

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 30 November 2022** on Microsoft Teams.

Members present:

Adrian Metcalf (F), Chair
Nick Burnham, Principal
Charu Ainscough
Amy Baines
Claire Batson
Sue Davies (remote)
Bernadette Davis (F)
Peter Towers (F)
Emma Watts

Officers in attendance:

Bob Deed, Clerk
Paul Vaughan, Deputy Principal
Vicky Bryant, Vice Principal
Emma Duxbury, HR Manager
Charlotte Townsend, Deputy HR Manager

Governors in attendance:

Richard Ainscough, Chair

1. Opening prayer

The meeting commenced with a prayer.

The meeting said an Eternal Rest for Frances Core, Andrew Wygladala's sister.

2. Welcome, introductions and apologies

There were apologies from Andrew Wygladala.

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 11 May 2022 were agreed as a true record subject to a minor correction.

5. Matters arising from the minutes

There were no matters arising not covered by agenda items.

A governor asked whether the Social Network Policy was amended to cover governors. The Clerk said that he would check.

6. Skills agenda

The Vice Principal presented on the Skills Agenda. She reminded the Committee that the skills agenda duty had been flagged in an earlier presentation.

The Vice Principal highlighted that BTEC and mixed programmes accounted for a significant proportion of the College's students. She said that three-quarters of the College's students progressed to Higher Education, including many BTEC students. The Principal noted that more BTEC Business students are progressing to university than Economics A Level students. The Vice Principal highlighted that about half of the students progressing to university, stay within the region.

The Vice Principal said that teachers recognise their role in nurturing student's skills through teaching, learning and assessment, not only those related to academic study but those specific to course related employment and those vital for becoming an effective employee, including punctuality and attendance. She noted that Unifrog, enrichment and other provision supported the development of students.

The Vice Principal set out the links with employers including work placements and talks.

The Vice Principal put the College's commitment to the Skills Agenda within the context of the Local Skills Improvement Plan and the Lancashire growth pillars including Health and Digital. She highlighted the example of the College's work with Film Buddy who would be mentoring students and placing them in work placements.

7. RE and Chaplaincy: update report

The Chair noted that the RE Link Governor had contacted him and commented on the superb, well-illustrated and thorough report prepared by the Head of Catholic Life. The Principal highlighted the work of Chaplaincy and the College including Newman Day and Newman Against Poverty.

The Chair said that he was inspired by sessions at Newman Day.

The Chair asked for the Committee's thanks to be passed onto the Head of Catholic Life.

The Chair of the Governing Body noted the high student satisfaction with general RE.

8. Human resources reports

The HR Manager explained that the College had undertaken the staff satisfaction survey on the same basis as the previous external provider.

The HR Manager said that the exit interviews flagged up no areas of concern. The Chair of the Governing Body asked if the exit interviews explored why leavers went onto promotions and roles elsewhere. The HR Manager confirmed that this was discussed in exit interviews.

The HR Manager said that there was an increase in staff turnover although it remained under the Association of College's benchmark.

The HR Manager noted that staff absence has risen. The Principal observed that there had been an increase in long-term sickness after the pandemic.

The HR Manager introduced the Equality and Diversity Report and noted the key themes. She explained the lower median salary for BME groups as many of the College's cleaning staff were from these groups.

The HR Manager presented the Recruitment and Selection Equality Monitoring report. She noted that the College had trialed blind-recruitment following the unconscious bias training. She said that she thought it was a successful experiment although it had not given any indication that there had been a problem previously.

The Chair asked about the lack of male role models in schools and colleges. The Principal noted that men were not entering the profession and they were not applying to do PGCEs.

A governor suggested that more male teachers were full-time so an analysis based on head count might not fully reflect the amount of teaching being done by male staff.

The Vice Principal noted that there were males in pastoral as well as curriculum roles.

[Emma Watson and Charlotte Townsend left the meeting.]

9. Consultative staffing mechanisms

The Principal noted the national industrial action by teaching members of the National Education Union but said that relationships with unions locally were strong. He noted that there had not been a meeting of the standing committee of union representatives for some time although there was ongoing communication.

10. Value Added report

The Deputy Principal introduced the Value Added report. He highlighted that the value added measure was based on the Nick Allen analysis of data from SFCA members.

The Deputy Principal noted the improvement in the performance of areas which had been in support and challenge.

The Deputy Principal said that the BTEC performance was strong despite the changes in specifications.

The Deputy Principal said that the College was adding value for students irrespective of ethnicity.

The Deputy Principal highlighted that there had been an increase in GCSE points on entry in excess of the movement seen by other sixth form colleges. He suggested that the College was now a destination of choice for brighter students. He discussed how this had happened.

