

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 23 January 2019 in the Conference Room at the College.

Members present:

Adrian Metcalf, Chair
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

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

No apologies had been received by the Clerk.

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 14 November 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 Chair observed the high risks around safeguarding. The Deputy Chair noted that control measures lowered the net risk for these items.

The Safeguarding Lead Governor said that he visited before the last meeting of the Committee.

7 R.E. and Chaplaincy: update report

The Chair noted the Newman Day, the well-attended Advent Vigil and the charitable activities of students in the RE and Chaplaincy report. The Principal highlighted the success of the Newman Day. A governor concurred and stressed the importance of such an event in providing a well-rounded education. The attendance at the carol concert was also noted.

The Committee asked that its thanks to the Chaplain to be noted.

8 Human resources update

The HR Manager presented the Human Resources update report. She noted the positive performance for staff turnover and attendance against the benchmarks. The recruitment and advertising performance targets were also met.

The Chair noted that the College did not have difficulty in recruiting staff. The Principal warned that the College might eventually be affected by the national trends affecting teacher recruitment.

9 Gender Pay Gap report

The HR Manager presented the draft Gender Pay Gap report for March 2018 which the College was legally obliged to prepare and publish. She noted the reduction in the gender pay gap which resulted from a range of factors.

The Chair asked whether the shift towards more female higher-earners and more male lower-earners involved significant numbers. The HR Manager noted that the numbers involved were relatively small.

The HR Manager noted that the College had a gender pay gap smaller than the average for the Maple Group of sixth form colleges. She also noted that the College's in-house workforce of cleaners affected the ratio as they were predominantly female. The Principal noted that these staff were paid the Living Wage but in other colleges they would not be in the figures if out-sourced.

The Chair welcomed the section on how the College was addressing the gender pay gap.

The HR Manager explained that the support staff payment was considered as a bonus in the calculation along with, in the year, one recruitment payment.

A governor asked whether there was assurance for equal pay for work of equal value. The HR Manager outlined how jobs were graded to ensure comparability.

10 Consultative staffing mechanisms – minutes of the Standing Committee

The Principal introduced the minutes of the Standing Committee on 29 November 2018.

The Chair asked about the reference to negative comments at exit interviews. The Principal explained that these were exceptional and relating to one particular department. He noted that it had been reported by the HR Manager to the Committee in her previous report.

A governor asked about the College's policy on smoking illegal substances. The Principal outlined how the College sanctioned such behaviour.

A governor asked about the use of the prayer room. The Principal explained the College's policy on Muslim students attending Friday periods. He noted that the new timetable had caused some issues in winter but these issues had now been resolved with appropriate flexibility.

The Chair thanked the HR Manager for her reports.

[The HR Manager left the meeting.]

11 Support and challenge update

The Vice Principal stressed that the key approach was intended to provide support and improve results in departments. She noted that for three departments support was triggered as a result of weaker Level 3 ALPS value added performance. Two other departments had support. This was due to a low pass rates in one case and in the other issues with student achievement, staffing and departmental processes.

The Chair asked what proportion of students were being affected by weaker levels of value added. The Deputy Principal noted 7% of students were in the departments affected.

The Vice Principal noted evidence of work and progress including:

- Better analysis on student perception of course (SPO's) and common assessment points (CAPs).
- Specifications will be finished by Easter.
- Staff mentoring in most cases is going well.
- Discussions in some areas about changing exam boards.
- Relevant processes with Exams/MIS have been put in place.
- Most subjects attending relevant curriculum clinic and other support.

In one subject the current exam progress is 8% higher than last year with a chance of two further re-sit examinations.

A governor asked about staff response to support and challenge. The Vice Principal noted that it was generally positive. The Principal stressed that the College was reasonable and flexible with target-setting being reviewed where appropriate. He noted staff wanted the best for their students and better results.

12 Student Perceptions of Course

The Deputy Principal noted that student satisfaction was very positive. He noted that benchmarking was against the College's average – unlike value added when there was an external benchmark.

The Principal observed that some departments had excellent results by value added but had disappointing satisfaction. He said that the College reviewed performance in the round.

The Chair noted the high response rate which added to the validity of the exercise. The Deputy Chair noted that SPOCS was encouraged and students could even complete the survey on their phones.

13 Destinations report

The Principal introduced the report on student destinations. He noted the lower proportion of students going onto higher education. He explained that this was largely due to growth in BTEC student numbers who had lower rates of progressing to higher education.

The Principal noted that the College was constantly reminding and encouraging students to apply to UCAS.

The Staff Governors noted the increasing use of unconditional offers and other incentives from higher education. The Teaching Staff Governor explained how staff were encouraging students to think carefully about unconditional offers and consider long-term consequences of poor exam results.

The Chair asked about Oxbridge numbers. The Principal outlined factors affecting Oxbridge destinations and recent discussions about how the College could build upon existing Oxbridge support and HE Plus.

The Principal noted that in the most recently published destinations data, the College had a higher success rate than Runshaw College in terms of proportion of cohort progressing to Oxford and Cambridge. The Vice Principal told the Committee that this year the College already had 15 students with Oxbridge offers.

The Chair asked about apprenticeships. The Principal noted that apprenticeships were increasingly popular and the College Careers Service were making students aware of their options. He said that there were more good apprenticeships but also many poor quality ones locally.

The Chair asked about leavers who did not progress to employment and higher education. The Principal noted the small numbers in this category. He stressed the College made every effort to support such students and record destinations but these students were hard to track.

14 Policy Review – Safeguarding and Prevent Policy

The Vice Principal outlined the main changes including the inclusion of Prevent within the Safeguarding policy. The Principal noted that the main body of Policy had been subject to Glad Capewell's Safeguarding Assurance Review and amendments had been made following that review.

The Committee recommended the Safeguarding and Prevent Policy to the Governing Body for approval.

15 Equality and Diversity objectives

The Vice Principal explained the background to the Equality and Diversity objectives including the review by Christine Rose. She noted that the College had progressed and completed the rest of the action plan following Christine Rose's review.

The Vice Principal set out the proposed objectives for the next four years:

- 1) To create, sustain and celebrate an inclusive and diverse college community, which advances equality of opportunity for everyone. This will include:
 - a) Ensure any reasonable adjustments are made when required to the recruitment and application process for staff and students'
 - b) Updated Equality and Diversity staff training to be delivered annually,
 - c) Working collaboratively with other 6th form providers, schools and external agencies to tackle various issues relating to Equality and Diversity
 - d) Celebrating diversity through across the College community, and promoted by Equality and Diversity Champions.

- 2) Maintain and review as appropriate the curriculum to ensure that it is inclusive and all students are able to achieve their full potential. This will include:
 - a) Setting challenging targets for value added whereby all groups in terms of ethnicity, gender and those who are socially disadvantaged benefit from Cardinal Newman's outstanding outcomes. This will be monitored and analysed via appropriate QA systems
 - b) RE and tutorial programmes embed the opportunity for awareness and discussion on a range of equality and diversity issues
 - c) Offering an enrichment programme that is open to all students.

The Vice Principal explained that she had discussed these objectives with the Link Governor for equality and diversity.

The Committee resolved to recommend the draft Equality and Diversity aims and objectives to the Governing Body.

16 Feedback from Link Governors

There were no reports from any Link Governors.

The Link Governors for Higher Education and RE asked the Principal if visits could be arranged. The Principal agreed to follow this up.

16 Determination of any items to be treated as Confidential

There were no items deemed to be confidential.

17 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 8 May 2019.