

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 8 May 2019 in the Conference Room at the College.

Members present:

Andrew Wygladala (F), Deputy Acting 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

Apologies had been received from Adrian Metcalf.

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 23 January 2019 were agreed as a true record and a signed copy filed.

5 Matters arising from the minutes

There were no matters arising.

6 Presentation by Careers

Faye Mawdesley, the Careers Manager presented on careers provision at the College. The Careers Team includes a job-split careers officer post from September 2019. The Team provide support across the College including Higher Education and Foundation Learning students

The Careers Manager outlined the range of activities, including HE and employability fairs, guest speakers, 1 to 1 guidance and links with the pastoral programme. She set out how this supported students in preparing UCAS applications and considering options. She explained what the “My Futures” days with local universities.

The Careers Manager highlighted the role of the Team in relation to destination tracking and UCAS applications. The Team support and quality check UCAS applications.

The eight Gatsby benchmarks of Good Career Guidance were outlined and how the College was working on them and seeking accreditation in relation to:

- A stable careers programme.
- Learning from career and labour market information.
- Addressing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.
- Personal guidance.

A governor asked how challenging the benchmarks were. The Careers Manager said that the main challenge was the volume of students. The Careers Manager noted the support given to and received from the team of Achievement Tutors.

The Teaching Staff Governor asked what level of support was required by the benchmarks. The Careers Manager noted that the level of support might vary. The assessment will be undertaken in 2020.

A governor asked how the Roman Catholic mission and ethos affected the Careers Team. The Careers Manager said that a supportive and holistic approach was consistent with Catholic Social Teaching.

The Acting Chair expressed an interest in being the Careers Link Governor.

The Principal noted the hard work of the Careers Team in supporting students and processing applications.

7 Risk register: termly update

The Principal introduced the Risk Register noting the high inherent risks.

8 Human resources update

The HR Manager noted that both staff turnover and attendance rates compared well with both last year’s figures and sector benchmarks. The Acting Chair asked what had been done to secure the improvement. The HR Manager said that the College continued to support staff including occupational health as appropriate. The Acting Chair said that he considered the HR figures to be impressive.

9 Consultative staffing mechanisms

The Principal noted that it was not possible to meet the Standing Committee last term. Therefore, he met each unions' representatives individually. A Standing Committee meeting will be held before half-term.

The Principal said that the union representatives were informed that the Lancaster University School of Mathematics had received ministerial approval. He assured them that staff would only be transferred voluntarily with terms and conditions being consistent with the College's.

The Principal also discussed with the union representatives the financial challenges. He noted the importance of the Spending Review and the campaign for a higher National Funding Rate. The Principal said that he proposed showing a range of scenarios.

10 Policy review: HR (taken before item 9)

The HR Manager introduced the two documents which had been through Senior Leadership Team and union consultation. She drew attention to the new clause in new contracts on notifying the staff in the event of criminal charges relevant to their role. A governor asked about the wording of this. The HR Manager said that the wording was from the College's solicitors, Evershed Sutherlands.

The Principal clarified that the deletion of the clause on maternity rights reflected the fact that these were statutory rights so guaranteed.

The Committee recommended the two policies to the Governing Body.

11 R.E. and Chaplaincy: update report

The Principal introduced the R.E. and Chaplaincy: update report. He highlighted the Quiet Mind session by Anthony Finnerty from the Diocese.

The Principal said that the Association of Catholic Sixth Form Colleges conference was attended by senior leaders from the College and the Lay Chaplain. He said that a key issue with Section 48 inspection. These developments included a new framework using a national team of dedicated sixth form college inspectors.

The Principal invited governors to the Mass for 40 years of the College.

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

12 OFSTED Dashboard

The Principal noted that the document had already been received by the Governing Body but suggested that scrutiny of the Committee would be useful.

The Principal noted that two north-western Outstanding sixth form colleges had now been visited after the recent inspection at Carmel College.

The Deputy Principal noted that most of the College's BTEC provision was excluded from national performance tables as most of this provision was on old specifications. A governor asked why the College had not moved to the new specifications. The Deputy Principal noted that these new qualifications were not always appropriate for those students on BTECs. However the College did expect to have to move to new specifications in the medium term. The Principal noted the wider context: the review of Applied General Qualifications and the introduction of T levels.

The Deputy Principal outlined the results and explained the Ofsted charts showing value added with indications of statistical significance. He also noted the levels of student retention which showed how the College was seeking to keep students with active monitoring and intervention, including transfers to other qualifications when appropriate.

The Deputy Principal pointed to the good performance with Maths and English GCSEs. He also noted that the Higher Education destinations were consistent with national trends.

13 PREVENT update: latest Action Plan

The Vice Principal noted that by May 2018 the College's PREVENT action plan was complete. Therefore her update set out the PREVENT-related actions in the last year.

The Vice Principal highlighted key actions including full integration of PREVENT into the Safeguarding Policy and changes with the Prayer/Quiet Room.

The Safeguarding Link Governor said that he had a recent update from the Assistant Principal Students and continued to be assured.

14 Higher Education report

The Vice Principal introduced the Higher Education report. She noted the good performance, including positive Learner Voice, on Foundation Degree Early Years and the Level 6 BA Top-Up Working with Children in Early Years and Education.

The Vice Principal said that the Foundation Degree in Health and Social Care with UCLan was starting in September 2019. The College was also hoping to launch a Foundation Degree Business and Management in September.

The Vice Principal also said that the College was exploring the option of a nursing degree with a local NHS trust.

15 Feedback from Link Governors

The Acting Chair as R.E. and Chaplaincy Link Governor updated the Committee on his recent visit to Chaplaincy.

16 Committee self-assessment against its terms of reference

The Clerk introduced the paper. The Acting Chair believed that the Terms of Reference were comprehensive and the Committee was fulfilling its remit.

17 Determination of any items to be treated as Confidential

There were no items deemed to be confidential unless the Maths School project announcement was delayed.

18 Date and time of the next meeting

The next meeting of the Committee was provisionally scheduled for 13 November 2019.