

**CHEADLE AND MARPLE COLLEGE CORPORATION MEETING**

**THURSDAY 25 JANUARY 2018**

**MINUTES PART 1**

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
Chris Alogba**	Student Governor		P
Anne Marie Cripps	Staff Governor	23/10/18	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
Andrea McConchie	Parent Governor		
Arwa Thabit**	Student Governor		P
Trish Cripps	Governor	05/03/20	Ap
Adrian Clare	Governor	31/08/18	Ap
Jenny Singleton	Staff (Principal)	Ongoing	Ap

\*arrived late – see Item 5

\*\*left early – see Items 2, & 6.3

IN ATTENDANCE

Sharon Burton	Deputy Principal
John Carr	Associate Director MIS & Admin Services
Spencer Davies	Assistant Principal Progression
Ryan Jones*	Assistant Principal Transition, Recruitment & Communication
Matt Lenaghan	Interim Director of Finance
Adam Sinnott	Director of Teaching and Learning
Nick Sutton	Assistant Principal Quality, Teaching, Learning and Assessment
David Wootton	Consultant and Acting CEO during Jenny Singleton's absence
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. The Principal is absent following an operation.

Governors approved the appointment of Andrea McConchie to the Corporation as a Parent Governor (Cheadle). Governors and attendees introduced themselves to Andrea.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"><li><b>Appointment of Andrea McConchie as Parent Governor approved</b></li></ul>	<b>Governors</b>	<b>25 Jan 18</b>

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.

*There was a change from the order of the agenda and Item 6.2a was dealt with at this point:*

6.2 a) Recruitment and Strategy Update

Ryan Jones advised Governors that applications to date were below those for last year. The numbers are only marginally lower for Cheadle but more so at Marple. This is partly due to a general demographic drop of approximately 8% in Y11 pupils in the College’s feeder schools but also, more specifically, because of a reduction in applications from Marple’s main feeder schools - Marple Hall and Chapel en le Frith. On a positive note, Ryan highlighted increased applications from schools such as Bramhall, Harrytown, Hazel Grove, Reddish Vale and Stockport School, where enrolments had tended to decline in recent years. Details of applications by school were circulated to Governors prior to the meeting. Ryan advised Governors that targets for 2018 were slightly lower than for the current year and that the College expected to meet these targets.

In order to address the issue of lower applications a number of steps have been taken. These include:

- Holding lunchtime “clinics” in targeted schools, resulting in additional applications which may not have materialised otherwise;
- Scheduling an additional Open Evening at Marple for 30<sup>th</sup> January;
- Holding a Y11 “Taster Evening” at Cheadle in February to keep applicants warm – to date 176 students have accepted places on the event;
- Engaging an external marketing company to design and implement a campaign to keep in touch with applicants from February until August in particular via phone and Facebook;
- Producing a new College video;
- Updating the College website;
- Analysing applications from Marple Hall to identify patterns and confirm suspicions that their

- more academic pupils are applying to other Colleges;
- Considering the possibility of incentivising students to come to Marple by improving and further subsidising travel from High Peak and central Stockport and Hazel Grove in particular.

In review of reduced funding next year, Ryan stressed the need to convert as many of the applications to actual starts and to focus on keeping internal progression from Y12 to 13 as high as possible. Internal progression for last year was 85% over both sites and we would hope to achieve similar rates this year.

Q When would potential students find out if the decision were made to offer free travel from certain areas?

It is a fine balance as to know when it would be best to advertise this. The viability is being considered and discussions are currently ongoing. We would need be confident that it would attract more higher ability learners to Marple to ensure it maintains its status as a successful Sixth Form College. Whilst free transport would encourage students to attend Marple, it was felt that the College's reputation was equally important.

Q How is the current travel scheme financed?

It costs the College approximately £40,000 per annum, of which over 50% is recouped in fares.

Governors thanked Ryan for his presentation and asked that he update future Corporation meetings on an ongoing basis.

*\*Ryan left*

### 3. CORPORATION MINUTES OF 14 DECEMBER 17 MATTERS OF ACCURACY

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

Governors approved the minutes subject to the above amendments.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li>• <b>Minutes of meeting held 14 December 2017 approved as a correct record subject to minor amendments.</b></li> </ul>	<b>Governors</b>	<b>25 Jan 18</b>
<b>R</b>	<ul style="list-style-type: none"> <li>• <b>Amended minutes authorised for publication in accordance with the College Instrument and Articles</b></li> </ul>	<b>Governors</b>	<b>25 Jan 18</b>

### 4. MATTERS ARISING FROM THE GOVERNING BODY MINUTES OF 14 DEC 17

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

#### 5.1 ACTING PRINCIPAL'S REPORT

The Acting Principal's Report was circulated to Governors before the meeting. Sharon

Burton, Acting Principal, informed Governors that in year 16 – 18 retention is above the College target for Levels 1 and 2 and higher than for last year, but below for Level 3. This is as a result of four Level 3 students leaving the College since the Christmas break.