[Father Mark Harold left the meeting]

The Chair of the Governing Body asked if there was a risk for the College could be seen as “too academic”. The Principal highlighted the range of provision and the College’s commitment to be a comprehensive college.

11. Safeguarding report

The Principal presented the report. He noted that the report would be enhanced with clearer year-to-date comparatives.

The Principal noted the challenges and pressures around safeguarding and pastoral care in post-16. He noted the Prevent issues including far-right grooming.

The Chair commented on reports that a quarter of young people nationally were suffering mental health issues. The Vice Principal outlined the range of support for students including out-of-hours through Kooth.

12. Independent review

[Minuted as a Confidential item]

13. Mental health and Counselling

The College Counsellor said that the Counselling Team and Health & Wellbeing Team were experiencing the same kinds of issues as reported in the Safeguarding Report.

The College Counsellor highlighted the inter-agency work She noted that the College helped get Kooth online support rolled out across the county for 16-18 year olds. She said that it was reaching hard-to-reach students including BME males.

The College Counsellor explained the work of Mental Health Ambassadors with students and the Mental Health First Aiders with staff.

The College Counsellor highlighted the work with students on bereavement and suicide issues. She outlined the support with exam stress in 2021/22 as students were sitting external exams for the first time. She set out how issues with relationships were being fed into the design of the tutorial programme.

The College Counsellor told the Committee that the College was now hosting the Mental Health Support Team who were offering talking therapies and other support

A Committee member asked about support for the Counselling Team. The College Counsellor said that there was external supervision supplemented by peer supervision.

The Chair asked for the Committee's thanks to the Counselling Team and Health & Wellbeing Team be recorded.

14. Complaints report 2021/22 (taken after item 11)

The Clerk introduced the paper and explained how exceptional factors had affected the level and mix of complaints in recent years. He noted the relatively low numbers of complaints given the College's size.

15. Prevent: position paper

The Vice Principal explained that the Prevent paper had been reviewed and updated.

A governor asked about the source of the Prevent self-assessment. The Vice Principal said that the self-assessment template was included in the government's Prevent Duty guidance.

16. Higher Education update

The Vice Principal said that Middlesex University had undertaken a periodic Critical Review over the summer and reached a positive assessment of the College's HE provision. She said the College was looking forward to launching the Sociology and Criminology degree in 2023.

The Vice Principal discussed the recent Graduation Ceremony when 34 students graduated reflecting the successful outcomes since the previous Ceremony in 2019. The Chair as HE Link Governor commented on the event. He said it was a credit to the College and showed how the College was creating opportunities through its HE provision.

17. Policy review: curriculum and quality

The Principal noted that the only change to the Admissions Policy was in relation to guidance interviews.

The Committee recommended the revised Admission Policy for approval to the Governing Body.

The Chair noted that it had been agreed to defer the discussion of the Complaints Procedure until the March 2023 meeting as it was likely to be revised.

The Vice Principal noted that there were no substantive changes being made to the Equality & Diversity Policy – only updates to titles and terminology.

The Committee recommended the revised Equality & Diversity Policy for approval to the Governing Body.

The Principal introduced the Safeguarding Policy which had been reviewed by Kathryn Podmore in the light of Keeping Children Safe in Education 2022. He highlighted the main changes detailed on the cover sheet in particular the new provisions for online searches as part of pre-appointment checks on staff and for procedures around reporting low-level concerns.

The Committee recommended the revised Safeguarding, Child Protection and Prevent Policy for approval to the Governing Body.

The Vice Principal said that the Special Educational Needs and Disabilities Policy had been reviewed but only changes for titles and terminology were required.

The Principal said that the College was planning to introduce a Mental Health policy. With a draft being brought to the next meeting of the Committee.

The Committee recommended the revised Special Educational Needs and Disabilities Policy for approval to the Governing Body.

18. Feedback from Link Governors

The Clerk said that the Careers and Skills Link Governor had confirmed that he had had recent discussions with the Careers department which is planning activity to prepare our learners for their future.

The Principal noted that Bernadette Davies had agreed to be the new Safeguarding Link Governor as Peter Tower's term as a Foundation Governor came to an end. The Chair thanked Peter Towers on behalf of the Committee for his work, particularly as Safeguarding Link Governor.

The outgoing Safeguarding Link Governor thanked the Safeguarding Team and the Counselling Team

The Equality and Diversity Link Governor noted that she would be visiting the Vice Principal the following week.

The Chair as HE Link Governor said that he would be attending the HE Academic Board.

19. Risk register

The Chair noted that there were no risks coded as red.

20. Determination of any items to be treated as Confidential

There were no items deemed Confidential apart from item 12.

21. Date and time of the next meeting

The Chair confirmed that the next ordinary meeting of the Committee is provisionally scheduled for 1 March 2023.

Unconfirmed