

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS – GOVERNANCE AND SEARCH COMMITTEE

A meeting of the above Committee was held at 4.00 p.m. on Wednesday 2 February 2023 on Microsoft Teams.

Members present:

Richard Ainscough, Chair (F)
Nick Burnham, Principal
Len Hampson (F)
Peter Halpin (F)
Adrian Metcalf (F)

Officers in attendance:

Bob Deed, Clerk

Governors in attendance observing

Andrew Wygladala (F)

MINUTES

1. Opening prayer

The meeting commenced with a prayer.

2. Welcome, introductions and apologies

No apologies had been received.

There was a discussion about the merits of the Committee meeting on-site.

The Committee resolved that the future meetings of the Committee be on-site.

3. Declarations of interest

The Deputy Chair noted that he was Chair of the Maths School Trustees.

4. Minutes of the last meeting

The minutes of the meeting of the Committee held on Wednesday 13 November 2022 were agreed as a true record.

5. Matters arising from the minutes

The Chair asked about Complaints Policy. The Clerk noted that the Policy had been referred back to the Quality, Curriculum & Staffing Committee.

The Chair noted the appointment of the Link Governors for Safeguarding, Skills and Carbon Reduction.

6. Principal's update

The Principal noted that the R04 student numbers were lower than expected. He noted that this added to budgetary pressures on 2023/24. He said that the College was intending to manage staff replacements for 2023/24 in order to make savings. As a result, some courses would be capped at enrolment.

The Chair asked about demography. The Principal noted the growing numbers in Preston schools and the rising applications already being seen.

The Principal said that the GCSE English results were impressive but GCSE Maths results were lower.

The Principal said that the Department for Education continued to review the complaint and the safeguarding arrangements.

[Andrew Wygladala left the meeting]

The Principal noted the move of the Maths School into its new build with its impressive facilities.

The Principal outlined the government's plans for BTEC qualifications.

The Chair noted the Catholic Education Service (CES) meeting in February to discuss the options for academisation. The Principal noted that this was a follow-up meeting after the Diocesan Trustees had met with the CES.

The Principal note the successful completion of the sale of the Cedar business to ParentPay ESS. He noted that changes arising from the ONS reclassification meant that the College would not be able to set up an intermediate charity to hold the sale proceeds.

7. Ofsted and Mission & Ethos inspection

The Principal outlined how the College was preparing for the Ofsted visit including the Skills Agenda sub-judgement.

The Principal said that the new Mission & Ethos inspection handbook had been published. He welcomed the appendix for Catholic sixth form colleges.

8. Governors and Committees

The Clerk noted that Andrew Wygladala four-year term office as a Foundation Governor and Asma Stopyra's introductory one-year term of office as a Co-opted Governor were ending soon.

The Committee resolved to propose to the Governing Body:

- **Andrew Wygladala's re-appointment as a Foundation Governor by the Diocese be endorsed.**
- **Asma Stopyra's re-appointment as a Coopted Governor for a period of four years.**

The Clerk noted that an advert has been placed with the Institute of Chartered Accountants' recruitment website and that the charity Governors for Schools had started looking for potential candidates. He said that no candidates so far had been identified.

A governor suggested that the College seek interest from alumni. The Clerk noted that there was interest when this was done previously. He said that he would explore this option with colleagues.

A governor observed that Bill Noblett and Bernadette Davies were omitted from the list of members of the Quality, Curriculum & Staffing Committee. The Clerk said that he would correct these omissions.

The Committee asked the Clerk to correct the membership list for the Quality, Curriculum & Staffing Committee.

The Chair indicated that he would be stepping down as the Chair of the Finance & Resources Committee later in the year. He proposed Helen Seechurn take over with him being the Committee's Vice Chair to provide continuity.

9. Update on Governor Training and Development

The Chair noted that there continued to be active participation from governors in training and development, particularly SFCA webinars. The Chair said that the webinars were very useful.

The Clerk said that online Safeguarding training had not been rolled-out but would be once the College overcame some technical issues in paying for the Learning Link subscription on the NGA website. Governors would be asked to self-register.

The Chair asked about suitable topics for sessions at the summer SLT/governors' conference. Suggestions included:

- post-inspection planning;
- a briefing on Looked After Children and the support of two Deputy DSLs focused on this group; and
- mental health training.

The Principal suggested a wider briefing on pastoral care. He noted the support that is being put in place including breakfasts.

The Clerk said that online Safeguarding training had not been rolled-out but would be once the College was able to pay for Learning Link on the NGA website. Governors would be asked to self-register.

10. Cycle of business

The Clerk noted that the cycle of business has not been reviewed recently. He said that it had now been revisited as the business of committees had evolved over time. He also noted that SLT was concerned that the agendas had appropriate focus on student welfare and outcomes.

The Clerk suggested that the Skills Agenda and destinations be included in the cycle of business and in the terms of reference for the Quality, Curriculum & Staffing Committee.

The Chair suggested that the carbon reporting and actions plans should be widened to address sustainability more generally.

The Committee resolved to recommend the draft committee cycle of business subject to the changes proposed.

11. External review of governance

The Clerk introduced his notes on the recommendations in the External Review of Governance report.

The Committee discussed each recommendation:

- *Considers whether it should appoint the chair on an annual basis* - the Committee discussed the recommendation and declined as it saw no value.
- *Ensures that it continues to regularly review the role and performance of the Clerk to ensure that there is no conflict of interest with his membership of the Senior Leadership Team* – the Committee considered this to be already implemented annually.
- *Regularly considers the role of link governors to ensure that the areas covered are the most appropriate* – the Committee considered this to be already implemented
- *Reviews the security of IT systems on a regular basis* - the Chair suggested that finding a suitable cyber-security Link Governor may be challenging; governor noted the work of the Audit Committee and suggested that Terms of Reference could be amended.

- *Takes active steps to try to make sure that its membership reflects the local community -* The Chair observed that the College had made progress - the Chair observed that the College had made progress; the Clerk noted that one-sixth of the Governing Body came from black and minority ethnic communities.
- *Ensures that all new members of the Board receive a thorough induction – the* Committee agreed this recommendation.
- *Considers the introduction of a 360° appraisal process for the chair alongside a simple review of the contributions of each member of the board -* There was a consensus that there was no value in a 360° appraisal process at the current time. The Committee discussed the value of the Chair having a short “fireside chat” with all governors each year rather than just new governors
- *Continues to refine its approach to self-evaluation via the SAR – the* Committee agreed that session at the summer conference on how the Governing Body governs would be useful.

12. Risk register: termly update

The Committee noted the termly update.

The Audit Committee Chair noted in relation to succession planning that the Audit Committee did not have a Vice Chair. It was suggested that Bernadette Davies would be a suitable Vice Chair given her legal and governance background.

The Committee resolved that Bernadette Davies would be asked if she would like to be Vice Chair of the Audit Committee.

13. Determination of any items to be treated as Confidential

There were no items deemed confidential.

14. Date and time of the next meeting

The next meeting of the Committee is scheduled to be at 2pm on 3 May 2023.