

## **CARDINAL NEWMAN COLLEGE**

### **BOARD OF GOVERNORS – GOVERNANCE AND SEARCH COMMITTEE**

A meeting of the above Committee was held at 2.30 p.m. on Wednesday 23 January 2019 in the Principal's Office at the College.

#### **Members present:**

Richard Ainscough, Chair (F)  
Nick Burnham, Principal  
Peter Halpin (F)  
Len Hampson (F)  
Adrian Metcalf (F)  
Canon Luiz Ruscillo (F)

#### **Officers in attendance:**

Bob Deed, Clerk

### **MINUTES**

#### **1 Opening prayer**

The meeting commenced with a prayer.

#### **2 Welcome, introductions and apologies**

The Clerk noted apologies from Helen Seechurn.

#### **3 Declarations of interest**

There were no interests to declare.

Father Luiz noted that he was a trustee of a local charity. The Clerk said that as this was shown on the Father Luiz's entry in the register of interests, it did not need to be declared at each meeting. Father Luiz's role needed only to be declared if the charity was being discussed at a meeting.

#### **4 Minutes of the last meeting**

The minutes of the meeting of the Committee held on Wednesday 19 September 2018 were accepted as a correct record and signed by the Chair (file copy entered).

#### **5 Matters arising from the minutes**

There were no outstanding matters issues not covered by the agenda.

#### **6 Risk register: termly update**

The governance risks on the risk register were noted. There had been no change in their scoring since the last meeting.

## **7 Governance assurance review progress report**

The Chair asked about the remaining issues. The Clerk said that these were a mix of issues being resolved over the next few months and others which were longer-term, such as when the Catholic Education Service next issued revised Instrument and Articles. The Clerk suggested that the next progress report should be the last termly report before a change to an annual progress report.

The reference to the Association of Colleges' Code of Governance was noted. The Principal observed that the College was likely to leave the Association of Colleges due to the cost of membership and the improved offering from the Sixth Form Colleges Association.

## **8 Composition of the Board of Governors**

The Clerk circulated an amended list of governors showing the sole co-opted vacancy.

The Deputy Chair noted that the gender balance issue which had been discussed at previous Committee meetings and the SAR validation panel. The Clerk suggested that an exercise in identifying a pool of potential governors and possible co-opted committee members could aid diversity.

There was a discussion of the skills gap analysis in the Governor Survey and the previous discussion at the Committee about whether the College needed a governor with property expertise. The Principal noted that the College was able to access independent property expertise through Kerrie Norman of Flinders Chase, who was well-regarded by governors. The Chair said that he was aware of a potential candidate with a chartered surveyor background if the Committee did believe that a governor with property skills was required.

The ethnic mix of the Governing Body was highlighted by the Chair. The Principal noted that some former students might be a source of new governors including those from an Asian and/or Muslim background.

The Deputy Chair recapped for the Committee how he had used the Academy Ambassadors website to identify suitable candidates for an academy trust governing body and found the website was useful in promoting a more diverse set of governors. The Clerk said that there were other websites which aimed to match colleges with potential governors. The Deputy Chair offered to work with the Clerk on this.

Opportunities for attracting applications from Roman Catholic candidates was discussed including parish newsletters and the *Catholic Voice* Diocesan newsletter.

**The Committee resolved that the Principal explore options with former students.**

**The Committee resolved to use governor recruitment websites, parish newsletters and consider to use the *Catholic Voice*.**

## **9 Follow-up on governor training and development**

The Principal and Chair updated the Committee on their discussions about support team presentations for Governing Body and Committee meetings. The Chair specifically mentioned the importance of a presentation about the College's Careers service given the attention given to destinations by Ofsted and others.

The Principal noted Additional Learning Support and Foundation Learning were two other departments which might be of particular interest to governors.

A member suggested that governors would benefit from getting an insight into the structure and size of the College's workforce.

The Chair suggested that the governors should receive some Ofsted preparation and/or briefing on changes in the inspection framework. The Principal outlined the likely change in the Ofsted approach. The Principal said that the College senior leadership were following developments and would provide governor training.

The senior clerical representative suggested noted a Section 48 inspection will happen. He suggested that it might be useful for the Catholic Education Service to visit and brief governors. He also proposed refresher training on RE.

There was a general discussion of Section 48 inspection including the role of the Diocese and the scope for the Diocesan approach to inspection varying from the national approach. The Principal noted that the significance of the 5% requirement for general RE. He highlighted the College's dedicated RE team in contrast to some other Roman Catholic sixth form colleges.

The Clerk noted the issue with Health & Safety governor training flagged by the Link Governor for Health & Safety.

**The Committee resolved that the Clerk should plan a programme of presentations and briefings for governors including:**

- Departmental presentations including Careers and RE.
- Briefings on:
  - staffing structure;
  - Ofsted and inspection;
  - Section 48 inspection – ideally with input from the Catholic Education Service.
- Governor training on health & safety.

## **10 Determination of any items to be treated as Confidential**

No items were deemed to be confidential.

## **11 Date and time of the next meeting**

The next ordinary meeting of the Committee is scheduled to be held at 2.00 p.m. on Wednesday 8 May 2019.