

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 14 DECEMBER 2017

MINUTES

PRESENT/ABSENT

| Name | Governor type | 'End of Term of Office' date | Present (P) / apologies (Ap)/ absent (A) |
|-------------------|----------------------|-------------------------------------|---|
| David Lambrick | Governor (Chair) | 20/10/18 | P |
| Jenny Singleton | Staff (Principal) | Ongoing | P |
| Sandra Dunn | Staff Governor | 23/10/18 | P |
| Clair Dyson | Governor | 22/10/18 | P |
| Alison Hewitt | Governor | 12/07/19 | P |
| Connor McAlorum* | Governor | 30/04/18 | P |
| Anne Marie Cripps | Staff Governor | 23/10/18 | P |
| | | | |
| Trish Cripps | Governor | 05/03/20 | Ap |
| Adrian Clare | Governor | 31/08/18 | Ap |

*left early – see Item 5(Confidential Minutes)

**left early – see Item 7

IN ATTENDANCE

Sharon Burton Deputy Principal
 Nick Sutton Assistant Principal Quality, Teaching, Learning and Assessment
 Matt Lenaghan Interim Director of Finance
 Nick Mackenzie BrowneJacobson
 David Wootton Consultant and Acting CEO during Jenny Singleton's absence
 Arwa Thabit** Student
 Christopher Alogba** Student
 Lydia Smith Interim Clerk to the Governors

1. **APOLOGIES FOR ABSENCE & WELCOME**

Apologies for absence were received and accepted from Trish Cripps and Adrian Clare. Governors approved the appointment of Arwa Thabit and Christopher Alogba to the Corporation as Student Governors. Governors and attendees introduced themselves to Arwa and Christopher.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|------------------|------------------|
| R | <ul style="list-style-type: none"> • Appointment of Arwa Thabit and Christopher Alogba as Student Governors approved | Governors | 14 Dec 17 |

2. DECLARATION OF INTERESTS

Governors and Staff were asked to declare any interest which they may have in any of the items on the Agenda for this meeting.

There were no declarations.

3. CORPORATION MINUTES OF 16 NOVEMBER 17
MATTERS OF ACCURACY

There were two minor corrections to the minutes and three to the confidential appendix. These will be amended and presented for signature at the next Corporation meeting.

Governors approved the minutes subject to the above amendments.

| | Actions or Resolutions | Owner | Timescale |
|----------|---|------------------|------------------|
| R | <ul style="list-style-type: none"> • Minutes of meeting held 16 November 2017 approved as a correct record subject to minor amendments. | Governors | 14 Dec 17 |
| R | <ul style="list-style-type: none"> • Amended minutes authorised for publication in accordance with the College Instrument and Articles | Governors | 14 Dec 17 |

4. MATTERS ARISING FROM THE GOVERNING BODY MINUTES OF 16 NOV 17

There were no matters arising that were not included on the Agenda for the meeting.

5. PRINCIPAL'S REPORT

The Principal's Report was circulated to Governors before the meeting. The first part included a comprehensive account of student activities undertaken or scheduled to be undertaken during the current academic year and shows the wide range of activities and opportunities available to students on both sites in support of their courses of study, as well as charitable initiatives.

The second part was of a confidential nature.

Details of the Principal's Report are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

6. ANNUAL DELIVERY PLAN (ADP) 2017-18

Nick Sutton presented the 2017-18 Annual Development Plan (ADP), which had been circulated to governors prior to the meeting and the following points were raised/highlighted in discussion:

He advised Governors that the ADP lists the objectives and actions for the current year. There are 17 key objectives, each of which has several associated actions to ensure its achievement. Members of SLT are responsible for the actions and members of Principalship are ultimately responsible for the objectives to which the actions relate. Areas for improvement and associated actions are mainly operational and should impact mostly upon outcomes. The ADP does not include strategic objectives but the Principal suggested that consideration may be given to drawing up a specific strategic focused ADP later in the year.

Nick mentioned the following specific key objective areas in the ADP:

- Continuing to improve A Level progress and student outcomes across the College;
- Continuing to improve BTEC progress and student outcomes at Level 3;
- Ensuring that vocational programmes meet all quality assurance standards and comply with external and internal deadlines;
- Ensuring e-ILT / ILT is more curriculum facing in response to internal audit recommendation and external consultation reports;
- Continuing to look at increasing market share and growing student numbers;
- Ensuring strategies are in place to help the College meet ambitious attendance targets.

Nick said that positive progress was being made in the majority of areas.

He advised Governors that the College had been successfully focusing on the following areas in particular:

- Prioritising underperforming subjects;
- Carrying out lesson observations and subsequent staff coaching if appropriate;
- Completing professional reviews for staff;
- Setting up A Level Restart courses for students transferring in from other colleges;
- Retention levels – these are mostly in line with last year;
- Attendance levels;
- Student Voice analysis, which is showing a more positive response to questions.

