

## CARDINAL NEWMAN COLLEGE

### BOARD OF GOVERNORS

A meeting of the Governing Body of the College was held at 4.00 p.m. on Wednesday 7<sup>th</sup> October 2020 on Microsoft Teams.

#### **Members present:**

Richard Ainscough (F), Chair  
Len Hampson (F), Vice Chair  
Charu Ainscough  
Amy Baines  
Bernadette Davies (F)  
Bob Eastwood (F)  
James Gilford  
Peter Halpin (F)  
Adrian Metcalf (F)  
Bill Noblett (F)  
Helen Seechurn (F)  
Barbara Smith  
Canon Tanner (F)  
Peter Towers (F)  
Andrew Wygladala (F)

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

Vicky Bryant, VP – Teaching, Learning and Staffing  
Bob Deed, Clerk  
Sally Conroy, Teaching & Learning Team (items 1-6)  
Laura Fowler, Teaching & Learning Team (items 1-6)  
Kelly Illingworth-Turner, Assistant Principal Students (items 1-6, 8)  
Katie O'Reilly, VP- Finance and Resources  
Michelle Robinson, Teaching & Learning Team (items 1-6)  
Rick Szostak, Assistant Principal Students (items 1-6, 8)  
Paul Vaughan – Deputy Principal  
James Wildig, Assistant Principal Students (items 1-6, 8)

### MINUTES

#### **1. Opening prayer**

The meeting commenced with a prayer.

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

The Chair asked for Microsoft Outlook invitations to be sent out for events once confirmed. The Clerk said that he would speak to Principalship about this.

The Chair welcomed Laura Fowler, Michelle Robinson and Sally Conroy for item 6. He also welcomed Kelly Illingworth-Turner, James Wildig and Rick Szostak for item 8.

The Chair noted the apologies from Nick Burnham and Evelyn Davies. The Chair asked that the governors' best wishes were forwarded to the Principal.

#### **3. Declarations of interest**

There were no interests which required declaring.

The Clerk noted that almost all Register of Interests entry forms had been returned. He reminded governors to complete and submit their entries if they had not yet done so.

#### **4. Minutes of the previous meeting**

The minutes of the meetings held on 24 June 2020 were approved as a true record.

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

There were no matters arising which were not covered by agenda items.

#### **6. Presentation on using technology in Teaching and Learning**

The Vice Principal Teaching, Learning and Staffing outlined the context of online teaching and learning, including the preparation during the two weeks before the site closure. She noted the importance of the Teaching and Learning inset training for teachers.

The Vice Principal highlighted the feedback generated from teaching and learning during lockdown. She said that this had shaped the current blended model of two days of on-site learning with three days online including the Curriculum Plus Wednesdays.

Laura Fowler said how the Teaching and Learning Team had sought to research successful teaching and learning strategies used at during lockdown and identify the challenges students and staff may have experienced. This involved all Heads of Departments and their teams being asked to fill out a proforma to record their experiences during lockdown. These were then collated and summarised.

Laura Fowler showcased the capabilities of Team including chat and Class Notebook. This allowed the teacher act as if they were in the room with the student supporting them.

The Chair asked if any students were unable to fully engage. Laura Fowler noted the challenges for some students with difficult circumstances such as students having jobs and acting as carers.

Sally Conroy outlined the challenges:

- Some student engagement issues including students already at risk of failure or underachievement tended not to engage with remote learning. Year 13s in this situation needed to catch up and this is now being addressed, particularly with Curriculum Plus session on Wednesdays.
- Technical issues and IT resources at home for both staff and students with Wi-Fi overload, shared machines, etc. There has been work to distribute Bursary laptops to disadvantaged students.
- Some staff and students had to juggle remote learning with external demands.

- Differentiation of the quality of on-line lessons and resources between departments and staff.
- The difficulties posed for practical subjects such as Art, Music and Sport. She noted how in Modern Languages, she had been forced to be creative in responding.
- The issues of staff workload, student anxiety and digital overload. She noted that there were strategies for departments such as sharing work.

Michelle Robinson outlined how the College was moving forward with blended learning and Curriculum Plus Wednesdays. She highlighted:

- The value of all staff having a surface pro laptop which allowed them to work at College and at home.
- The importance of the staff Continuing Professional Development sessions – the next day's session was about teaching and learning when students are self-isolated.
- The contribution of on-line resources being made available via the Library.

