

# CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 19 OCTOBER 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
Trisha Cripps	Governor	05/03/20	P
Sandra Dunn	Staff Governor	23/10/18	P
Clair Dyson	Governor	22/10/18	P
Adrian Clare	Governor	31/08/18	P
Alison Hewitt	Governor	12/07/19	P
Connor McAlorum	Governor	30/04/18	P
Anne Marie Cripps	Staff Governor	23/10/18	Ap
Heath Thomas	Governor	05/03/20	Ap

### IN ATTENDANCE

Nick Sutton                      Assistant Principal Quality, Teaching, Learning and Assessment  
 Ryan Jones                      Assistant Principal Transition, Recruitment and Communication  
 Lydia Smith                      Temporary Clerk to the Governors

#### 1. APOLOGIES FOR ABSENCE & WELCOME

Apologies for absence were received and accepted from Anne Marie Cripps and Heath Thomas.

#### 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. The following declarations were made and will be taken into account in any relevant discussions:

Sandra Dunn sits on the Committee of the Ridge Sports Association.

The Principal is a member of the Laurus Trust.

3. ELECTION OF CHAIR AND VICE CHAIR

David Lambrick was unanimously re-elected as Chair of the Corporation.  
Alison Hewitt was unanimously re-elected as Vice Chair of the Corporation.

*Items 6 and 7 of the agenda were dealt with at 4 and 5.*

4. STUDENT OUTCOMES 2016/17

Nick Sutton ran through his report, which had been circulated to governors prior to the meeting

and the following points were raised/highlighted in discussion:

The College has made and continues to make progress with clear evidence of the impact of actions taken, although there remain areas where improvement is still required. Overall 16-18 pass rates, Level 2, Level 3, High Needs and GCSE Maths and English pass rates have all improved and are above SFCNA and GFEBMs. Similarly, overall 16-18 achievement rates, 16-18 Level 1, 16-18 Level 2, and 19+ Level 3 achievement rates have all improved and are also all above SFCNA and GFEBMs. Improvements in pass rates and high grades have been achieved in those A Level courses identified as requiring improvement following 2015/16 results.

A comparison of the performance of CAMSFC students enrolled on new linear A levels with Sixth Form Colleges nationally, shows some significantly stronger performances in achievement rates for students taking these subjects at the College. This is highly encouraging and is evidence that the improvements in Teaching and Learning are impacting positively on A Level outcomes.

Q In which subjects have linear A Levels been introduced?

Fine Art, Biology, Business Studies, Chemistry, Computing, Economics, English Language and Literature, History, Physics and Sociology. The only subject in which we are underperforming is Chemistry, where there are issues of which we are aware and are working to address.

Q How is overall College achievement calculated?

It is reached by multiplying the retention rate by the pass rate. Traditionally, our pass rate has been high and it is retention that we now need to concentrate on in order to increase our achievement rate. Retention figures are based on the number of students registered as learners 42 days after their enrolment in College. It does not only affect students who are in their first year but also those moving into their second year of study.

Q Why does the College have problems with retention?

There are a number of reasons that students do not continue with their studies after the first year. The Principal has done some in-depth analysis into the issue. Some students opt for apprenticeships after one year of study, some leave with 90 Credit (equivalent to

1.5 A Levels). The College is now working to ensure that the emphasis is on retaining students and staff have been made aware of the need to persevere with more challenging students. Revised leaving procedures have also been put in place.

The Chair thanked Nick for his report.

## 5. RECRUITMENT FIGURES AND PROPOSED CHANGES

A report was sent out to governors prior to the meeting. Ryan Jones advised governors that

the situation with regard to student numbers tended to be quite fluid during the first six weeks

of term. This is due on the one hand, to students enrolling and not attending or to progressing students re-enrolling but then leaving, and on the other, to late enrollers registering with the College. He said that the highpoint within the past two weeks was a figure of 1476 learners, which is down by 10 on 2016/17. New enrolments total 818, of which 452 are at Cheadle and 366 at Marple. Cheadle remains the larger campus in terms of student numbers but it should be noted that both new student enrolment and internal progression increased at Marple this year. It is thought that the refurbishment of the site has helped in this respect.

The report showed recruitment by feeder school over the past three years for both the Cheadle and Marple campuses. Ryan pointed out the increase in intake at Marple from Chapel-en-le-Frith High School since 2016 – up from 33 to 70 students. However, there has been a marked drop in students joining Marple from Marple Hall School and Stockport School.

Q Is there a reason for the drop in students from Marple Hall School?

It could be due both to the perception of the new Head, who tends to favour Aquinas College for A Level courses, and to the revised demographics of the school. Since the closure of Offerton Hall School, a number of Offerton domiciled students now attend Marple Hall School and find Aquinas a more convenient location for sixth form studies.

The report showed that students joining the College from Kingsway School have declined slightly. This could be a result of changes to the school's catchment area and to the fact that a high percentage of their high performing pupils tend to go to Loreto College. The increased range of 6<sup>th</sup> Form providers, including the growth of school sixth forms, is making recruitment more difficult.

The Principal said that there had been some evidence that students had been poached from CAMSFC by another college but that apart from asking other colleges to refrain from doing so, there was little else that could be done.

Q What is the situation with regard to demographics?

We expect the number of 16 year olds to be at its lowest in 2018, after which it is expected to rise. This means that all providers, including apprenticeship providers, will be targeting a smaller number of students in 2018-19.

Q What is being done to address recruitment issues?

