

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 20 May 2020** on Microsoft Teams.

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 Wednesday 29 January 2020 were agreed as a true record and a signed copy filed.

5. Matters arising from the minutes

There were no matters arising not covered by agenda items.

6. Risk register: termly update

A governor asked about the coronavirus risk. The Principal noted that this was being reviewed and a fuller analysis would be provided.

The Chair asked about the College's responsibility for students not on-site. The Principal said that the College was monitoring and supporting vulnerable students.

The Chair of the Governing Body asked about the College's responsibilities for home working staff. The Principal said that the College was ensuring that it was supportive. He said that once the model of delivery for 2020/21 was in place, arrangements for risk assessing home-working would be put in place. A governor said about his own employer was adopting a similar approach: prioritising support for staff with risk assessing home working environments being done if such arrangements became more permanent.

7. Human resources update

The HR Manager presented the termly Human Resources report. She highlighted that the College was performing better than sector yardsticks for staff attendance and retention.

8. Consultative staffing mechanisms

The Principal said that relations with all unions were good. The Principal said that he would be liaising with the unions about the partial re-opening of the site. He did not anticipate any issues.

9. Policy review: HR

The HR Manager confirmed that in all four cases the changes had been through review by SLT and the solicitors as well as consultation with the unions. These policies were all subject to the policy review cycle.

The HR Manager noted the limited numbers of changes to the Grievance Policy including the provision in relation to grievances against the Principal.

The HR Manager said that the Recruitment and Selection policy had been updated to comply with safeguarding and other mandatory requirements.

The HR Manager introduced the Confidential Reporting Policy. She highlighted that the amendments to this whistle-blowing policy included two additional concerns being listed in the introduction:

- failure to comply with any legal or professional obligation or regulatory requirement; and
- the deliberate covering-up of wrong-doing.

The HR Manager outlined the proposed changes to the Dignity at Work policy including greater flexibility for allowing SLT members to carry out investigations rather than just the Deputy Principal.

The Principal thanked the HR Manager for her work on the four draft papers

The Committee recommended the proposed changes to:

- **Grievance policy**
- **Recruitment and Selection policy**
- **Confidential Reporting Policy (“Whistle-blowing policy”)**
- **Dignity at Work policy**

10. R.E. and Chaplaincy: update report

The RE and Chaplaincy Link Governor introduced the Lay Chaplain’s report which set out the activities.

The Chair noted the importance of support, mission and ethos in difficult times. The Principal said that he was working closely with the Chaplain. He noted that the RE team were getting new Surface Pros and there would be a new online RE programme ready if teaching and learning was online during 2020/21.

11. Briefing on Centre Assessed Grades

The Deputy Principal outlined the process for setting and moderating grades for submission to the Centre Assessed Grades process. He said that CEDAR was invaluable.

The Deputy Principal stressed that the process was intended to ensure that they were appropriate and would be accepted by the exam boards. He said that the process had gone well with the support of staff.

12. PREVENT update: latest Action Plan

The Vice Principal outlined work

- Review of email accounts by risk assessed students.
- Work with the counter terrorism advisors to arrange online training.

The Vice Principal updated the Committee on numbers referred to Prevent/Challenge.

13. Higher Education report

The Vice Principal noted that Higher Education had migrated online during the closure of the College site. She noted that HE was continuing to develop at the College.

The Chair said how impressed at the recent HE quality meeting which he attended.

14. Feedback from Link Governors

The Link Governor for Careers said that he had spoken to the Careers Manager on work progressing during the lockdown.

The Chair noted that the Safeguarding Link Governor was meeting the Assistant Principals Students.

The earlier comments of the Higher Education Link Governor and the RE Link Governor were noted.

The Equality and Diversity Link Governor noted the equality and diversity group had not been able to meet due to the lockdown. The Vice Principal said that she would ensure that the Link Governor would receive the equality and diversity newsletter.

The Teaching Staff governor asked about the Student Bulletin. The Principal agreed that the Student Bulletin should be resumed.

15. Policy review: Quality and Curriculum

The Principal introduced the paper from the Assistant Principals Students setting out amendments to the Safeguarding Policy including those associated with the addendum required by the Coronavirus crisis and the College site closure.

The Link Governor said that the Safeguarding Policy was within the context of the College's excellent pastoral support for students.

The Committee recommended the proposed changes to the Safeguarding Policy.

16. Determination of any items to be treated as Confidential

No items were deemed to be confidential.

17. Date and time of the next meeting

The next ordinary meeting of the Committee will be scheduled for the autumn term.