

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS

A meeting of the Board of Governors of the College was held at **4.00 p.m.** on **Wednesday 23rd September 2015** in the **Conference Room** at the **College**.

Present:

Richard Ainscough (Chair)
Len Hampson (Vice-Chair)
Matthew Ainge
Charu Ainscough
Hannah Ashton
Nick Burnham
John Calvert
Penny Dineen
Adrian Metcalf
Bill Noblet
Sue Richmond
Father Luiz Ruscillo
Father Tim Sullivan
Peter Towers
Andrew Wygladala

Officers in attendance:

Justine Barlow
Katie O'Reilly
Paul Vaughan

Joe McNamara (Clerk to the Governing Body)

Apologies for absence were received and accepted from:

Peter Halpin
Martha Horton
Helen Seechurn

The Chair opened the meeting with a prayer

Prior to the formal commencement of the Board meeting, members received a powerpoint presentation from James Wildig and Kelly Illingworth-Turner, Directors of Students, on Mental Health Issues.

Members received an explanation relating to the spectrum of mental health difficulties that cover short to long term mental health.

Members noted the national picture for mental health where 1 in 10 aged 15 to 16 have a clinically diagnosed mental health disorder and around 1 in 7 has less severe

problems. Members further noted that 50% of mental illness in adult life starts before age 15 and 75% by age 18 and that young people in the poorest households are three times more likely to have a mental health problem than those growing up in better-off homes.

Members were advised that College considers the risk factors outlined in the Department of Education Report on Mental Health ('Mental health and behaviour in schools': Departmental advice for school staff (March 2015), and the protective factors relating to those risk factors outlined in that Report.

Members noted that year 12 attainment which included 47 'AS' students diagnosed with mental health conditions, placed the College in ALPS grade 1-3 (70.1%) equating to the top 25% of students nationally.

Members then noted the support, both internal and external, that was available to staff and students, how that support could be accessed following disclosure of any health problems and how confidentiality of information was assured.

In conclusion, members considered the proposed future developments of the service.

In the ensuing discussion, the following points were recorded:

- that the College Learning Support Services monitor the number and type of difficulties that are disclosed;
- that the number of declared issues do not appear to be on the increase in what is an expanding institution;
- that students are encouraged to be open in their declaration of health issues in making applications for further study or employment;
- the difficulty in benchmarking national statistics for mental health in Colleges bearing in mind the degrees of mental health difficulties and how these are recorded in the various institutions;
- that confidentiality of disclosed information depended on the degree of difficulty included in the disclosure. The College follows the advice contained in the College Safeguarding Policies and Procedures.

On behalf of members, the Chair warmly thanked James and Kelly for their excellent presentation.

MINUTES

Members were reminded that if any member of the Board of Governors has any personal or pecuniary or related interest, direct or indirect, in any contract, proposed contract, or other matter, that member must disclose the existence of that interest to the Board and shall withdraw from the meeting while the contract, proposed contract, or other matter is under consideration by the Board.

No such interests were disclosed.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Board held on Wednesday 1st July 2015 were accepted as a correct record and signed by the Chair (file copy entered).

2. SECTION 'A' ITEMS

1/A/BG(9.15) COLLEGE EVENTS: INVITATIONS TO GOVERNORS

Received: DOCUMENT 1/A/BG(9.15) (file copy entered).

3. SECTION 'B' ITEMS

1/B/BG(9.15) MATTERS ARISING FROM THE MINUTES

(any such matters were included as main agenda items)

GOVERNANCE

2/B/BG(9.15) REVIEWING POST-16 EDUCATION AND TRAINING INSTITUTIONS

Received: DOCUMENTS 2/B(i)-(iii)/BG(9.15) (file copies entered).

Members received a power-point presentation on this important initiative from the Principal, along with the following documentation:

- Reviewing post-16 education and training institutions: guidance on area reviews;
- Greater Manchester Area Review Plan – September 2016
- Sixth Form Colleges Association: Area based reviews: proposed next steps: September 2016

The Principal advised members that the clear and stated intention of the reviews is to reduce the number of FE Colleges and perhaps create larger 'Institutes of Technology'. He was also of the opinion that the focus on technical education has led some to believe that the reviews will focus on GFE Colleges with high performing Sixth Form Colleges being left alone. However, the Principal was of the opinion that this is not a time for complacency as it is very possible that some high performing Colleges will be asked to be the solution to another College's problems.