Attendance is mostly good, although issues remain with regard to tutorials and GCSE Maths, particularly at Cheadle. Tutors have been reinforcing the importance of attending tutorials and a review of the system is also currently underway and will look at different models and approaches. Visits are planned to Huddersfield New College and Ashton Sixth Form College later in the month.

Sharon advised Governors that results for GCSE November resits had been very good.

Q Are the attendance issues likely to affect internal progression targets?

That is unlikely. Recent attendance was adversely affected by the flu outbreak and unusual term end (Monday) and start (Thursday) days. We continue to monitor attendance closely on an ongoing basis.

*\*Alison arrived*

During the Spring Term, the current timetable will be reviewed. The College will be looking, amongst other issues, at the timing of GCSE Maths and English lessons to try to ensure that they are set at times when students are likely to be most receptive rather than at the end of the day. This is not always easy to achieve as many such students tend to register after the start of the year when timetables have already been set.

Q Are there plans to re-timetable sessions this year?

No, we are planning for the year commencing September 18.

New initiatives for next year include Manchester City's involvement in football training and coaching, which will involve students studying curriculum areas in the mornings and participating in sports in the afternoons. Timetables will need to be modeled to accommodate this.

The curriculum will also be reviewed this term in preparation for changes in 2020 to implement national educational priorities such as T Levels and the new BTEC NQF. Discussions are ongoing at Principalship meetings and the College will be analysing the courses it offers in comparison to those offered by its competitors.

A staff survey is being discussed which will complement the three weekly staff meetings and termly working party group that allow staff to share their thoughts and ideas.

## 5.2 ACTING CEO REPORT, Part 1

David Wootton, Acting CEO, was pleased to inform Governors that the CEO is making a speedy recovery following her operation at the end of the year. He expressed appreciation for the support he had received from staff. He explained that he was primarily concerned with strategic issues, which would be covered in Part 2 of his report. He has recently represented the College at the Apprenticeships Store, in the 14-19 Strategic Partnership meetings and in other activities with the local authority and in collaboration with other schools and colleges.

David has spent time meeting students and staff on both sites and has been very impressed by what he has seen. He has suggested that displays for learning at Marple could be reviewed to link examination questions and criteria to student work and answers at differing levels. This would show students what would need to be done to raise grades. The potential benefits of such an approach are currently being explored by members of the Principalship team.

At Cheadle some simple measures have been implemented to address a site security issue. Recent full site evacuations were unplanned, but nevertheless proved to be orderly and efficient and will therefore serve as statutory practice sessions.

The quality of cleaning at Cheadle and catering on both sites gives cause for concern and monitoring of the functions is ongoing.

## 6. COLLEGE IMPROVEMENT ISSUES

### 6.1 Provision - Quality and Teaching and Learning

#### a) A Level /L3 Progress Report

Nick Sutton presented a report which had been circulated to governors prior to the meeting.

The report provided a breakdown summary of A level progress to date, based on student performance from Key Assessment 2 and showed Y12 and 13 student performance and progress compared to target grade, breaking down the number of students by subject who are above, below or meeting their aspirational targets. Nick advised Governors that assessment was proving more difficult with the introduction of the new linear A Levels. He explained that for the purpose of the report, a student with a split target grade (eg B/C) who achieves a grade within the split is classed as not meeting their target grade by achieving a C grade. Nick showed Governors a subject report (L3VA) which is used to discuss student performance with Heads of House/Area and forms the basis of ongoing discussion with students. He explained that targets are primarily aspirational and take into account a student's GCSE results. He highlighted the need for rigorous assessment to ensure its effectiveness.

Nick informed Governors that:

- Overall, 44.1% of A level starters (Year 12 and Year 13) achieved or exceeded their target grade in Key Assessment 2;
- 49.6% of year 13 A level starts at the College achieved or exceeded their target grade (36% above target, 13.6% on target);
- 44.2% of year 12 starts achieved or exceeded their target grade (31.2% above target, 12.9% on target);
- 45.2% of A level starters achieved or exceeded their target grade in Key Assessment 2 at Marple. At Cheadle, 41.9% achieved or exceeded their target grade.

It was suggested that students may find it easier to achieve better results if Key Assessment

sessions were held over a two week period rather than the current one week, which can tend to be quite intense.

Nick recognised the benefits of the suggestion and undertook to consider it.

#### b) Quality Update

A copy of the Quality Improvement Timeline for 2017/18, showing activity by month and outcomes to date, was circulated to Governors together with an updated version of the Self Assessment Report (SAR). Nick explained that the revised SAR was a sharper, edited version of that seen by Governors in November and had been updated in line with feedback from Ruth James, former HMI.