Michelle Robinson said that the College had been accepted as a Microsoft Showcase School. This was a prestigious achievement and would allow the College to access support from a global community of schools and colleges. She also outlined how the Quality Assurance process was being adapted to capture the online learning experience of students

Michelle Robinson said that henceforth there would never be disruption from Snow Days – teaching and learning would continue uninterrupted.

The Chair thanked the Team for the presentation which had demonstrated the College's achievement in responding so well to the site closure.

The Chair asked how well prepared the Year 12s were for online learning. The Vice Principal said that there was inevitable variations in preparedness and that Teams had been used from enrolment onwards.

The Chair asked how the College was working with Partner High Schools. The Vice Principal said that these schools had participated in the Newman Beginnings programme to assist in the transition.

The Chair of Quality, Curriculum and Staffing noted the enthusiasm seen in the presentation and the obvious contribution of the Team.

A governor asked about how the College was supporting students with next steps including careers and university. The Vice Principal outlined how Careers were working with students including online sessions to support them.

A governor asked if there was a sense of lost time for exams. The Vice Principal said that there was uncertainty around exams nationally including the possibility of delay. Michelle Robinson suggested that she believed that the College's students were well-progressed compared with other schools and colleges.

A governor asked whether the scope of exams had been narrowed. The Vice Principal said that the modification had been limited and less than in the case of GCSEs.

## **7. Principal's update**

The Deputy Principal outlined the timetable model and said that the blended curriculum was working well. He outlined how the College had responded to positive Covid-19 cases. The Deputy Principal noted that there had been nine student COVID-19 cases that week and three the previous week. He observed that this was broadly in line with Preston's infection rate.

The Deputy Principal acknowledged the challenges for staff. It was adding to demands on students.

The Deputy Principal outlined how the College had responded to the problems around national exams. The Chair asked about appeals and complaints. The Deputy Principal said that the escalated complaints had been handled by the Clerk. These had been concluded. He noted that there was one case where an appeal was submitted by the College to the exam board.

The Deputy Principal noted the healthy student numbers, particularly Year 13.

## **8. Safeguarding Annual Report (taken before item 7)**

The Assistant Principal Students introduced the Safeguarding Annual Report. She said that the robust procedures continued to operate with the use of CEDAR logs, the training of staff and the publicising of how students can access support. She highlighted the assurance mechanisms of the Principal's involvement and the Link Governor's visits.

The Assistant Principal outlined how the College continues to implement the Assurance Review recommendations including the briefings for staff which were via Microsoft Teams in 2020. She also commented on the value of the focus groups in identifying how arrangements could be enhanced.

The Assistant Principal noted how the site closure impacted safeguarding. She said that vulnerable students were identified and supported during the lockdowns with Achievement Tutors undertaking, when appropriate, welfare checks. She noted that the lockdown benefited some students with space for reflection but affected others badly including those in difficult circumstances.

The Assistant Principal reminded governors that the data analysis in the report had been undertaken for three years. The Assistant Principal noted the stability in the numbers reported.

The Assistant Principal said that the team had been further enhanced with Rick Szostak becoming the third Designated Senior Leader at the College. This ensured that the College was able to respond effectively as student numbers grew as well as the particular pressures of COVID-19.

The Assistant Principal noted that counselling and health & wellbeing went online during lockdown. There were indications that counselling might actually be working better online.

The Link Governor for Safeguarding thanked the Assistant Principals Students and the wider pastoral team. He said that he planned to give a report to the next meeting of the Quality, Curriculum and Staffing Committee.

The Chair of the Quality, Curriculum and Staffing Committee commented on the transition from High School to the College during lockdown. The Assistant Principal said that many students were enjoying getting back into education and routines after the lockdown.

The Student Governor said that he had a particular issue which he would like to discuss with the Assistant Principal Students

The Chair thanked the Assistant Principals Students.

## **9. Lancaster University School of Mathematics: leadership arrangements**

The Clerk outline the planned leadership arrangements for the Lancaster University School of Mathematics. He noted the default position in the Articles of the Rigby Education Trust was that the College Principal would be the Maths School's Executive Principal unless both the Maths School Trustees and the Governing Body of the College agreed that this was not to happen.

A governor asked about the workload involved in the Executive Principal role. The Clerk said that the role was one of oversight and support. The Deputy Chair said that the Head of School would be dealing with day-to-day operational management.

