

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS – QUALITY, CURRICULUM AND STAFFING COMMITTEE

A meeting of the above Committee will be held at **4.00 p.m.** on **Wednesday 13 November 2019** in the Conference Room at the College.

Members present:

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

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 8 May 2019 were agreed as a true record and a signed copy filed.

5 Matters arising from the minutes

There were no matters arising.

6 T Levels presentation

The Vice Principal – Teaching, Learning and Staffing explained that T Levels were planned to be two year courses equivalent to three A Levels – in order to have parity of esteem. They are composed of a mix of classroom learning and relevant industrial placement.

The Chair asked whether the T Level cohorts would be different from existing students. The Principal explained that they would be primarily, but not exclusively, aimed at students currently taking BTECS.

The Chair asked about the curriculum intent behind the T Levels to be offered. The Vice Principal said that high quality vocational provision was expected to offer a gateway to employment. She noted that there might be concerns about their acceptability to universities.

The Principal noted the rumours about the future of BTECs. He did not believe that this would be pursued by government given constraints such as the need for such large numbers of industrial placements.

The Vice Principal outlined the current and future funding:

- Capacity and Development Funding 2019/20: £102k based on 82 students completing placements
- £85k Early Adopter funding 2019/20
- £868k T Levels Capital for a new building (Digital and Childcare pathways)
- £178k T Levels for specialist equipment allocation

The Vice Principal noted the lack of awareness of T Levels among employers. There was a discussion of practicalities involved. She noted the success of the NHS Plus model at the College.

The Vice Principal noted the work on preparing for T Levels:

- Employer engagement events to establish relationships
- Developing capacity – including systems and structures.
- Appointment of new roles including two Industry Placement coordinators and a planned work placement coordinator

The Vice Principal outlined the demand for a transition years for students not ready for T Levels. She said that the College was exploring two pathways:

- qualification pathway In 19/20 piloting L3 Health and Social (hybrid) for student who are re-sitting Maths GCSE or English GCSE
- non-qualification pathway - Work experience, L2 EPQ, Driving Theory support and a bespoke AT package is also being considered.

7 Risk register: termly update

The Clerk noted that the termly refresh was being completed for the full Governing Body so the progress column had not been included.

The Chair noted the safeguarding risks were ranked as higher risks. The Principal drew the Committee's attention to the assurance report relating to these risks.

8 R.E. and Chaplaincy: update report

The Chair applauded the thorough and fantastic RE and Chaplaincy report. In particular, he noted staff and students visiting the canonisation of Saint John Henry Newman in Rome. The Principal said that the visit had been an uplifting experience for all those able to participate.

The Chair asked that the Committee's thanks to the Chaplain be recorded.

9 Human resources updates

The Human Resources Manager highlighted key issues from the Human Resources Report. She noted:

- A small dip in staff satisfaction although the College remained towards the top of the rankings of comparable institutions.
- Lower than sector norms for staff turnover.
- Better than average levels of sick absence for both teaching and support staff.

The Human Resources Manager noted that the Recruitment and Selection Equality Monitoring Report did not raise any issues. She noted that the analysis by age was distorted by the small numbers involved. The Principal suggested that the categories could be consolidated.

The Chair asked about evaluating the actions to ensure equality and diversity. The said that the Equality and Diversity Report set out the extensive work on equality and diversity.

The Human Resources Manager introduced the Equality and Diversity Report which set out data on all staff as well as actions.

The Chair thanked the Human Resources Manager for the work on data and analysis. The Link Governor for Equality and Diversity agreed that the reports were useful exercises.

A governor asked about how HR-related complaints were reviewed. The Human Resources Manager said that these were very unusual but agreed that these could be addressed in future reports. The Principal noted the sensitivity of reporting grievances. The Human Resources Manager noted the risks of grievances making it possible to identify staff involved by their protected characteristics or other factors.