The Governors approved the updated SAR.

The following points were raised/highlighted in discussion:

Nick said that, in addition to updating the SAR, considerable progress had been made with regard to quality improvement including:

- Completing new lesson observations;
- Completing Learning Walks;
- Carrying out professional reviews for all staff;
- Analysing Student Voice surveys;
- Assessment of A Level provision.

There followed a discussion on the benefits of either updating the SAR on an ongoing basis through the year, as is currently the case, or of allowing staff to assess how progress is taking place in their area and carry out SAR updates at the end of the year. The former is very time consuming and it appears that the latter would be of more value. Governors felt that student benefit was the key factor and, after discussion, approved the second approach.

Q Do you expect 70% of lesson observations will be carried out by February half term?

Yes, we are on target to achieve this.

Q Why do you think students no longer find the eHandbook as useful as before?

We are unsure. This was revealed through Student Voice surveys and will be further investigated at a cross site conference scheduled to take place in March.

#### c) Teaching Learning and Assessment (TLA) Strategy Update

Adam Sinnott presented a report on the TLA Strategy which Governors received prior to the meeting. The following points were raised/highlighted in discussion:

He said that a number of new initiatives had been implemented since September 2016 which focused on the ten key imperatives included in the strategy document. New developmental observation and CPD procedures have also been introduced recently. He was of the view that the general standard of TLA in the College was good but that further attention needed to be given to encouraging students to undertake independent learning between taught sessions.

Q What are the biggest challenges in terms of encouraging students to learn independently?

We feel that we need to focus on ensuring students develop an independent approach in Y12 so that they investigate University courses, look into higher apprenticeships and consider the path they may want to take after College. We also need to teach them techniques for revision and independent working. The next big push in this area will be in the field of e-learning.

Q Are study support sessions supervised?

Yes, they are targeted at pupils whom we feel will benefit from them and are run by tutors.

*\*Chris left*

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li>• <b>Updated SAR approved</b></li> </ul>	<b>Governors</b>	<b>25 Jan 18</b>
<b>R</b>	<ul style="list-style-type: none"> <li>• <b>Revised approach regarding SAR approved</b></li> </ul>	<b>Governors</b>	<b>25 Jan 18</b>

## 6.2 Student Journey and Recruitment

### a) Recruitment Strategy

This was covered earlier in the meeting.

### b) Equality and Diversity (E & D) Report

Spencer Davies presented a report outlining the work done in College in support of E & D. This includes;

- Delivery of workshops specifically related to E & D via the Tutorial Programme;
- Observation of T L & A at which 100% of lessons were deemed to meet E & D requirements – detailed feedback from these lessons was circulated to governors in advance of the meeting;
- Plans for a new Safeguarding/ E & D group, which will include student representation;
- Plans for a new Learner Voice Conference in March 18.

He also referred to the Ofsted Inspection of 2016 which found that:

“Leaders and managers promote inclusion and equality successfully, and have created a strong ethos of tolerance and respect in the college.”

### c) Equality Policy

Spencer drew Governors' attention to a number of minor but important amendments proposed for the Equality Policy.

The Governors approved the amendments to the policy.

There was a discussion on the need to avoid gender stereotyping in careers and to encourage female students to take up science studies. College staff actively promote science amongst female students and it was agreed that Ryan could refer to this in his material when addressing potential students at recruitment events. There was a suggestion that the College contact Jodrell Bank who are promoting science careers for women and have a presentation that can be delivered at colleges. Spencer undertook to look into this further.

Spencer advised Governors that initial feedback from the External Audit in November found the picture in College regarding Safeguarding to be very positive. The final report is still awaited. The number of safeguarding cases in College has remained fairly static, although an increase in mental health related issues has been noted. A new software package, Impero, has recently been purchased. This allows students with concerns to contact members of the College Safeguarding Team and is proving to be helpful.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li><b>Amendments to Equality Policy approved</b></li> </ul>	<b>Governors</b>	<b>25 Jan 18</b>

### 6.3. Finance and Resources

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

## 7. GOVERNOR BUSINESS

Governors were asked to complete the Register of Members' Interests forms issued at the Meeting.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li><b>Complete Register of Members' Interest forms</b></li> </ul>	<b>All Governors</b>	<b>Spring Term 18</b>

## 8. ANY OTHER BUSINESS

### 14 – 19 Partnership Conference

Corporation members were invited to attend the forthcoming 14 -19 Partnership Conference to be held at the Village Hotel in Cheadle. Governors wishing to reserve a place were asked to contact Joy Pipping.

## DATE OF NEXT MEETING



Thursday 8<sup>th</sup> March 2018 at 5.30pm

Signed

(Chair)

Dated