

## **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 9 May 2018 in the Conference Room at the College.

#### **Members present:**

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

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

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

### **MINUTES**

#### **1 Opening prayer**

The meeting commenced with a prayer.

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

Apologies have been received from Charu Ainscough.

#### **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.

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

The Clerk noted that there were no matters arising not covered elsewhere on the agenda.

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

The quality, curriculum and staffing related risks were noted particularly the higher-scored risks relating to safeguarding. The Principal noted concerns around mental health problems faced by some students.

The Chair asked what was causing the issues with young people's mental health. The Principal noted the pressures associated with social media and exams.

The Principal outlined how the College was handling it, including the "Big White Wall", resilience training with the charity Strong Young Minds, and counselling provision to students. He also noted the support offered by Achievement Tutors but stressed that the Tutors had a different role from counselling.

A Governor asked about pressures associated with target grades. The Principal noted that the College had reviewed and set target dates at a level which were reasonable. He said that he not heard any suggestion that stretching targets were a contributory factor for student stress.

The Principal noted that student mental health was an issue across the college sector both locally and nationally.

The Chair asked about stress and mental health issues for staff. The Principal noted that issues were unusual. The HR Manager observed that more staff were accessing support this year.

## **7 Human resources update**

The HR Manager introduced the HR update. She noted that turnover and absence were close to benchmarks. She noted that half of absence was long-term. The Principal noted that there had been some very sad cases of illness recently including a staff member being terminally ill.

The HR Manager outlined recent staff recruitment. She noted that there were no unfilled posts.

## **8 Consultative staffing mechanisms**

The Principal updated the Committee on the Standing Committee with the union representatives the previous day. He observed that the meeting was positive and useful.

The Principal explained that a key issue at the meeting was financial planning. He noted that there would be a tighter budget in 2019/20 with student numbers being affected by the demographic dip.

The Principal noted discussions of the gender pay gap which reflected the gender mix in College staffing including cleaning staff. The College timetable and calendar, including non-teaching days, were also discussed.

## **9 Progress against objectives in the Strategic Plan**

The Principal introduced the report on performance against College objectives including value added, retention and attendance

The Principal noted the plans for the College's 40<sup>th</sup> anniversary in 2018/19.

#### **10 R.E. and Chaplaincy: update report**

The Principal introduced the Chaplain's report on RE and Chaplaincy. He noted that the Chaplain would be presenting at the SLT/Governors' Conference.

The Chair noted the outline of the RE curriculum included in the report. He also asked that the Committee's thanks be communicated to the Chaplain.

#### **11 Department of Education Performance Measures**

The Deputy Principal noted that the College was performing better with A Level progress than Runshaw College, Blackpool Sixth Form College and Winstanley College. Likewise for A Level attainment, the College performed better even though it had a comprehensive admissions policy in contrast to Runshaw College. He also noted the similarly excellent performance on vocational qualifications.

The Committee commended the outstanding performance of the College.

#### **12 PREVENT update**

The Principal introduced the paper on PREVENT and British Values.

The Chair asked whether issues around violent extremism were waning. The Principal noted that the College continued to address these issues.

The Chair asked about FGM. The Principal explained that staff were conscious of risks around both FGM and forced marriage. He said that students at risk were monitored. The staff governor noted that students were supported with briefings, contact details etc.

In response to a question, the Principal explained how the College worked with the de-radicalisation CHANNEL programme.

#### **13 Higher Education – Termly report**

The Principal introduced the paper on Higher Education. A Governor asked about how Higher Education provision would be managed after the departure of the Justine Barlow. The Principal explained that the new Vice Principal, Vicky Bryant, would oversee Higher Education on SLT. He also said that Kathy Salisbury was currently acting as a strategic lead on Higher Education.

The Principal noted that the College was re-appraising its School Direct programme as a result of changes in policy at Edge Hill University. The Committee noted the current numbers of applications to the programme in 2018/19.

The Committee asked about the role of HE Lead Governor following the resignation of Penny Dineen.

**The Committee agreed that the Chair should cover the HE Lead Governor in the interim.**

#### **14 Policy review: HE**

The Clerk noted that the HE policies included self-assessments on consumer law, management and governance and student protection as well as two new policy statements on academic freedom and access & participation. He said that these had been drafted by the former Vice Principal with further work ongoing. He drew the Committee's attention to the revised draft of the policy statement on access & participation which had been prepared by the strategic lead for Higher Education. This had been uploaded earlier in the day.

The Clerk explained the context of the documents – the Office for Students registration process which required the self-assessments before the end of May 2018.

**The Committee reviewed the documents and agreed that they should be submitted to the Office for Students.**

**The Committee agreed that the completed documents should be considered by the Governing Body for approval.**

- **The self-assessments on consumer law, management and governance and student protection;**
- **The statement on academic freedom; and**
- **The statement on access and participation.**

#### **15 Policy review: Other**

The Clerk explained that the Equality & Diversity policy review was required by an awarding body which had noticed that the review was overdue. The Clerk noted that the only changes being proposed were are corrections of job titles and the inclusion of a three year review cycle. The Principal explained that the Committee would consider a full revision of the Policy after the external review in June 2018 of equality and diversity arrangements at the College.

**The Committee noted the minor changes to the Equality Policy, pending the full review later in the year, and recommended it to the Governing Body.**

The Clerk noted that in order to meet the requirements of the ASDAN awarding body and possibly other awarding bodies in the future, the Examinations Manager had drafted a new Malpractice Policy covering internally marked qualifications. The main awarding bodies had their own procedures which the College applied.

A Governor queried why the Policy was titled Draft. The Clerk explained that all policies should be watermarked or titled Draft until they were approved as final. He explained that the draft Malpractice Policy was complete and required no further changes unless the Committee requested any.

**The Committee recommended the draft Malpractice Policy to the Governing Body.**

## **16 Feedback from Link Governors**

There was no further feedback from Link Governors.

## **17 Committee self-assessment against its terms of reference**

The Clerk introduced the paper on the Committee self-assessment against its terms of reference. He noted that this was also an opportunity to suggest amendments to the terms of reference.

A Governor suggested that the Committee should assess against the terms of reference. The Chair noted the extensive reports received by College management on targets and performance, RE and Chaplaincy, safeguarding, Higher Education and Human Resources. He observed the discussions on learner satisfaction and student support.

The Chair noted the challenge of balancing the financial and quality aspects of staffing. The Principal noted that the Deputy Principal had brought information to the College on group size and staffing across the College's curriculum. The Chair suggested that this would be discussed more if there were increased pressures on staffing.

The Clerk noted that the College had merged two committees to form the Committee and that at the time there was some concern over potential workload. No concerns were raised by the Committee over the issue. The Principal noted that quality and staffing had a close, strategic fit and relationship.

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

No matters were deemed to be confidential.

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

The Clerk said that the draft Calendar of Meetings for Governing Body and Committee meetings would be circulated as soon as possible.

In the draft Calendar the next Quality, Curriculum and Staffing meeting was planned for 14 November 2018.