Members then considered the list of Area Based Reviews that had already been announced. The lists included the FE and Sixth Form Colleges that would be included in the reviews. The Principal advised members that the Greater Manchester Review was particularly relevant as Cardinal Newman is an active participant in the North West Sixth Form College Principals Group and, as such, was playing a role in the preliminary meetings for the Greater Manchester Colleges. The GM Review will be of particular interest as it includes a number of high performing Colleges, including Catholic Colleges.

The Principal then advised members of the FE and Sixth Form Colleges likely to be included in the Lancashire Area Based Review.

At the conclusion of question and answering, members:

Agreed: to establish a sub-committee comprising the Chair and Vice-Chair of the Board, the Chairs of Committees of the Board and members of the Senior Management Team, to consider and keep members of the Board of Governors updated as to progress on this important new initiative.

3/B/BG(9.15)

COMPOSITION OF THE BOARD OF GOVERNORS OF THE COLLEGE AND OF COMMITTEES OF THE BOARD

Received: **DOCUMENT 3/B/BG(9.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

New Foundation Governor

Members were advised that the Search Committee would hope to make a recommendation to the Diocese following its meeting on 7th October 2015.

Committee membership

Members were further advised that the Search Committee would consider this matter at its meeting on 7th October 2015.

4/B/BG(9.15)

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

Received: **DOCUMENT 4/B/BG(9.15)** (file copy entered) and oral report from the Principal.

Members received details related to four (4) Strategic Plan Priorities and noted, inter alia:

- a table indicating that recruitment from the College's Partner High Schools was very healthy;
- that staff morale as measured by the Annual Staff Survey placed the College in the top 10% of similar institutions in the sample;
- that value-added analysis of the 2015 'A' level, 'AS' level and BTEC results continues to place the College in the top 25% for 'A' levels nationally and the top 10% for 'AS' and BTEC results;
- that the St. Francis building opened on time and in line with the budget provision. It is an excellent addition to the campus providing students with outstanding classrooms and social space;

- that the College's new Pastoral System has evolved over the last two years with the introduction of Achievement Tutors and a greater focus on one to one interviews. This development has been a real success with high approval ratings from students;
- that the College's Strategic Plan continues to be implemented and the College remains in excellent financial health. The College has again grown by over 200 students and has now of the order of 3300 students on courses of study. This growth, together with efficiencies in other areas of the budget, continues to ensure the College's long-term viability.

5/B/BG(9.15)

GOVERNORS' KEY MONITORING DATA AND ACHIEVEMENT INDEX: 2014/15

Received: **DOCUMENT 5/B/BG(9.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

6/B/BG(9.15)

GOVERNANCE SELF- ASSESSMENT (SAR) 2015/16: UPDATE REPORT

Received: **DOCUMENT 6/B/BG(9.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

Members were aware that the objectives and actions contained in the Report would be monitored at each meeting of the Search Committee and of the Board of Governors throughout the academic year.

7/B/BG(9.15)

RISK MANAGEMENT: UPDATE REPORT

Received: **DOCUMENT 7/B/BG(9.15)** (file copy entered).

Members noted that the risk scores had not altered significantly since the last meeting of the Governing Body. Members considered the key risks and the actions being taken to address those risks.

Members were aware that the Risk Register would need to be updated in the light of the Spending Review due on 25th November 2015. The review is likely to result in further cuts to the unprotected part of the DfE budget. Other changes to the Register are likely to follow the outcome of changes to the national and local post-16 landscape as outlined in the Principal's earlier presentation to members.

FINANCE AND PREMISES

8/B/BG(9.15)

FINANCE UPDATE REPORT

Received: DOCUMENT 8/B/BG(9.15) (file copy entered) and oral report from the Director of Corporate Resources.

Members noted that the draft accounts for 2014/15 show an operating surplus of £987,000. The College's total income was 7% higher than in 2013/14 with main funding having been increased this year.

College expenditure is up by of the order of 5% this year, mostly due to staffing costs rising by about 6%. This is mainly related to the increase in student numbers, pay rises which included larger increases to lower paid staff on the Living Wage and higher FRS 17 pension provision costs.

Members were aware that the accounts would be reviewed at meetings of the Audit and Finance and Premises Committees later this term with a recommendation being made by the latter Committee to the Board of Governors at its meeting scheduled for Wednesday 9th December 2015.

