

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 6th May 2015 in the Conference Room at the College.

Present:

John Crowley (Chair)
Father Tim Sullivan (Vice-Chair)
Nick Burnham
Hannah Ashton
Martha Horton
Sue Richmond
Andrew Wygladala

Officers in attendance:

Justine Barlow
Paul Vaughan

Joe McNamara (Clerk to the Governing Body)

Apologies were received and accepted from:

Peter Halpin
Adrian Metcalf

MINUTES

The meeting commenced with a prayer

Prior to the formal commencement of the meeting the Chair, on behalf of members, welcomed Hannah Ashton and Martha Horton, the new Student Governors, to their first meeting of the Committee.

The Chair also welcomed Dr. Penny Dineen as an 'Observer' at this meeting of the Committee.

1. **MINUTES OF LAST MEETING**

The minutes of the meeting of the Committee held on Wednesday 21st January 2015 were accepted as a correct record and signed by the Chair (file copy entered).

2. **SECTION 'A' ITEMS**

There were no items contained in this section of the agenda

3. **SECTION 'B' ITEMS**

1/B/CQSC(5.15)

MATTERS ARISING FROM THE MINUTES

Any such matters were included as main agenda items.

2/B/CQSC(5.15)

PRESENTATION

HE+: Dan Taylor

Members received a very interesting presentation which included the following information, inter alia:

- that the Project had been established to assist students in possible future access to Higher Education courses of study at Oxbridge and other Russell Group Universities;
- that participants in the Project had included to date Blackburn St. Mary's, Car Hill High School, Bolton Sixth Form College. Growth in student participation was notable from 166 in 2013 to 238 in 2014, mainly internal from Cardinal Newman College;
- that 5 sessions (11 classes in total in various subjects) had been held from November 2014 – March 2015 led by Cardinal Newman staff with guest speakers from Liverpool and Manchester Universities;
- that HE+ partners to date have included, Bolton Sixth Form College, Blackpool Sixth Form College, Rochdale Sixth Form College and Ripley St. Thomas High School;
- that the number of offers from Oxbridge had increased from 11 in 2013/14 to 15 in 2014/15 and that the number of applications to Russell Group Universities had increased from 260 in 2013 to 324 in 2014;

On behalf of members, the Chair warmly thanked Dan for his very informative presentation.

3/B/CQSC(5.15)

R.E. AND CHAPLAINCY: UPDATE REPORT

Received: DOCUMENT 3/B/CQSC(5.15) (file copy entered).

Members received a very full report which included the following information:

- that Mass continues to be celebrated in College every Wednesday at 12.15 p.m. and that Morning Prayer also takes place in the Chapel at 8.30 a.m. every day;
- that the weekly staff briefing meetings start with a prayer from College Departments organised on a rota basis;
- an update report on the work of the Committee for Chaplaincy Provision;
- the Lenten Vigil which again was a very well attended and prayerful occasion;

- the staff liturgy with a Lenten theme was held in the College Chapel on the last day of the Spring Term;
- the annual Service for Christian Unity led by Father Darren was held in the College Chapel during Christian Union week;

Members were then informed of meetings/events attended by the Head of Religious Education since the last meeting of the Committee:

- the Heads of Religious Education meeting at the Education Centre, Lancaster Diocese;
- leading workshops at the Faith and Justice Day at Corpus Christi High School;
- a presentation for the Catholic Teaching Alliance looking at the General Religious Education programme at the College

In conclusion, members were advised that Anne, Fr. Darren and Ann Thompson attended the Association of Catholic Sixth Form Colleges bi-annual Conference at Leeds Diocesan headquarters. The agenda included consideration related to extremism and radicalisation from a College perspective.

Members were reminded that the RE and Chaplaincy Report is received for information each term as a Section 'A' agenda item at the meeting of the Board of Governors.

Members expressed their appreciation for the charitable works that continue to be carried out by the staff and students of the College and of the excellent work carried out by the Head of Religious Education and her team on behalf of the College staff and students.

4/B/CQSC(5.15)

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

Received: **DOCUMENT 4/B/CQSC(5.15)** (file copy entered) and oral report from the Principal.

Members received an update report on the four key Strategic Plan Priorities:

- **College Ethos and Mission**

Members noted from the earlier update report on Religious Education and Chaplaincy the strong, distinctive Roman Catholic ethos of the College.

Applications to the College are overall in line with last year and the College is putting in place strategies to convert more of these applications in order to hit the strategic target of growth by an increase of the order of 50 students.

- **Continue as an 'Outstanding' College**

The 2015 DFE League tables place the College joint 4th of all FE Colleges for 'A' level Progress.

The College is a founder member of the Maple Group of high performing Colleges. At the last meeting of the Group a representative of ALPS presented a value added analysis of the Group's performance over the last 3 years. Cardinal Newman was listed as the highest performing College in that analysis.

- **Student Experience of the College**

Analysis of data reveals continuing high student attendance and retention.

Members will note in later agenda reports information related to the exciting Higher Education developments at the College.

- **College long-term Financial Viability**

The College has exceeded its financial targets in the College Strategic Plan.

In answer to a Governor query about student satisfaction, members were informed that the recent survey completed in January had proved very successful with a high response rate from students.

5/B/CQSC(5.15)

QUALITY ASSURANCE: UPDATE REPORT

Received: **DOCUMENT 5/B/CQSC(5.15)**, a tabled Document (file copies entered), and an oral report from the Deputy Principal.