A governor asked about the risk of a dispute. The Clerk said that there a theoretical possibility that the College and the Maths School could disagree on the appointment. However, he suggested that this was unlikely given the close relationship between the institutions and the right to appoints members and trustees of the Rigby Education Trust.

### **The Governing Body resolved to:**

- **confirm that it has no objection to the College Principal being appointed as Executive Principal of the Lancaster University School of Mathematics.**
- **support putting in place leadership and other arrangements between the College and the Maths School where this is to their mutual benefit.**
- **delegate authority to the Chair where governor approval of a secondment agreement and/or service level agreement is required for the Executive Principal role or other services to the Maths School.**

## **10. Governance**

The Clerk introduce the paper on Governing Body and Committee membership including the appointment of Charu Ainscough to the Audit Committee. The Chair noted that Charu Ainscough was his wife.

**The Governing Body resolved to approve the proposed Committee memberships and Link Governors.**

The Chair updated the Governing Body of plans to fill the vacancies. He noted that the Search Committee had discussed an expression of interest from Roger Hardacre who had relevant experience. Peter Towers noted that Roger Hardacre was his cousin's spouse.

## **11. Finance Update**

The Vice Principal Finance and Resources introduced the Finance Update. She noted that the operating surplus of £304k in the draft accounts for 2019/20 compared with the £263k forecast surplus in the June 2020 management accounts.

The Chair noted that a recent report had noted the benefit of external audit partners reporting to governors generally – not just the Audit Committee. The Clerk suggested that all governors be invited as observers to the external auditor's items on the Audit Committee agenda. The Audit Committee Chair agreed that this might be useful.

## **12. Property strategy update**

The Chair noted good progress on Carr Street. The Vice Principal said that the project was on cost and on programme. She also updated governors on the canopies project which was due for completion over half term and would significantly improve the social space for students.

## **13. Property strategy decision paper**

The Vice Principal said that the College planned to submit to a further Condition Improvement Fund (CIF) application for the St James' project if the current CIF appeal was unsuccessful. The Chair noted the need for delegated authority before the next Governing Body meeting in the event of either the appeal being successful or a decision to submit a new application. The Clerk confirmed that the Governing Body would be asked to approve any acceptance of CIF funding.

The Vice Principal reminded governors of the background to the Wave 2 T Levels Capital bid for the re-modelling and refurbishment of the St Mary's Building. The Governing Body in June 2020 approved its submission with a College contribution of £388K towards the expected works costs of £766k. She said that the College was confident of success when the ESFA announced the outcome of the funding round. She noted that it may be necessary for the College to formally accept a funding allocation before the next Governing Body meeting.

**The Governing Body resolved to agree a way forward with the Chair:**

- **Reviewing funding applications.**
- **Using delegate authority, where appropriate to:**
  - **Agree acceptance of any T Levels Wave 2 funding allocated and approve any related funding requirements, terms and conditions.**
  - **Approve actions, including any funding requirements, terms and conditions, for the CIF 2020/21 project if the College's appeal is successful.**
  - **Approve any CIF 2021/22 applications including appropriate College contributions**

#### **14. Governance & Search Committee minutes**

The Chair highlighted the discussions at the Governance & Search Committee meeting including the proposal to ask the Diocese to re-appoint Len Hampson and Adrian Metcalf as foundation governors.

**The Governing Body resolved to accept the Governance & Search Committee minutes and approve the recommendations made, including the request that Len Hampson and Adrian Metcalf were forwarded to the Diocese for re-appointment.**

#### **15. Coronavirus Working party minutes**

A governor asked for more information on the current situation. The Chair said that he would keep the Governing Body informed of the Principal's health and his return.

The Chair of Quality, Curriculum and Staffing asked about how the Governors could engage with the College during the current situation with online meetings. The Vice Principal Teaching, Learning and Staffing said that she could brief governors if they would like more information.

The Vice Principal Finance and Resources suggested that the Senior Leadership Team should discuss this and feedback ideas.

**The Governing Body noted Coronavirus Working Party minutes and the group's use of the authority delegated to it.**

#### **16. Newman Business Limited board minutes**

The Chair introduce the minutes of the meeting and outlined the role of Newman Business Limited as a wholly owned subsidiary generating profits covenanted to the College.

#### **17. Determination of any items to be treated as Confidential**

There were no items deemed confidential.

**18. Date and time of the next meeting**

The Clerk noted that the next meeting was scheduled for Wednesday 9 December 2020.