

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 14 November 2018 in the Conference Room at the College.

Members present:

Andrew Wygladala (F), Deputy Chair
Nick Burnham, Principal
Charu Ainscough
Amy Baines
Peter Halpin (F)
Barbara Smith
Canon Tanner (F)
Peter Towers (F)

Officers in attendance:

Bob Deed, Clerk
Paul Vaughan, Deputy Principal
Vicky Bryant, Vice Principal
Emma Duxbury, HR Manager

In attendance:

Richard Ainscough, Chair of the Governing Body

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

Apologies had been received from Adrian Metcalf.

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 9 May 2018 were agreed as a true record and a signed copy filed.

5 Matters arising from the minutes

There were no matters arising.

6 Risk register: termly update

The Principal introduced the risk register showing the curriculum, quality and staffing risks. The high risks were noted.

7 R.E. and Chaplaincy: update report

The Principal introduced the Chaplain's report on RE and Chaplaincy. He commented that the report described the vibrant activities including the Staff Retreat and the Mission & Ethos Day.

The Principal highlighted the Newman Angels scheme which had been launched to encourage staff to look after each other as part of the College community.

The Acting Chair commented on Newman Day and said how much he enjoyed it when he was able to attend in previous years. He also highlighted the Advent vigil this term.

8 Human resources updates

The HR Manager presented the Human Resources update report. She noted that there had been an increase in negative responses during exit interviews but observed that they clustered in one particular area where an action plan had been put in place and was being implemented.. A Governor asked whether there were issues which should be flagged to the Governing Body. The HR Manager said that these issues did not warrant that.

The HR Manager observed that the performance indicator for the completeness of exit interviews had not been met. The Chair of the Governing Body asked about the reasons. The HR Manager said that all cases were due to ill health where an interview was not appropriate.

The HR Manager noted the shortfall on staff attendance. However she highlighted that in the latest month there had been an improvement.

The HR Manager noted a slight dip in staff satisfaction but the College still exceeded the benchmark used by the consultancy who analysed the responses.

A Governor asked about the minority responding negatively about opportunities. One temporary member of staff was disappointed that they had not been appointed permanently. Two related to the particular department which had already been discussed.

The HR manager introduced the Recruitment and Selection Equality Monitoring Report. She observed that there had been issues with rates of non-completion of the equality monitoring form in the staff recruitment process. She explained that action had been taken to address this. She noted that the statistics generally showed a close match in the mix of applications to shortlisting to appointments.

A Governor asked about the gender balance in appointments to different levels in the College. The HR Manager explained that this was annually reviewed in the College's reporting and analysis of the gender pay gap.

A Governor asked if the report only showed new appointments. The HR Manager confirmed this. The Principal suggested that this could be addressed in the future.

The HR Manager told the Committee about work on collating and refreshing HR data in response to a query about the risks of under-reporting of disability/health conditions.

9 Policy review: HR

The HR Manager introduced the revised Capability policy which had two more significant changes:

- Around wording on reasonable adjustments for disabilities.
- The role of the Vice Principal in the process.

A Governor asked about whether mental health issues were covered by reasonable adjustments for disability. The HR Manager confirmed that the College was supportive in this regard.

The Chair of the Governing Body asked to what extent the Capability policy was used. The HR Manager said that it was rarely necessary as issues were addressed early and proactively.

A Governor asked if there was a typo relating to Stage 2. The HR Manager noted that the notes on the changes in the Policy omitted items but these were listed in the actual Policy in the pack of papers.

The Committee recommended the draft Capability policy to the Governing Body.

The HR Manager outlined key changes including:

- Re-wording of the triggers to allow earlier support and intervention after a series of short episodes of absence.
- Inclusion of the Deputy Principal in the process.

The HR Manager confirmed that the unions had been consulted on the policy changes.

A Governor asked how the policy was disseminated. The HR Manager confirmed that the policies were available on the staff intranet and addressed as part of staff induction.

The Committee recommended the draft managing absence policy and procedures to the Governing Body.

The HR Manager confirmed that the policy had been fully consulted upon.

The Committee recommended the draft Induction and probation policy and procedures to the Governing Body.

The HR Manager explained that an LGPS template had been used to ensure that the College would have a fit-for-purpose set of discretions.

The Committee recommended the draft LGPS discretions policy to the Governing Body.

10 Consultative staffing mechanisms

The Principal said that there was a Standing Committee meeting later in the month. He also noted ongoing, informal and positive discussion with the unions.

A Governor asked what was typically on the agenda of the Standing Committee. The Principal noted that the first issue was normally the College finances. He said that other issues had recently included changes in the College timetables and the timing of Open Evenings/Days.