In answer to a Governor query on how the increase in student numbers would help the College's future financial viability, members were advised that lagged student numbers should help in 2016/17 though all would depend on possible future changes to central government funding.

9/B/BG(9.15)

PROPERTY STRATEGY: UPDATE REPORT

Received: **DOCUMENT 9/B/BG(9.15)** (file copy entered) and oral report from the Director of Corporate Resources.

Members received an update report on the following:

St.Francis Building (Property Strategy Phase 3)

As reported earlier in the meeting, the building was completed on time and within budget, with the handover taking place on Friday 14th August 2015. The building 'fit-out' commenced on Monday 17th August and was completed in time for the beginning of the Autumn Term. Feedback from staff and students has been very positive.

St. Mary's Building Remodelling

Work commenced on Monday 6th July and was completed on Friday 21st August. The College Estates and Network teams completed the 'fit-out' during the week commencing 24th August.

CIF Funding Bid

The College bid for roofing works was successful with funding of £167,000 secured. The first phase of the works was undertaken during August and September with the second phase to be undertaken during October 2015.

In conclusion, members received an update on the plans for a Fitness Suite/Gym in the St. Augustine building and on other Summer Works that had been completed.

10/B/BG(9.15)

OTHER PREMISES RELATED DEVELOPMENTS

Received: **DOCUMENT 10/B/BG(9.15)** (file copy entered).

Members noted the developments that had taken place over the summer vacation period. These included:

- Planned and Preventative Maintenance Programme of Works;
- Schedule of Service and Maintenance Works;
- Large Programme of Summer Works;
- Directional Way Finding Signage;
- College Parking Scheme.

On behalf of members, the Chair warmly thanked the members of the Estates and other Departments for their excellent work over the summer vacation. Many of the Summer Works were project managed and procured directly by the College resulting in excellent value for money.

MANAGEMENT

11/B/BG(9.15)

PRINCIPAL'S REPORT

Received: **DOCUMENT 11/B/BG(9.15)** (file copy entered) and oral report from the Principal.

Members noted the following points, inter alia:

- the excellent examination results achieved this summer by the students. In particular, when achievement levels are analysed in terms of value added, they indicate that students made outstanding progress. Across all areas the College is maintaining its value-added performance with BTEC and 'AS' remaining outstanding (top 10% nationally) and 'A' level remaining excellent (top 25% nationally);
- that in a very competitive environment, recruitment has been very healthy with the College on course to grow by approximately 250 students. The growth in student numbers of the order of 21% will contribute significantly to College income when the College loses its funding protection in 2016/17;
- that the College's first two degree courses have begun and have recruited well with 15 students

enrolled on either Early Years or Teaching and Learning degrees;

- that the College's School Direct course recruited 29 new trainee teachers. This new course has started well with the trainees working across the College. Early feedback is very positive from Departments, trainees and Edge Hill University;
- that the College staff completed a 4th Annual Staff Climate Survey in June. For the 3rd year running staff morale has risen as measured by all the indicators in the survey. The results for this year place the College in the top 10% of similar institutions;
- that in line with the College's new duty under the 'Prevent' legislation (dealing with extremist radicalisation), all staff have received training on the College's approach to 'British Values' led by Fr. Luiz and in 'Prevent' training as part of safeguarding students, led by Nigel Lund, the Regional Co-ordinator for 'Prevent' in HE and FE.

STUDENT MATTERS

12/B/BG(9.15)

REPORT FROM STUDENT GOVERNORS ON CURRENT ISSUES AFFECTING STUDENTS

Members received an oral update report from the Student Governors relating to the continuing work of the College Students' Union. Members were advised that the Union was currently considering its 2015/16 development priorities which would include ideas received during the recent Freshers' Fayre and continuation of the Green Award initiatives.

Members offered congratulations to the Students Union on their award as National Student Union of the Year in the recent 2015 award presentations.

CHAIR'S MATTERS

13/B/BG(9.15)

REPORT FROM THE CHAIR

The Chair advised members that Joe McNamara would be retiring from his position as Clerk to the Governing Body at the end of the calendar year after almost 20 years in that position. A successor would now be sought to take over from Joe as of the beginning of 2016

4. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of the Board of Governors is scheduled to be held at **4.00 p.m. on Wednesday 9th December 2015 in the Conference Room at the College.**