

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 (F)
Nick Burnham, Principal
Penny Dineen (F)
Peter Halpin (F)
Father Luiz Ruscillo (F)
Andrew Wyglada (F)

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 and Emily Diffin and Charu Ainscough.

The Clerk informed the Committee that Sue Richmond had stepped down as Teaching Staff Governor.

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 25 January 2017 were agreed as a true record.

5 Matters arising from the minutes

The Principal noted that the College would not be informed of a Governor being convicted of a crime after having had a DBS check. The issue of proportionality was raised. The HR Manager noted that governors did not have direct contact with students.

The Committee proposed that Governors should have a new DBS check on re-appointment.

6 Presentation on the Quality Improvement Action Plan

The Deputy Principal outlined what had been done in the small numbers of areas with weak results. In these areas there were general actions including regular meetings on progress and updates from the Director of Quality and Curriculum to the Deputy Principal. There was a regime of targeted support and intervention.

The Deputy Principal noted that in most of these areas levels of retention and attendance were high and often improved. The February marks and Markbook assignments showed promising prospects in almost all these areas.

7 Risk register: termly update

The Committee noted the risk register.

8 Human resources update

The HR Manager observed that staff turnover and sickness were low. She noted that the College was having no difficulty in recruiting.

9 Consultative staffing mechanisms – minutes of the Standing Committee

The Principal informed the Committee that a Standing Committee was planned for this term.

10 Policy review – staffing

The HR Manager introduced the new stress management policy which had been through the Health & Safety Group and consultation with the unions. The Chair asked about stress levels at the College. The Principal noted that there had inevitably been cases of staff unwell with stress in the past where the College had to provide support for staff.

The Committee resolved to recommend the draft stress management policy to the Governing Body.

11 Progress against objectives in the Strategic Plan

The Principal noted that applications were up 2% but offers were down due to more “no shows” at interviews. The Principal noted that local demographics were approaching the bottom of the curve. He also expected increased competition with the Apprenticeship Levy.

The Principal highlighted that attendance and retention were high and comparable with last year.

The Principal said that governors would receive a full report on learner voice. But he noted that Y13 satisfaction was 97%.

The Committee asked about how other local colleges were responding to financial pressures on curriculum offers. The Principal noted that the College was planning to discontinue offering AS Levels and explained that other colleges were advanced with similar moves. He said that the College was encouraging students to take Extended Project Qualification.

The Committee asked about the implications of the Apprenticeship Levy. The Principal suggested that A Levels could be a useful stepping stone to higher apprenticeships. He also noted the role of Level 2.

The Chair of the Governing Body asked what more the College could do to respond to students looking at vocational routes. The Principal explained that the College was exploring how to develop pathways including BTECs pathways and routes into apprenticeships.

12 R.E. and Chaplaincy: update report

The Chair asked the Principal to thank Chaplaincy for the clear report setting out the extensive activities in RE and Chaplaincy at the College.

13 Staffing and timetabling report

The Deputy Principal explained the report showing the staffing levels and class sizes across the College. He observed that all class sizes were under 28.

The Deputy Principal noted that staffing numbers would be lower even as the College grew. This was possible due to the trend towards students studying three A Levels. The Principal confirmed that this was being done without compulsory redundancies and that Italian was the only subject to be discontinued by the College.

The Principal said that the report reflected the Committee’s request for more information on staffing levels and the implications for class sizes across the College.

14 Staff development update

The Vice Principal introduced the annual review of staff development which included the range of activities and feedback on effectiveness.

15 Higher Education – Termly report

The Vice Principal presented Higher Education Developments Update. She highlighted that the first cohort of the Foundation Degree Early Years and Foundation Degree and Teaching & Learning Support was due to graduate this year. She asked governors to save the graduation day in their diaries.

The Vice Principal outlined the proposed new qualifications:

- BA Working with Children in Early Years and Education: a top-up offering progression to the two current Foundation Degrees.
- Foundation Degree Leadership & Management with Chichester University: work is progressing on an initial business plan.

The Vice Principal informed the Committee that UCLAN had suggested a Foundation Degree in Health & Social Care.

[Father Luiz left the meeting]

The Committee highlighted the forthcoming Catholic Teaching Alliance conference. The Clerk confirmed that the details had been circulated to governors.

[Father Luiz left the meeting]

16 Policy review – non-staffing

Discussion

The Deputy Principal outlined the revised quality assurance policy with the changes highlighted using track-changes. The main changes were in relation to the role of the CEDAR monitoring and the increased emphasis on progress reports with a close focus on effort grades. It was noted that most changes were terminological.

The Committee resolved to recommend the revised quality assurance policy to the Governing Body.

The Principal outlined the revised staff development policy with the only substantive changes set out on the cover sheet.

The Committee resolved to recommend the revised staff development policy to the Governing Body.

17 Feedback from Link Governors

The Chair, as Safeguarding Lead Governor, intended to visit in early July and review the draft Safeguarding annual report.

There were no other reports-back.

18 Committee self-assessment against its terms of reference

The Committee reviewed the terms of reference. No changes were proposed to the recently revised remit.

19 Determination of any items to be treated as Confidential

It was agreed that part of the item on the Quality Improvement Plan should be deemed Confidential.

20 Date and time of the next meeting

The next ordinary meeting of the Committee will be 15 November 2017.