The Principal outlined the current state of national pay negotiations and the risks to industrial relations. He noted that some unions had argued that reserves should be used to fund pay rises.

11 Performance report – Value Added

The Deputy Principal introduced the performance report on Value Added. He reminded Governors on how Value Added worked.

The Deputy Principal noted the growth largely in BTEC qualifications and mixed programmes over recent years. He also highlighted that the College's partner and other feeder schools achieved good outcomes which made ALPS Value Added more challenging for the College.

The issue of results in Spanish was noted. The Principal noted that the adjustment to linear A Levels had been less smooth in that curriculum area. The Deputy Principal also noted that there were Exam Board issues involved.

There was a discussion of ALPS Value Added in terms of equality and diversity. The Deputy Principal noted that there was a particular ALPS Value Added issue with students of Pakistani and Indian heritage. He explained that this was partly due to students' choice of STEM subjects even when they might have been advised against these subjects and partly due to the very high GCSE scores of three local Muslim schools. In response to a query about destinations, the Deputy Principal confirmed that ethnic minority students were progressing well in terms of destinations.

A Governor asked whether there was a weakness in the ALPS Value Added system if it did not recognise the challenges associated with students enrolling with high GCSE grades. The Principal agreed that this might explain why some colleges appeared to perform well.

The Chair of the Governing Body asked about other measures. The Deputy Principal noted that the DfE Performance Tables included attainment measures as well as the Level 3 Value Added measure. The Principal noted that the College scrutinised the College's performance in terms of High Grades.

The Chair of the Governing Body commented on the growth in numbers for particular areas. The Principal noted the growth in STEM subjects and more workplace-orientated courses. He put this in the context of students wanting a better paid and secure jobs as well as the changes in Higher Education student finance. He also noted that the shift from four A Levels to three and the changes in GCSE had an impact on student's choice of subjects..

The Chair thanked the Deputy Principal for digging deep into the performance data. He also noted there had been a reduction in the number of "blue" weak ALPS Value Added subjects.

12 Complaints report 2017/18

The Principal introduced the Complaints report noting that the numbers of complaints were low and this complicated efforts to draw out themes.

The Principal noted that there was an increase in the proportion of complaints accounted for by teaching and curriculum, including staff absence. He noted that the History department had been affected by staff death and serious illness. He also observed that the College had been obliged to use supply teachers, partly due to the changes in the timetable which complicated efforts to cover classes with overtime.

13 Equality, Diversity and British Values update

The Vice Principal outlined the progress in dealing with issues identified by the consultant, Christine Rose. The setting of objectives was the next step which would be linked with strategic planning. She noted the

The Vice Principal noted the recent training on hate crime from the Police and the British Values training from Christine Rose at the start of term.

A Governor asked about how the College was responding to issues around transgender students. The Principal noted that the College had adopted a HRSE Policy compliant with guidance from the Diocese. He also said that the College responded to this with pastoral support.

The Committee congratulated the Vice Principal on how progress in addressing the recommendations made by Christine Rose.

14 Higher Education – Annual Provider Review

The Vice Principal introduced the papers. She noted that the College had not run the Management Foundation Degree but still recruited 34 students across its Higher Education provision. She noted the work on assurance and the learner voice mechanisms. Governors could request details of learner voice including filming of feedback.

The Chair of the Governing Body asked about the scope for growth. The Principal suggested that there would be continued, incremental growth. He noted that the provision was high quality and creating real opportunities for students.

The Committee agreed that the statements should be signed by the Principal as the accountable officer on behalf of the governors.

The Acting Chair commented on how inspiring the Graduation Day had been.

15 Policy review: curriculum and quality

The Principal noted that there were no significant changes to the policy. The wording on interviews was clarified and aligned with how the College handled applications at guidance and enrolment interview stages. He also noted that the wording reflected that the UK may be leaving the EU in March 2019.

The consistency of the wording of associate schools was queried as it was not referred to in cases where over-subscription criteria applied.

The Committee recommended the draft revised Admissions policy to the Governing Body subject to amending the over-subscription criteria to recognise associate schools.

16 Feedback from Link Governors

The new Safeguarding Link Governor said that he had met the Assistant Principals Students about safeguarding. He was impressed by their work. He said that he hoped to attend the staff induction training on Safeguarding. He asked that his thanks to the Assistant Principals Students to be formally recorded.

The Principal noted that the Committee Chair as the new HE Link Governor had arranged a visit to the College to meet the HE Strategic Lead.

The Deputy Chair said that, as RE and Chaplaincy, he hoped to be attending a meeting of the Chaplaincy Committee in the near future.

17 Determination of any items to be treated as Confidential

There were no items deemed to be confidential.

18 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 23 January 2019.