Members received data related to Student National Success, Retention and Achievement Rates for 2013/14.

Members were very pleased to note that in relation to other local/regional Sixth Form Colleges, Cardinal Newman led the field in Success and Retention rates and was second in the Student Achievement category with a 95.5% rate. The College was also considerably ahead of the national averages on all three measures.

Members were reminded that with regard to value-added, considered as a much truer measure of student performance, Cardinal Newman was ahead of all local and regional competitors having been ranked 4th in the country.

6/B/CQSC(5.15)

HIGHER EDUCATION DEVELOPMENTS: UPDATE REPORT

Received: **DOCUMENT 6/B/CQSC(5.15)** (file copy entered) and oral report from the Assistant Principal.

Members received details related to the following:

Caxton Group and Middlesex University

Course validation for the two Foundation Degrees took place in January and members were pleased to see the commendations that had been received.

There were 5 conditions, all of which have been addressed, and handbooks have been prepared and resubmitted for the External Assessors.

A Launch Event took place on 16th April when the College received a good number of applicants.

Further discussion is proposed with Cumbria University to offer a top up with Qualified Teacher status.

The College is now a registered Higher Education Provider with Student Finance. This enables students to access a student loan agreement related to payment of course fees.

School Direct

Will commence in September 2015. There are currently 24 confirmed trainees for the course across 13 different subjects. The College is looking to recruit of the order of 30 trainees for the first year of the course. Each trainee will undertake one of their two placements at the College and the other in a High School. It is anticipated that the partnership with schools will comprise of 5 or 6 schools at a maximum.

Salford University

It is proposed to offer year 1 of BA (Hons) degree courses in English Literature, English Combined and English Literature with Creative Writing from September 2016. The courses of study will be delivered by Cardinal Newman staff.

UClan

Discussions are ongoing related to a number of possible developments.

Catholic Teaching School Alliance

The College offered another training event on 20th March 2015.

Members were pleased to again note that all trainees commented on their highly positive experience.

In answer to a Governor query related to the profile of trainees on the School Direct programme, members were advised that most were young people with some more mature students. Members were also advised that ensuring consistency of quality was the aim of the programme in relation to time spent within the College and in the Partner High Schools.

7/B/CQSC(5.15)

ENROLMENT 2015/16: UPDATE REPORT

Received: **DOCUMENT 7/B/CQSC(5.15)** (file copy entered).

Members noted the number of applications and First Acceptances both of which were less than at the same time in 2014 though the number of First Acceptances was very similar to that recorded in 2014.

Members further noted the fall in applications from Partner High Schools and Associate Schools but also noted the continuing strong growth in applications from schools at a distance from the College such as in Blackburn, Fleetwood and Blackpool which were up by of the order of 18.4%.

Members were then advised of the College strategy to increase applications. This included the appointment of **five** new School Liaison Link Tutors to increase existing links with schools and to develop these further with the aim of increasing student applications to the College.

In conclusion, members were advised that the College is expecting to recruit in line with the College Strategic Plan.

In answer to a Governor query, members were advised that student progression from year 12 to year 13 was strong.

8/B/CQSC(5.15)

LESSON OBSERVATION: UPDATE REPORT

Received: **DOCUMENT 8/B/CQSC(5.15)** (file copy entered) and oral report from the Deputy Principal.

Members received details of the revised Lesson Observation process.

Members were pleased to note the high grades awarded but were also aware of the argument that there is not a great deal of correlation between lesson observation grades and actual student outcomes. This argument appears to support the view that lesson observation grades are not a very effective mechanism to measure performance.

Members were pleased to note the opinion of the Colles's 'critical friend' that there was a close correlation between judgements of the internal assessors and the external observer. He concluded that the quality of teaching and learning observed was generally good and that some lessons had outstanding features within them.

In conclusion, members were advised that discussions were ongoing within the College about a movement away from announced graded lesson observations and towards learning walks which, it is felt, give a truer reflection of everyday life in teaching areas and hence a more effective Quality Assessment tool.

9/B/CQSC(5.15)

RISK MANAGEMENT: TERMLY UPDATE REPORT ON CURRICULUM ITEMS

Received: **DOCUMENT 9/B/CQSC(5.15)** (file copy entered).

Members considered the risks associated with curriculum issues and noted the actions being taken in relation to those risks.

In answer to a Governor query related to Risk 7, members were advised that the full range of grades were utilised and that written guidelines were available for staff.

10/B/CQSC(5.15)

ANNUAL REVIEW OF COMMITTEE COMPOSITION, TERMS OF REFERENCE AND ANNUAL CYCLE OF BUSINESS

Received: **DOCUMENT 10/B/CQSC(5.15)** (file copy entered)

Agreed: to accept the revised details and to recommend adoption of these at the meeting of the Board of Governors scheduled to be held on Wednesday 1st July 2015.

11/B/CQSC(5.15)

CURRICULUM POLICIES REVIEW

Received: **DOCUMENTS 11/B(i)-(iii)/CQSC(5.15)** (file copies entered).

- (i) **Student Visits and Residential Trips Policy**
- (ii) **Quality Assurance Policy**
- (iii) **Student Conduct Policy**

Agreed: to recommend acceptance of the Policies to the Board of Governors at its meeting scheduled to be held on Wednesday 1st July 2015.

However, following a Governor query, it was noted that some amendment to the wording would in future revision be required at Page 4 point 7 related to the contract levels of action.

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 4th November 2015** in the **Conference Room** at the **College**.