

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 16 NOVEMBER 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
Adrian Clare	Governor	31/08/18	P
Alison Hewitt*	Governor	12/07/19	P
Connor McAlorum	Governor	30/04/18	P
Trish Cripps	Governor	05/03/20	Ap
Anne Marie Cripps	Staff Governor	23/10/18	Ap
Heath Thomas	Governor	05/03/20	Ap

**left early – see Item 8*

IN ATTENDANCE

Sharon Burton Deputy Principal
 Nick Sutton Assistant Principal Quality, Teaching, Learning and Assessment
 Lydia Smith Temporary Clerk to the Governors

1. APOLOGIES FOR ABSENCE & WELCOME

Apologies for absence were received and accepted from Trish Cripps, Anne Marie Cripps and Heath Thomas. The Chair advised governors that items would be dealt with in a different order to the agenda because of the need to discuss issues around governance options prior to Nick Mackenzie joining the meeting remotely.

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 Principal declared that she was a member of the Laurus Trust.

3. CORPORATION MINUTES OF 4 JULY & 19 OCTOBER 17
MATTERS OF ACCURACY

The amended minutes from the meeting held on 04 July 17 were signed by the Chair. These had been approved by governors on 19 October 17.

There were no matters of accuracy raised in relation to either the minutes or the confidential appendix to the minutes of the meeting held on 19 October 17 and Governors approved the minutes.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Minutes of meeting held 19 October 2017 approved as a correct record 	Governors	16 Nov 17
R	<ul style="list-style-type: none"> Minutes authorised for publication in accordance with the College Instrument and Articles subject to the above amendment 	Governors	16 Nov 17

4. MATTERS ARISING FROM THE GOVERNING BODY MINUTES OF 19 OCT 17

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

5. PRINCIPAL'S REPORT

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. UPDATE ON TU APPLICATION/MAT GOVERNANCE MODEL

Nick Mackenzie of Brownejacobson joined the meeting via phone link.

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

7. 2016/17 OUTCOMES, SAR & ADP

Nick Sutton presented the 2016/17 Outcomes Report, the Headline and Whole College Self-Assessment Report (SAR) and the Annual Development Plan (ADP), which had been circulated to governors prior to the meeting and the following points were raised/highlighted in discussion:

By way of background information, Nick explained that the College had moved to a new self-assessment three years ago. This involves a process of ongoing monitoring and termly analysis, supplemented by regular health check meetings and discussions at Principalship meetings. Teaching staff now review their own course performance and complete a pro forma, which is passed to Centre Heads and Nick and informs staff performance reviews. Analysis of performance is fed into reports at both House and College levels. The process is two-way, in that findings of Senior Management are fed back to teachers to ensure that all parties are kept in the loop. The systems allow ongoing scrutiny of outstanding issues and monitoring of how well targets are being met to ensure that the College is on track. Progress against the SAR and ADP is regularly reviewed at Principalship and Senior Management meetings, as well as termly

Corporation meetings. The whole process is very evidence based.

**Clair left the meeting*

Governors expressed their satisfaction at the thoroughness and robustness of the review processes in place in the College and the security of the evidence base. They noted teachers' involvement as a means of raising their accountability and helping them to appreciate the impact of their own role on College targets.

2016/17 Outcomes Report

Nick advised Governors that the College uses the Advanced Level Performance System (ALPS) to measure student progress. He explained that ALPS reports and training are an aid to culture change, with Senior Leadership teams, staff and students. They challenge participants to continuously improve incrementally to all levels of the 75th percentile providers and identify strengths and weaknesses on a nine-point scale.

CAMSFC performs quite well in relation to other sixth form colleges, although the changing landscape with regard to linear A levels and exams for vocational L2 courses will make assessment more difficult.

2016/17 SAR Headline Report

The report summarises why the College is Good and the progress required to become Outstanding. Those areas on which the College now needs to concentrate include:

- Further increasing A level grades and student progress;
- Improvements to some apprenticeship frameworks;
- Paying increased attention to improving learners' written English skills.

Of particular note is the success of the College's GCSE English and Maths results in comparison to the national average.

All curriculum areas, with the exception of Science and Maths, have been assessed as Good with regard to overall effectiveness. Historical issues within Science have been addressed and improvements achieved, with evidence that progress is being made towards Good. Grade validation has been taking place in all curriculum areas across College this week.

**Alison left the meeting*

2016/17 Whole College SAR Report

The report highlights in red any evidence made against statements since the report was last issued.

Q Are there any areas to which particular attention needs to be paid?

Internal progression, retention and student progress in some A level subjects.

2016/17 ADP

Whilst the majority of targets have been fully or mostly achieved, there are some, particularly relating to apprenticeship frameworks, which will need to be rolled over to this year's plan. Targets for the 2017/18 ADP are currently being set and will be brought to the next Corporation meeting for approval.

Governors found the information provided by Nick very comprehensive and appreciated the clear

identification of outcomes and areas for consideration. They thanked him for his reports.

8. KPI REPORT

This will be presented at the next Corporation meeting.

	Actions or Resolutions	Owner	Timescale
A	<ul style="list-style-type: none">• Add KPI Report to agenda for next meeting	Clerk	14 Dec 2017

9. 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.

This is the first report of the academic year and will be followed by a more detailed analysis in December once all the required information has been input to the database. The main points are listed below:

Retention has improved in five out of six levels for 16 – 18 students in comparison to last year. With the introduction of linear A Levels, the requirement to report on retention over a two year period has been introduced.

Attendance is above the College target in three out of four areas but at 92.23%, is slightly below the 95% College target set for 16 -18 students at Cheadle. The College will focus on improving attendance, particularly amongst GCSE Maths students.

After the 42 day period, 1396 students remain enrolled in College. The attrition percentage of 5.4% is slightly higher than last year's 4.9% and is primarily due to students enrolling at multiple colleges. Other reasons for students leaving include transfers to another FE College, personal/health problems, finding work or being asked to leave because of poor attendance/behaviour.

10. REPORT FROM SEARCH & GOVERNANCE COMMITTEE MEETING 08.11.17

The Chair advised Governors that the S & G Committee had looked at the determination of Corporation and decided that there was no need to change it at present. He said that he expected that there would be a Governor vacancy arising shortly. The Committee had reviewed feedback from Governors regarding Corporation and committees and had been satisfied with the assessments. A review of governor diversity showed that Corporation membership could be more diverse.

11. SAFEGUARDING

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

12. GOVERNOR BUSINESS

Involvement in College Activities

The Chair asked Governors to consider ways in which they may like to engage with College outside of Corporation. This item will be added to the agenda for the next meeting.

Use of Outlook Diaries

Governors confirmed that they were happy for College dates to be dropped into their Outlook diaries.

Governor Contact Details

Governors expressed no objection to the Governor contact list being sent out to all members of Corporation for the purposes of ensuring details were correct. The Clerk undertook to do this and Governors were asked to advise her of any necessary corrections.

	Actions or Resolutions	Owner	Timescale
A	<ul style="list-style-type: none">• Add Governor involvement in College to agenda for next meeting	Clerk	14 Dec 2017
A	<ul style="list-style-type: none">• Circulate Governor contact details amongst members to ensure details are correct	Clerk	Nov 17

13. ANY OTHER BUSINESS

The Principal reported on the recent death of Terry Hardacre, House Monitor, Marple. Staff and students were extremely saddened by the event and his funeral was very well attended.

DATE OF NEXT MEETING

Thursday 14th December 2017 at 5.30pm

Signed

(Chair)

Dated