Committee on the progress of the Lancashire Area Review which had accepted that the College’s position that it should remain a standalone institution but consider the option of academisation. He outlined developments in the local area with opportunities for developing shared arrangements in particular specialist services.

The Principal noted the strong performance for the year-to-date on retention. He did note issues with Level 2 provision nationally and at the College following curriculum changes. The College has responded by realigning entry requirements and changing delivery to ensure that students achieved their Level 2 qualification and passed, where necessary, Maths and English GCSE. The Committee did note that performance was still relatively high albeit lower than historically achieved by the College.

The Principal highlighted a higher number of students than ever were going onto universities while a larger proportion were going onto employment and apprenticeships.

## **10 Performance report – Value Added**

The Deputy Principal introduced the Value Added Report 2016. He highlighted that the College's overall T-score for all qualifications was ALPS value added "red" (in the top 25%) for the last three years. He also noted that the College was the fifth best in the country and the best in Lancashire.

The Deputy Principal outlined recent discussion with the producers of ALPS value added. The College had been concerned that the ALPS benchmarks had not been recently updated but they were now due to be "re-benched". However, the Deputy Principal noted that the recent Department for Education value added measures indicated that ALPS benchmarks were a robust yardstick for benchmarking.

The Deputy Principal observed the changes in the average GCSE point score on entrance of students. As ALPS value added is based on these scores, they have significant impact.

The Deputy Principal noted that the improvement in retention in the A2 cohort in 2015/16 with the College graded "red" at 3 instead of 4 the previous two years.

The equality and diversity measures were set out. The Deputy Principal observed that there were no significant gaps in terms of gender and ethnicity. He also noted the strong performance of disadvantaged students as identified through the Bursary scheme.

The Deputy Principal assured the Committee that subjects with disappointing ALPS value added results. A limited number of areas had been required to implement improvement plans. The Chair asked about whether any areas were "coasting". The Deputy Principal confirmed that such areas would have an improvement plan. The Principal noted that there were subjects where appeared to be anomalies in exams performance so such subjects would be kept under review but an improvement plan may not be necessary.

The Deputy Principal highlighted the growing importance of the Extended Performance Qualification which was graded ALPS grade 3.

A Committee member asked about how close Maths, as a large subject, was to an ALPS "red" grading. The Deputy Principal confirmed that Maths was on a cusp of a 3.

The Chair of the Governing Body asked whether the smaller subjects posed issues in terms of resources. The Principal explained that smaller group were often nested to ensure efficient delivery but observed that the smaller subjects were more vulnerable to staff absence. He noted that these issues were normally managed through cover from existing staff.

#### **11 Complaints report 2015/16**

The Principal presented the Complaints report for 2015/16. He confirmed that the College was working on enhancing the reporting of complaints. During 2015/16 the College had limited information for analysing complaints but this was being addressed so there would be a fuller analysis in the Complaints report for 2016/17.

The Chair of the Committee noted that the number of complaints was relatively low given the size of the College.

#### **12 Human resources update**

The Human Resources Manager presented the Human Resources Report. The Human Resources Manager noted that the key performance measures were all positive.

The Principal noted the year-on-year improvement in the staff satisfaction levels as measured by an external agency.

The Human Resources Manager noted the rise in the number of applicants for advertised jobs.

The Principal applauded the usefulness of the Human Resources report produced by the Human Resources team.

#### **13 Staff development update**

The Vice Principal introduced the staff development review of academic year 2015/16. She highlighted the particular training and development on Safeguarding, Prevent and preparation for new specifications.

The Principal highlighted the success of the Newman Examiners scheme which encouraged staff to become examiners and disseminate knowledge and understanding.

The Vice Principal was keen to grow involvement with staff development delivered through the Catholic Teaching Alliance.

#### **14 Consultative staffing mechanisms – minutes of the Standing Committee**

The Principal informed that there had not been a Standing Committee meeting since the last meeting of the Staffing and Remuneration Committee. He said that such a meeting had not been requested until now. The next meeting was arranged for later in November 2016.

**15 Higher Education – Annual Provider Review**

The Vice Principal explained how the regulatory arrangements had changed. These changes included the introduction of an Annual Quality Assessment return which required consideration and approval by Governors before sign-off by the Principal as the Accountable Officer. As the return was being submitted before the first cohort completed, a full assurance could not yet be given.

The Vice Principal stressed that the Annual Monitoring Report had been scrutinised formally at the Principal's Academic Board and the Lead Governor for Higher Education.

The Lead Governor for Higher Education congratulated the Vice Principal and the Higher Education staff for the hard work

**On the basis of the evidence set out in the papers supporting the Annual Quality Assessment, the Committee approved the proposed assurance statement.** **Principal**

**16 Equality and diversity report**

The Clerk as Director of Corporate Resources presented the progress report on the Equality and Diversity action plan 2015/16.

A Committee member asked about areas where the actions had not been delivered. The Director of Corporate Resources noted that some actions had not been completed. In some areas, such as refresher training for Governors, Equality and Diversity actions had required rescheduling.

**17 Policy review**

The Vice Principal introduced the draft SEND Policy which required publishing on the College website. Previously the College had a local offer document setting out support arrangements but not a full special education needs policy statement.

A Committee member asked how the Governing Body would discharge the responsibilities as set out. The Vice Principal pointed to the importance by reporting to and monitoring by the Committee. The Principal noted that Bill Noblett was the Lead Governor for Special Education.

**The Committee approved the SEND Policy and resolved that the implementation of the SEND Policy should be considered at least annually by the Committee.** **Clerk**

**18 Determination of any items to be treated as Confidential**

There were no agenda items or minutes which required treating as Confidential.

**19 Date and time of the next meeting**

The next ordinary meeting of the Committee is scheduled to be held at 4.00 p.m. on Wednesday 25 January 2017.

**There is no Reserved agenda for this meeting.**