In August a late enrolment campaign was run, as agreed with governors. This involved ad walker/bikes, press advertisements, bus and rail campaigns and leaflet drops and was effective in that it generated 120 late applications, mostly at Cheadle. Ryan is also attending Y11 assemblies at feeder schools to stress to students the benefits of attending CAMSFC with its very good teaching and challenging environment. Feedback from his presentations has been positive and has attracted students to College Open Days. It is hoped that the direct bus from Glossop to the Marple site will also help attract students.

The College commissioned a Perception Survey to gauge the main factors why both students and parents chose or rejected CAMSFC. The research was undertaken by the Vector, a respected organisation within the FE sector. In essence, it concluded that the perception of both campuses was very good, and that our reputation was generally good, but not as high as key competitors such as Aquinas. The key factors when deciding on a college were;

- Quality of teaching
- Choice of courses
- Exam results

The College recognises that the fact that it cannot offer as wide a range of subjects as in the past could adversely affect recruitment.

Governors felt the Perception Survey was very useful and asked if it could be repeated next year. The Principal agreed to do so.

Q Do students accompany Ryan on his presentations to Y11 assemblies?

In the past students have joined the presentation but some of them have tended to be a little overawed by the occasion and have not presented well.

Ryan explained that he tends to do the presentations alone now, but that he embeds video clips of students within his presentation. He has changed his approach to a more direct one and now includes OFSTED ratings for CAMSFC alongside other providers to give a realistic comparison.

6. GOVERNING BODY MINUTES OF 04 JULY 2017  
MATTERS OF ACCURACY

Item 6, P3: Remove final sentence.

Item 9, Page 4: Amend “Cheadle Hulme School” to read “Cheadle Hulme High School”.

There were no other matters of accuracy.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>• <b>Amendments to be made as above and minutes brought to next meeting for signing by Chair</b></li> </ul>	<b>Clerk</b>	<b>16 Nov 2017</b>

7. MATTERS ARISING FROM THE GOVERNING BODY MINUTES OF 04 JULY

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

8. PRINCIPAL'S REPORT

The Principal gave updates on the Cheadle Land Sale, the Transaction Unit and Academy application and the Ridge Sports Association. Her report had been sent to Governors prior to the meeting. The following points were raised/highlighted in discussion:

Cheadle Land Sale

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

Transaction Unit Update

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

Ridge Sports Association

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

Curriculum Development

As a result of declining student roles within Sport, the curriculum has been amended and the following pathways will be developed at Level 3:

- BTEC Personal Training and Sports Coaching:  
This will allow students to study for a BTEC qualification in Personal Training alongside a professionally recognised qualification in fitness instructing. Existing colleagues, with excellent sports contacts, would teach upon the programme.
- BTEC Sport and Football:  
The College has agreed to work in partnership with Manchester City Football Club (MCFC) to offer BTEC Sport and Football provision, with lessons and training delivered by MCFC professionals. MCFC is submitting a bid to the Football Foundation for a 3G pitch at the Cheadle site. The project will realise additional income for the College as well as raising the profile of Sport within the local community.

9. UPDATE ON PASTORAL ACTIVITIES

The Principal provided a summary of the pastoral activities on behalf of Sharon Burton, Deputy Principal. In response to the auditors' findings of a lack of coherence in the student pastoral experience, an Assistant Principal for Student Progression (Spencer Davies) has been appointed.

Attendance at tutorials has been reviewed and improvements are beginning to be seen.

Q Is the Duke of Edinburgh Award Scheme running?  
Yes, it is being promoted across both sites.

10. REPORT FROM AUDIT COMMITTEE 05.10.17

Adrian Clare, Audit Committee Chair, advised governors that, as the last Audit Committee Meeting had not been quorate, he was seeking approval for two internal audit reports, which had been circulated to governors prior to the meeting:

- ICCA Apprenticeship Review Report  
*Details of the Apprenticeship Review Report are contained in a Confidential Appendix to these minutes which is not for release into the public domain.*
- ICCA Internal Audit Plan 2017/18  
Adrian advised governors that the Plan was flexible and could be changed if the situation changes.

The governors approved the Internal Audit Plan for 2017/18.

The External Audit Report from Mazars was provided to governors for information.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"><li>• <b>Internal Audit Plan 2017/18 approved</b></li></ul>	<b>Governors</b>	<b>19 Oct 2017</b>

11. EQUALITY AND DIVERSITY REPORT

The Teaching, Learning and Assessment Equality and Diversity Report was sent to governors prior to the meeting. The Principal advised governors that lesson observations had been

positive and that no concerns were raised in the report.

## 12. SAFEGUARDING

*The Safeguarding Report is contained in a Confidential Appendix to these minutes which is not for release into the public domain.*

## 13. RISK REGISTER UPDATE

Governors received a copy of the Risk Register in advance of the meeting. The document lists risks by severity, shows existing controls in place, planned treatment, targets and the risk owner.

The Chair asked that in future changes regarding any of the items be highlighted on the cover sheet.

No issues were raised in relation to the Risk Register.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"><li>• <b>Changes to risk register items to be highlighted on cover sheet in future</b></li></ul>	<b>Matt Lenaghan</b>	<b>Ongoing</b>

## 14. ANNUAL HOUSEKEEPING

Governor eligibility and pecuniary interest forms will be emailed to governors.

There was a discussion regarding the posting of papers on the governor portal. It was agreed that the Clerk will arrange for a training session on the College website to be delivered to governors immediately before the next Corporation meeting on 16<sup>th</sup> November.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"><li>• <b>Arrange for training session on College website</b></li></ul>	<b>Clerk</b>	<b>16 Nov 2017</b>

## 15. POLICY REVIEWS

There were no policies to be reviewed.

## 16. ANY OTHER BUSINESS

There were no items for discussion.

DATE OF NEXT MEETING Thursday 16<sup>th</sup> November 2017 at 5.30pm