

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS - CURRICULUM, QUALITY AND STANDARDS COMMITTEE

A meeting of the above Committee was at 4.00 p.m. on Wednesday 11 May 2016 in the Conference Room at the College.

Members present:

Adrian Metcalf, Chair
Nick Burnham, Principal
Penny Dineen
Sue Richmond
Father Tim Sullivan
Andrew Wygladala

Officers in attendance

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

Apologies:

Peter Halpin

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Declarations of interest

There were no declarations of interest.

3 Minutes of the last meeting

The minutes of the meeting of the Committee held on Wednesday 20th January 2016 were accepted as a correct record and signed by the Chair (file copy entered).

4 Matters arising from the minutes

There were no matters arising not covered by agenda of the meeting.

5 Risk presentation

Paul Vaughan, the Deputy Principal, presented on curriculum and quality risks including mitigation measures:

- Quality Assurance cycle
- In year monitoring
- Advice and guidance for students

The Deputy Principal explained the role of Quality Assurance and circulated an example of the Common Data Sheet which includes achievement and retention rates, value added and learner voice. The Principal stressed the role of using value added data disaggregated down to group level as a way of engaging teachers in improving performance.

The Committee discussed how issues are identified and addressed with action plans through mechanisms including course reviews and self-assessment process. The Principal noted that support would be offered as necessary and other changes made where appropriate, such as changes in exam board.

The Chair noted the role of the Department for Education's RAISEonline in publishing data. The Principal explained that RAISEonline is only now being extended to 16-19 study programmes but it does validate the College's own value added data.

The Deputy Principal outlined the calendar of activities for monitoring quality throughout the year. This noted the role of the CEDAR student tracking system in tracking performance of students.

The Chair asked about predicted grade. The Deputy Principal explained that students are set a target grade based on past GCSE grades with a progress grade then being set twice later in the year.

The Committee requested a demonstration of the CEDAR system and how it supports retention and achievement.

6 R.E. and Chaplaincy: update report

The Principal introduced the paper and noted the strength of Chaplaincy's contribution to the College's mission and ethos.

The Chair observed the good work he had seen with the recent Lenten Vigils.

7 College strategic plan (2013-2016): update report on progress related to key curriculum objectives/indicators

The Principal briefed the Committee on the recent announcement that Preston College would be ending its A Level provision. This is likely to augment the expected growth in autumn 2016 Year 12 numbers. The Committee asked about how the College was responding to growth. The Principal assured the Committee that the College could accommodate growth noting the modular buildings to be ready for September 2016 and the move from four to three A Levels.

The Principal outlined the year 13 student survey., He noted the weaker score on student social space but informed the Committee that action was being taken this term to address the issue of social and study space.

8 Quality assurance update

The Vice Principal outlined the new 16-19 study programme dashboard from Ofsted. He noted that College had four strengths out of a potential five and that there were no weaknesses listed. The report included charts of value added. The Vice Principal observed that the performance was well above the line in the six largest curriculum areas.

The Principal noted that the College was on the national average for A grades. Therefore, this has been investigated. The weaker areas were in a limited number of curriculum areas. He was aware that this issue was being experienced at other sixth form colleges and may be related to the changes away from modular exams.

9 Higher Education developments: termly update report

Justine Barlow, the Vice Principal, in presenting the draft HE Strategy 2016-19 and highlighted the importance of growing Higher Education and the value of the Earn and Learn model. There was exploratory work in areas including Foundation Degrees in Sport and Management. The Principal noted that the growth could be absorbed with provision being largely delivered by existing staffing and through twilight timetabling. He also pointed out how this kind of provision supported the priorities of the local enterprise partnership.

The Vice Principal noted the issues in the Board of Study minutes and the Higher Education Self Assessment Document. She also explained to the Committee the role of the Quality Assurance Agency visit due the following week.

The Committee commended the work of Vice Principal in developing High Education and preparing for the QAA visit.

The Committee:

- **Accepted**
 - **the Board of Study minutes; and**
 - **the Higher Education Self Assessment Document.**
- **Approved the HE Strategy 2016-19.**

The Vice Principal outlined the development of School Direct. Due to external policy factors, School Direct numbers may be lower in September 2016 than previously planned

10 PREVENT progress paper

The Principal presented the paper setting out the College's work on PREVENT and "British values". The Principal confirmed that he expected the Safeguarding audit to address these issues. He noted that the College was tackling these challenges as largely a Safeguarding matter.

The Committee asked about the College's emergency preparedness. The Principal outlined the work on this, particularly ensuring communication with staff in a crisis.

11 Risk management: termly update report on curriculum items

The Committee asked about the high level of gross risk relating to safeguarding. The Principal explained this reflected the inherent risk being high but then being lowered by control measures. The Clerk noted that the reliance upon controls had been why the safeguarding had been a priority in this year's assurance plan.

12 Policy review

The Principal noted that the College was pursuing initiatives with gifted and talented students. These had superseded the Gifted and Talented policy documents:

- Gifted & Talented ALS Procedure
- Gifted & Talented Policy (strategy)

The Committee formally confirmed that these policies were discontinued.

13 Determination of any items to be treated as Confidential

The Committee determined that no papers and no minutes required to be treated as confidential.

14 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 16 November 2016.

There was no Reserved agenda for the meeting.