

# **CARDINAL NEWMAN COLLEGE**

## **BOARD OF GOVERNORS - CURRICULUM, QUALITY AND STANDARDS COMMITTEE**

A meeting of the above Committee was held at **4.00 p.m.** on **Wednesday 4<sup>th</sup> November 2015** in the **Conference Room at the College.**

### **Members present:**

Adrian Metcalf, Chair  
Nick Burnham, Principal  
Peter Halpin  
Martha Horton  
Sue Richmond  
Andrew Wygladala

### **Officers in attendance**

Justine Barlow, Vice Principal  
Paul Vaughan, Deputy Principal  
Bob Deed, Acting Clerk

### **Apologies:**

Hannah Ashton

## **MINUTES**

The meeting commenced with a prayer

### **MINUTES OF LAST MEETING**

The minutes of the meeting of the Committee held on Wednesday 4<sup>th</sup> November 2015 were accepted as a correct record and signed by the Chair (file copy entered).

### **A SECTION 'A' ITEMS**

There were no items contained in this section of the agenda

### **B SECTION 'B' ITEMS**

#### **1. MATTERS ARISING FROM THE MINUTES**

The Acting Clerk noted that there were no outstanding policies for the Committee but there was a significant number of policies due for review in 2016/17 and subsequently.

#### **2. PRESENTATIONS:**

##### **a) RISK REVIEW: DIRECTOR OF STUDENTS**

James Wildig, Director of Students, presented on pastoral risks including safeguarding risks. The Director of Studnets outlined his role and how pastoral arrangements had evolved in recent years.

The Director of Students focused on three risks with high or medium gross risks (i.e. risks before existing controls):

- Attendance levels falling.
- At risk learners not being identified.
- Safeguarding legislation not being.

For each of these risks the gross risks score, the risk management measures and the assurance mechanisms were explained. The role of Cedar as a mechanism for tracking students and sharing important information effectively and securely.

The Director of Students set out emerging risks:

- Mental health and student wellbeing; and
- Radicalisation and Prevent.

The Chair asked about how the pastoral system could cope with increased workload. The Principal set out the ability of the system to successfully adjust including potential changes in tutor staffing if necessary.

Committee members asked about how secure data was held on the Cedar system. Governors were assured that data on Cedar was secure and had been reviewed by an external consultant.

The Committee thanked the Director of Students for the presentation and asked that thanks were communicated to Kelly Illingworth-Turner, his colleague Director of Students.

## **b) THE VOCATIONAL LANDSCAPE AT CARDINAL NEWMAN COLLEGE**

Sue Richmond as Vocational Coordinator presented on how the College's vocational provision had changed with:

- The successful reintroduction of BTEC First Level 2 qualifications in five areas with currently 71 learners, 100% achievement and 70% progression onto level 3.
- The broadening of Level 3 qualifications with a portfolio of nine BTECs.
- The offering of Entry Level qualifications to Foundation students.

The Vocational Coordinator highlighted indicators of quality in the College's vocational provision including ALPS value added in the highly rated red for the last three years. It was also noted that last year 69% of vocational students progressed to Higher Education. This was put in the context of an effective management structure, experienced practitioners, rigorous and timely quality assurance, and customised staff development.

The challenges ahead were outlined. These include:

- The introduction of the new level 3 BTEC qualifications from September 2016
- Another review of level 2 qualifications including a re-branding as technical certificates.
- The opportunity to create vocational pathways as part of the Technical Level initiative which is being developed.

The Committee thanked the Vocational Coordinator for the presentation.

## **3. R.E. AND CHAPLAINCY: UPDATE REPORT**

Received: DOCUMENT 3/B/CQSC(1.16) and a Newman Day brochure was tabled

The Principal introduced the paper and noted the relaunch of Newman Day in the Autumn term. He noted the College's Christmas activities including the religious services and the meal for local elderly residents.

The Committee commended the Lay Chaplain for the activities.

