

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 25 January 2017 in the Conference Room at the College.

Members present:

Adrian Metcalf, Chair
Charu Ainscough
Nick Burnham, Principal
Penny Dineen
Peter Halpin
Andrew Wygladala

Officers in attendance:

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

Observing

Richard Ainscough, Chair of the Governing Body

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

Apologies have been received from Father Luiz Ruscillo, Emily Duffin and Sue Richmond.

3 Declarations of interest

There were no declarations of interest.

4 Minutes of the last meeting

The minutes of the meeting of the Committee held on Wednesday 12 October 2016 were agreed as a true record.

5 Matters arising from the minutes

The Clerk noted that the Cedar presentation has been rolled forward to the summer meeting of the Committee.

6 Value added

The Deputy Principal presented on the ALPS (Advanced Level Progress System). He outlined the history of the ALPS framework. He explained how ALPS was a value added measure based on the basis of GCSE and assessed performance at college, subject and class level.

The Principal noted the instability created by changes in both GCSEs and A Levels which had an effect on the use of ALPS. He explained that this might lead to both justified concerns and unwarranted criticism of ALPS. He said that it also required the College monitor developments and challenge the producers of ALPS as necessary.

The Chair compared the framework with those used in schools. The Deputy Principal explained that the College now received measures via RAISEonline. He also noted that the Department for Education's Level 3 Value Added closely correlated with ALPS.

The Deputy Principal showed how an average GCSE point score was used to map target grades based on the value added performance of the top 25% nationally. He also explained that performance was analysed through ALPS comparing actual and expected UCAS points. The Principal highlighted how ALPS removed the distortions involved in comparison using raw attainment data.

7 Risk register: termly update

The risk register was noted. The Chair noted that the highest risks were associated with safeguarding.

Chair of Audit Committee queried why the Audit Committee was shown as a source of assurance on safeguarding risks. The Clerk agreed that the Audit Committee was not a source of assurance. He suggested that these notes referred to the recent report commissioned by the Audit Committee as part of the assurance framework.

8 Human resources update

The Deputy Principal introduced the human resources report and highlighted the positive performance. He suggested that the job applications measure should be reported on a more meaningful comparison either less frequently or split into teaching support.

The Committee agreed that the job applications measure could be reported on a different basis if this was appropriate.

The Principal responded to a query about advertised posts. He noted that the College continued to be an employer of choice although he observed that some other sixth form colleges, particularly in southern England, were finding difficulty in recruiting and retaining staff.

9 Consultative staffing mechanisms – minutes of the Standing Committee

The Principal updated the Committee on the latest meeting of the Standing Committee which was long but positive.

10 Policy review – staffing

The Deputy Principal introduced the document which included more detailed provisions in relation to the safer recruitment of volunteer.

The Committee agreed to recommend to the Governing Body the Policy and Procedure for the Recruitment and Selection of Staff and Volunteers.

A Committee asked about the procedures for DBS checks on governors. It was confirmed that these checks had been performed for all governors.

The Committee requested an update on whether the College would know of an offence if committed by a governor.

11 Progress against objectives in the Strategic Plan

The Principal introduced the paper. He noted the appointment of a new Priest Chaplain as well as the activities and celebrations in Advent.

The Principal outlined the new performance measures for the College which could found on the governors' website for the Committee members to review. He noted that the College had outperformed Runshaw College on both A Level value added, average A Level points score and AAB in at least two facilitating studies in spite of Runshaw College having higher entry requirements.

The Committee discussed the relationship between entry requirements and value added.

12 R.E. and Chaplaincy: update report

The Chair asked the Principal to thank the College Chaplain for the excellent work set out in the R.E. and Chaplaincy update report.

13 Whole College Self-Assessment Report

The Deputy Principal introduced the report. In response to a query, he noted that the gender mix in the student population was typical of sixth form colleges. The Principal noted that more girls enrolled than boys even though applications were received in more equal numbers.

The Chair asked about the courses listed requiring further improvement. The listed courses amounted to 4% of provision. The Principal noted that these courses had been identified through the College's self-assessment process.

The Chair asked about the remaining subject self-assessments. The Principal noted that this was due to departments going through a protracted appeal process against exam grades.

The Chair noted the hard work involved in preparing the College Self-Assessment Report.

The Committee approved the Whole College Self-Assessment Report for submission to Ofsted.

14 Staffing and timetabling report

The Deputy Principal introduced the report showing trends in staffing over recent years. He highlighted the increasing efficiency with rising class sizes while quality was maintained. He noted the staffing implications of growth although this was reduced by the shift towards students doing three subjects rather than four.

15 Destinations review

The Vice Principal introduced the destinations report based on 2016 leavers. She highlighted the record numbers going to Oxbridge in the context of the HE* programme and the College's involvement in the Cambridge hub.

The Vice Principal drew attention to in-year leavers. She noted that this year the retention of Level 2 students and "re-start" students was good.

16 Higher Education – Termly report

The Vice Principal updated the Committee on higher education developments. She noted that the School Direct numbers was adversely affected by changes last year with the NCTL portal.

The Vice Principal explained that the College was working with Middlesex University on a top-up degree. She also updated the Committee on discussions with Chichester University planning a possible Foundation Degree on Leadership and Management. There have also been preliminary discussion with Uclan on a Foundation Degree in Health and Social Care.

17 Prevent Position Statement and Monitoring Report

The Vice Principal introduced the paper and monitoring report. The Principal noted that issues with radicalisation were very unusual. The Vice Principal noted that this was dealt with in a Safeguarding context and confirmed that all staff were training in Prevent.

18 Admissions Policy

The Principal proposed the updated Admission Policy. He confirmed that there were minimal changes required. He noted that an appeals stage had been incorporated in an earlier review.

The Chair noted the discussions which he had with the Principal who had confirmed that the College was not raising any bars to Catholics enrolling. The Principal explained that the College's Catholic High Schools were prioritised in the interview and enrolment process. He noted that the College was comprehensive with a range of academic and vocational Level 3 provision as well as some Level 2 and the Foundation Learning unit. He also noted that the College worked with Preston College where a small number of applicants could not find a suitable course at enrolment.

The Committee agreed to recommend the draft revised Admissions Policy to the Governing Body.

19 Safeguarding assurance report and progress of recommendations

The Clerk introduced the Safeguarding assurance report which was being provided to the Committee for information as part of the College's assurance framework. The review had been undertaken in May 2016 with the report considered by the Audit Committee in the summer of 2016 and the progress of implementation reviewed by the Audit Committee in the autumn.

The Principal responded to a query about the annual Safeguarding report. He confirmed that the annual report would be considered by the Committee at the end of the year and noted that it would be prepared using the enhanced tracking arrangements put in place using the Cedar system.

20 Policy review – non-staffing

The Principal noted that the Director of Students had undertaken considerable work in ensuring the Safeguarding Policy reflected best practice. It incorporated recommendations from the Safeguarding assurance report including changes in wording and structure.

The Principal confirmed that the Policy would be published on the College website. He also drew attention to the role of governors set out in the Policy.

The Committee agreed to recommend the draft revised Safeguarding Policy to the Governing Body.

21 Feedback from Link Governors

The Clerk noted that as a result of discussion at the Governance and Search Committee, future agendas would include a standing item to allow Link Governors to feedback on the Committee on their areas.

22 Determination of any items to be treated as Confidential

It was agreed that no items were deemed Confidential.

23 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 10 May 2017.