

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 24 January 2018 in the Conference Room at the College.

Members present:

Adrian Metcalf, Chair (F)
Nick Burnham, Principal
Charu Ainscough
Peter Halpin (F)
Barbara Smith
Canon Tanner (F)
Andrew Wygladala (F)

Officers in attendance:

Bob Deed, Clerk
Paul Vaughan, Deputy Principal
Justine Barlow, Vice Principal
Emma Duxbury, HR Manager

Other governors in attendance:

Richard Ainscough (F)

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

No apologies have been received.

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 15 November 2017 were agreed as a true record subject to including Andrew Wygladala's attendance.

5 Matters arising from the minutes

The Clerk noted that following the Governing Body the draft Human Resources and Sex Education Policy had been sent to the Diocese. The HRSE Coordinator would be meeting the Diocese in February to discuss the draft policy.

6 Risk register: termly update

The quality, curriculum and staffing related risks were noted. The Principal explained that there were not any significant changes since the last meeting.

The Chair of the Governing Body asked how frequently the College commissioned assurance reviews of safeguarding. The Principal noted that the Governors had previously suggested a frequency of every three or four years.

The Chair asked about whether Governors should receive PREVENT training. The Clerk said that the Safeguarding training in September 2017 included PREVENT so he believed that there was no need for Governors to undertake the Home Office online training in the immediate future.

7 RE and Chaplaincy: update report

The Chair applauded the RE and Chaplaincy report from the Chaplain and the activities reported in it.

The Committee suggested that in the future it would be useful if the Governors were provided with the agenda of Newman Day so that they could fully participate.

The Principal noted the success of activities in the run-up to Christmas including the Carol Service and Advent Vigil.

The Committee asked that its thanks were passed through to the Chaplain.

8 Human resources update

The HR Manager presented her update report covering turnover, attendance and absence. She noted that the College was close to or better than sector benchmarks. She observed that there were some cases of long-term sickness including a sad case where long-standing staff member had recently died.

The Chair asked if any particular departments had high sickness levels. The Principal mentioned a department which had two cases of serious illness. He noted that some areas were vulnerable due to their size.

The Committee asked about the three temporary appointments of support staff. The Principal said that the College preferred permanent appointments. However, temporary appointments were sometimes required by circumstances such as interim cover and project work.

The Chair of the Governing Body asked if there were difficulties with recruitment. The Principal said that historically there had not been issues although he noted that this may be changing. He noted reduced recruitment nationally to teacher training.

9 Recruitment and Selection Equality Monitoring Report

The HR Manager presented the annual Recruitment and Selection Equality Monitoring Report. She noted that there were no causes of concern – the mix of applicants and the mix of appointments were broadly comparable. There were no major developments since last year.

The Committee asked whether there was any area “out-of-kilter”. The HR Manager noted that benchmarks were not always available – for example, levels of disability in the local population.

The HR Manager noted that the College was seeking to increase the response rates for equality monitoring forms. She noted that this issue had been discussed with the Equality & Diversity lead governor. The Deputy Principal suggested that an online application process would assist.

[The HR Manager left the meeting.]

10 Consultative staffing mechanisms – minutes of the Standing Committee

The Principal noted that the Standing Committee had termly meetings but had not met since the last meeting.

11 Progress against objectives in the Strategic Plan

The Principal presented his termly report to the Committee.

The Principal noted that applications were broadly in line with last year although there were some particular issues with some partner schools. He noted that staff changes in some schools could disrupt long-term relationships. The Chair asked about the closure of some school sixth forms. The Principal noted that there was only one school sixth form left in Preston. He explained that financial pressures were encouraging school sixth form closures.

There was a discussion about the demographic downturn. The Principal noted that the College had information from the RCU on prospective student numbers and that the College was commissioning a refresh of this work.

The Principal informed the Committee that the performance tables were being published the next day. He said that the performance shown was outstanding and compared favourably with other local colleges.

The Principal noted high levels of retention although he observed that more students were taking three subjects. He discussed attendance as high at 93.5% but lower than 94.1% last year which may be a result of the new timetable.

The Principal explained that the downward trend in the proportion applying to university continues with higher numbers looking at apprenticeships or taking a year out before making an application with concerns over the impact of tuition fees.

The Principal noted the work on CORE Maths where the College was looking at opportunities to access funding for students taking this qualification alongside BTEC courses.

12 College self-assessment report

The Deputy Principal introduced the draft College self-assessment report which showed the College as outstanding across the board. He informed Governors that the College's critical friend had suggested that the College request an inspection given its strength in curriculum and quality.

The Chair of the Governing Body asked if the College's critical friend had made useful recommendations. The Principal said that he did often make recommendations. These were often about process. For example, he had suggested that stronger department pass through a leaner self-assessment process.

The Committee asked whether there were any common themes arising in the areas where improved achievement was required. The Principal said that in this small number of subjects there were a range of issues. He said that these sometimes involved entry requirements as a result of exam reforms.

The Committee resolved to recommend the SAR to the Governing Body and to agree that it should be uploaded to the

The Chair of the Governing Body asked about Diocesan inspection. The Principal said that he expected a mission and ethos inspection in the near future. He noted that the Diocese did not use the national post-16 framework.

13 Policy Review – Safeguarding and Child Protection Policy

The Clerk confirmed that the Safeguarding and Child Protection Policy was normally reviewed annually and that the changes were highlighted.

Principal noted that Father Luiz had suggested that policies should more clearly articulate the College's Catholic mission and ethos. Many of the changes reflected this.

The Committee resolved that the Safeguarding and Child Protection Policy should be recommended to the Governing Body.

14 Equality and Diversity Action Plan

The Principal introduced the draft Action Plan 2017/18. He said that the draft Action Plan 2018/19 would be based on a programme of work including input and review by an external consultant. He highlighted that the draft document included reference to recent developments including gender pay gap reporting.

The Committee resolved that the Equality and Diversity Action Plan should be recommended to the Governing Body.

15 Feedback from Link Governors

The RE and Chaplaincy Link Governor commented how Governors valued the RE and Chaplaincy report.

16 Determination of any items to be treated as Confidential

No matters were 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 9 May 2018.