#### **4. COLLEGE STRATEGIC PLAN (2013-2016): UPDATE REPORT ON PROGRESS RELATED TO KEY CURRICULUM OBJECTIVES/INDICATORS**

Received: DOCUMENT 4/B/CQSC(1.16)

The Principal introduced the paper and briefed the Committee on the recent developments on funding and Area Reviews. The Lancashire Reviews have been announced although the Pennines review may now be delayed to aligned with the Coastal review in Wave 4 starting in September 2016.

The Principal noted the work on the Prevent Action Plan including the training of staff and the inclusion of “British Values” in the RE.

There was a discussion around retention with indications that some students may be leaving for apprenticeship opportunities.

#### **5. WHOLE COLLEGE SELF-ASSESSMENT REPORT (SAR): UPDATE REPORT**

Received: DOCUMENT 5/B/CQSC(1.16)

Paul Vaughan, Deputy Principal, outlined the Self Assessment Report which graded the College as outstanding in all areas. The Deputy Principal noted the Ofsted judgement on student welfare and behaviour which is a new judgement. This is being self-assessed

The Deputy Principal noted a limited number of areas which were performing less highly than the rest of the College. These areas accounted for about 4% of provision. He highlighted the College’s priorities including enhancing lesson observations and raising the number of A\* grades.

A Committee member asked whether the College was analysing its performance against other high-performing colleges as well as the national average. The Principal explained that the College compares its value added against similar colleges in forums including the Maple Group and the Association of Catholic Sixth Form Colleges.

The Deputy Principal noted the progress in raising achievement in GCSE Maths since the previous year. The Principal noted that all Maths teachers were involved as Maths and English GCSEs were seen as a shared priority.

A Committee member asked how learner satisfaction was measured and how rigorous and objective it is. The Deputy Principal and the Student member outlined the SPOCS survey process. The Principal stressed that SPOCS was an independent process undertaken through the Cedar system.

The Committee noted the positive results of the independent staff satisfaction survey.

## **6. HIGHER EDUCATION DEVELOPMENTS: TERMLY UPDATE REPORT**

Received: DOCUMENT 6/B/CQSC(1.16)

The Vice Principal, Justine Barlow, presented the Termly Update including the unconfirmed minutes of the College Board of Study on 2 December 2015, a briefing from the Quality Assurance Agency (QAA) on Initial Reviews and the minutes of the HE Student Focus Group on 25 November 2015.

The Vice Principal noted the successful enrolment of 14 Higher Education Students in September 2015. A QAA visit is planned for May 2016. This will involve the Link Governor for HE provision.

The proposed quality cycle was outlined. The Vice Principal highlighted the role of the Committee in relation to HE provision. The Committee asked about the constitution and remit of the College Board of Study, prescribed by the College's partner, Middlesex University.

**The Committee formally noted:**

- **the unconfirmed minutes of the College Board of Study on 2 December 2015; and**
- **the important role of the Committee and the Link Governor in overseeing quality of HE provision.**

The Principal noted the key contribution of the Vice Principal and the role of other colleagues in supporting HE provision.

The Vice Principal updated the Committee on the College's School Direct provision. The College has received 76 applications, undertaken 26 interviews and made 8 offers. The final enrolments may be in the region of 20. The Principal informed the Committee that there had been a downturn in School Direct applications nationally and there had been some rationing for some subjects introduced in the national planning of the scheme.

The Vice Principal highlighted other opportunities for HE provision being explored.

## **7. ADMISSIONS POLICY REVIEW**

Received: DOCUMENT 7/B/CQSC(1.16)

The Principal noted that there were no substantive changes. There is proposed to be a fuller review of the policy next year.

**The Committee adopted the Admission Policy for admissions in September 2016.**

## **8. RISK MANAGEMENT: TERMLY UPDATE REPORT ON CURRICULUM ITEMS**

Received: DOCUMENT 8/B/CQSC(1.16)

The Chair of the Audit Committee commented that the earlier presentation highlighted the risks and gave assurance to the Committee. This was the Audit committee's intention in proposing a programme of Risk Review presentations.

## **9. DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Committee is scheduled to be held at **4.00 p.m.** on **Wednesday 11<sup>th</sup> May 2016** in the **Conference Room** at the **College**.