

## 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 29<sup>th</sup> January 2020** in the Conference Room at the College.

#### **Members present:**

Adrian Metcalf (F), Chair  
Nick Burnham, Principal  
Charu Ainscough  
Amy Baines  
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**

Apologies had been received from Peter Halpin.

#### **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 13 November 2019 were agreed as a true record and a signed copy filed.

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

There were no matters arising other than a tabled paper on recently-published Department for Education performance tables which related to the previous meeting's agenda item on value added.

The Deputy Principal introduced the paper. He noted that:

- The College was the largest A Level institution in Lancashire.
- The College's A Level progress score was better than Blackpool SFC, St Mary's College Blackburn, other local sixth form colleges as well as Runshaw College. The score itself was slightly lower than the last year.
- The College's A Level attainment was higher than Runshaw College and local sixth form colleges, including Blackpool SFC and St Mary's College Blackburn.

The Principal observed that linear A Levels had impacted students with lower GCSE scores across the country. He said that there was a need for the College to review subject entry requirements. This was in hand.

The Chair noted the relatively low numbers shown studying A Levels at Blackburn College and St Mary's College Blackburn. The Principal said that this was due to a range of factors including some students attending colleges outside Blackburn and others staying on in school sixth forms.

The Chair asked about average progress across the North West. The Principal said that he had anonymised ALPS data for North West sixth form colleges. This showed that there was a general lowering of one ALPS point with some colleges moving down two. The College's ALPS 3 was well above average.

The College's strong performance with GCSE Maths and English was noted.

The Principal noted that the College's strong ALPS and DfE A Level progress scores were a testament to the hard work of staff as well as excellent teaching and learning.

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

The risk register was noted by the Committee. The Clerk confirmed that there were no material changes to the scores.

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

The Chaplaincy Link Governor said that he had been updated by the Lay Chaplain but had been unable to attend Chaplaincy's Newman Life Committee due to a prior commitment.

The Chair noted the detailed report from the Chaplain. The Principal highlighted the Advent Vigil, the Carol Service and the Christmas Liturgies.

## **8 Human resources update**

The HR Manager outlined the key metrics in the report. The staff turnover metric was below the Association of College's (AoC) benchmark. The attendance rate the rate for last year at 97.7% was slightly above the AoC's figure of 97.6% for sixth form colleges. Compared with last year support staff attendance was slightly lower than last year but this was expected to improve.

The HE Manager noted that all of the recruitment metrics were being met.

## **9 Gender Pay Gap report**

The HR Manager introduced the paper. Although there has been a small increase in the pay gap from the previous year, this year's figures do show a reduction in the gender pay gap since March 2017. In addition, the College's median pay gap compares at 10% very favourably with the gap for the education sector which is at 20%.

The HR Manager observed that analysis of the ten largest incorporated sixth form colleges by FTE (of those who are required to report) demonstrates that the College's pay gaps were in line with the average mean and much better than the average median.

The HR Manager noted that the gap was calculated in line with ACAS guidance. This meant that the maternity leave and sickness meant staff would be temporarily excluded from the data and may affect the measure in particular years.

In terms of addressing the pay gap, the HR Manager noted the work taken to support equality and diversity including flexible working and unconscious bias training. She also noted the commitment to a fair and transparent recruitment and selection process. The Equality and Diversity Link Governor noted the importance and value of this at the College.

The Principal highlighted the College's commitment to being a Living Wage Employer which benefited the largely female cleaning team.

[The HR Manager left the meeting.]

## **10 Consultative staffing mechanisms – minutes of the Standing Committee**

The Principal said that the December meeting with union representatives was very positive.

The meeting agreed that the timetable was working well. An improvement in behavior had been noted. Attendance and punctuality did not seem to have been affected.

The Principal expected the national pay negotiations to be difficult after a period of real-term cuts in pay.

The meeting considered a report on the College's finances. The Principal noted that the College management was keen to have an open approach to sharing information with unions.

The Principal noted the sector issues for wellbeing. He said that the College's four block model was valuable in terms of managing workload and stress. He also added that when possible the College was kept back days at the end of the summer term with an earlier end of term.

## **11 Support and challenge update**

The Vice Principal noted the support and challenge programme was consistent with Ofsted's analysis. She said that extensive work had been undertaken in the limited number of areas identified.

The Chair confirmed that the subjects being supported were those identified in the self-assessment process. The Chair suggested that Committee members should be invited to the SAR panels for those subjects.

The Principal noted the positive response of the departments involved. The Vice Principal said that the departments were on board with the project and in many cases identified what actions needed to be taken.

{Canon Tanner left the meeting.}

A Committee member asked if issues caused by particular exam boards. The Vice Principal said that in one case the College had switched boards. A Committee member asked who chose exam boards. The Principal said that it was a decision for heads of department. However, where results were disappointing senior leadership would review the situation and get involved.

## **12 Student Perceptions of Course**

The Deputy Principal introduced the paper. He highlighted the positive responses to questions paralleling the Ofsted's Learner Voice survey.

The Deputy Principal suggested that the improvement in scores may reflect the teachers being more familiar with linear courses, the students being on more appropriate courses (as a result of changes to entry requirements) and the benefits of the new timetable.

The Chair asked about the scope for further improvement. The Deputy Principal suggested that improvement was challenging when scores were so high.

## **13 HE update report**

The Principal's introduced the minutes of the HE Academic Board meeting which was run in line with the College's self-assessment validation panel process with a critical friend from UCLan. The Chair, who attended the meeting as HE Link Governor, observed that the meeting was both positive and useful. The HE Self Assessment Report was noted by the Committee.

## **14 Feedback from Link Governors**

The Careers Link Governor updated the Committee on his recent visit. The College was in the process of recruiting a new member of the Careers team. The Link Governor also noted the preparations for the Kitemark assessment. He was likely to be asked to take part in the process. The Principal thanked him for his time and support.

The Safeguarding Link Governor said that he was undertaking the Education & Training Foundation online course on Safeguarding. He said the course was very detailed and may not be appropriate for governors although he intended to complete the course as he was the Link Governor. The online course was suggested by the governance assurance review. However, the Safeguarding Link Governor said that an alternative approach might be more suitable. He said that the start-of-the-year refresher training for staff might be more appropriate for governors if tailored. He would ask the Assistant Principals Students for their thoughts on this.

The Equality and Diversity Link Governor said that there had not been a recent meeting of the Equality and Diversity Team. The Vice Principal will circulate the Equality and Diversity newsletter to governors interested.

**15 Determination of any items to be treated as Confidential**

No items were deemed to be confidential.

**16 Date and time of the next meeting**

The next ordinary meeting of the Committee was scheduled to be held at 4.00 p.m. on Wednesday 20 May 2020.