The Principal introduced the tabled paper on the Living Wage increase which was announced by the Living Wage Foundation earlier in the week.

The Committee resolved to recommend to the Governing Body the implementation of the Living Wage hourly rate of £9.30 from 1 November 2019.

10 Policy review: HR Redundancy policy and procedure

The Human Resources Manager introduced the draft revised HR Redundancy policy and procedure which had been subject to union consultation and solicitors' advice. She explained that the policy had been simplified and restructured so it now clearly states the six stages to be followed for compulsory redundancy, along with the procedure for voluntary redundancy and collective consultation. Reference to 'formal' and 'informal' stages have been removed to ensure steps are not duplicated.

The Committee resolved to recommend the Redundancy Policy and Procedures for approval to the Governing Body.

[The HR Manager left the meeting.]

11 Consultative staffing mechanisms

The Principal noted that the Standing Committee meeting was being arranged for this term. He said that relationships were cordial and positive.

The Principal noted that there was unhappiness from the NASUWT about a timetable change at the end of the summer term. There had been a meeting with the NASUWT union reps and a regional officer which had a satisfactory outcome. He said that it did demonstrate the need to maintain good communication.

12 Performance report – Value Added

The Deputy Principal introduced the ALPS performance report. He noted the context of the shift towards vocational and mixed programmes as well as the good GCSE scores of students on entry.

The Deputy Principal noted the excellent results and the absence of any gender or socio-economic gap in A Level value added.

The Deputy Principal observed the strong value added performance for BTECs.

13 Complaints report 2018/19

The Principal outlined the analysis in the complaints report. He noted the drop in curriculum and teaching complaints following one-off circumstances last year.

A governor asked if there were any common themes in the Other category. The Clerk as Vice Principal said that there was a varied mix in the Others.

14 Equality and Diversity update

The Vice Principal – Teaching, Learning and Staffing introduced the report which updated governors on actions since the set of equality and diversity objectives were adopted. She drew governors' attention to the equality and diversity newsletter and the various activities such as the role model of the month. She asked governors to let the Clerk know if they wished to receive a copy of future newsletters.

15 Higher Education update

The Chair noted the success and expansion of the Higher Education provision. He said that he had met one of the College's Higher Education students.

The Vice Principal said that the provision was highly flexible with only that week a new student being enrolled. She observed that students were often progressing onto further courses and finding new opportunities at their work.

The Vice Principal invited governors to attend the forthcoming SAR panel on Higher Education provision. The Chair as HE Link Governor expressed an interest in participating.

16 Safeguarding assurance review

The Principal explained that the Safeguarding assurance review undertaken by an experienced former Sixth Form College principal had been commissioned as part of the board assurance plan. Therefore it had already been considered by the Audit Committee.

The Principal noted the positive conclusions and the useful recommendations.

A governor asked if the College would be implementing all the recommendations. The Principal said that the College was not convinced that there was value in DBS checking for all staff on a cyclical basis. He said that a risk-based approach was to be adopted so any staff without continuous presence at the College, such as invigilators, would have DBSs checked on a rollin basis.

17 Policy review: curriculum and quality

The Principal introduced the draft revised Admissions Policy. He said the only significant changes to the policy is the removal of a section on students from outside the European Economic Area. He said that this section might give the misleading impression that the College was able to sponsor overseas students.

The Committee resolved to recommend the Redundancy Policy and Procedures for approval to the Governing Body.

18 Feedback from Link Governors

The RE Link Governor said that he hoped to attend the Chaplaincy meetings this term.

The Careers Link Governor had been updated by the Careers Managers on developments. The College had passed the first and second stages in achieving the Gatsby Standards. He noted that, as Link Governor, he may be asked to meet the third stage assessor.

18 Determination of any items to be treated as Confidential

Part of the discussion of value added was deemed confidential.

19 Date and time of the next meeting

The next meeting of the Committee was provisionally scheduled for Wednesday 29 January 2020.