The Chair noted the marked increase in attendance in GCSE English and Maths at Marple. This has been achieved by rearranging/reallocating existing staff hours.

Governors thanked Nick for the information provided and approved the ADP for 2017-18.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|------------------|------------------|
| R | <ul style="list-style-type: none"> • 2017-18 ADP approved | Governors | 14 Dec 17 |

7. KPI REPORT

The Report was not available, but Matt advised Governors that most of the KPIs had been covered in the ADP.

He provided additional information with regard to staff absence. This is currently running at 3%, which is below both the national average of 3.12% and the maximum of 3.5% deemed acceptable by the College.

*** Arwa and Christopher left the meeting*

8. IN YEAR RETENTION, ATTENDANCE AND WITHDRAWALS AGAINST TARGET

The Principal presented a report on in year retention, attendance and withdrawals against target, which was circulated to Governors prior to the meeting. The following points were raised/highlighted in discussion:

Retention:

The report shows that the current actions being taken are having a positive impact upon in year retention in 2017/2018. Items of particular note are listed below:

- In Year 16-18 retention is above the College target for 17/18 at all levels;
- The % retention compared to the same time last year has improved or remained the same at level 1, Yr 12 A level and vocational provision as well as Year 13 vocational provision;
- Retention has marginally declined when compared to the same time last year upon level 2 provision and Yr 13 A level provision. This is largely due to withdrawals from Maths and English at GCSE and Level 2 Sport. Level three retention at Y13 A level reflects the fact that A levels are now linear.
- 19+ retention is above the College target but lower than the % retention at the same time last year at levels 1 and 2.
- There are no significant variations in retention by gender or free school meal entitlement.

Attendance:

Overall attendance at the College is good across 16 – 18 and 19+ provision. Attendance rates for 16 – 18 years at Cheadle continue to be adversely affected by tutorial, GCSE Maths and English, although there had been an improvement in these areas at Marple.

Withdrawals

The issue regarding FMBS apprenticeships is covered in the confidential appendix to these minutes.

Since the census date there have been 23 withdrawals at Cheadle and five at Marple, of whom the highest number of leavers have moved into apprenticeship provision with no adverse effect on retention statistics. Other reasons for leaving include students moving out of the area or those asked to leave because of fitness to study or behavioural issues.

9. FINANCIAL STATEMENTS

Matt advised Governors that the final version of the Financial Statements had now been

signed off by Mazars, the External Auditors . There were no numerical changes to the draft Financial Statements for the year ended 31 July 2017, approved at the last Audit Committee and sent out in advance of this meeting. He said that Governors should note that Mazars had issued an unqualified opinion without modification to state that the Financial Statements:

- Give a true and fair view of the state of the College’s affairs as at 31 July 2017 and of expenditure over income for the year then ended;
- Have been properly prepared in accordance with UK Generally Accepted Accounting Practice.

Furthermore, Mazars is of a view that, if a decision were made not to proceed with academisation, the College is in a financial position to continue as a going concern in light of the funds received from the Cheadle land sale.

10. REPORT FROM AUDIT COMMITTEE 27.11.17

Alison Hewitt gave feedback from the Audit Committee held in November. She said that the meeting had focused on the External Audit Report compiled by Mazars, who were of the view that the audit had run very smoothly and that the College’s financial position was pleasing. The Committee had received and approved the draft Financial Statements for the year ended 31 July 17.

The Governors ratified the Financial Statements for the year ended 31 July 17.

Alison also presented the Chair of Audit’s Report for 2016-17, which had been drafted by Matt and signed off by Adrian Clare, Chair of Audit. The report was received and its contents noted.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|------------------|------------------|
| R | <ul style="list-style-type: none"> • Financial Statements for year ended 31 July 2017 ratified | Governors | 14 Dec 17 |

11. REPORT FROM S & G COMMITTEE 30. 11.17

The Chair informed Governors that the key issue to report back on was the vacancy on Corporation following Heath Thomas’ decision to resign because of work demands. However, it is hoped that he will remain on the Audit Committee in the capacity of a Co-opted member. A potential Governor from MCFC has been identified as a replacement for Heath and discussions are ongoing.

12. SAFEGUARDING

Details of Safeguarding are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

13. GOVERNOR BUSINESS

The Chair encouraged Governors to become involved in College activities where possible.

He said that he had recently undertaken a mock Oxbridge interview with a student and was impressed by the way in which he had performed.

The Chair and Clair Dyson are currently in the process of meeting with candidates for the Parent Governor roles advertised recently.

14. ANY OTHER BUSINESS

There were no items raised.

DATE OF NEXT MEETING

Thursday 25th January 2018 at 5.30pm

Signed

(Chair)

Dated