

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 08 MARCH 18

MINUTES PART 1

PRESENT/ABSENT

Name	Governor type	'End of Term of Office' date	Present (P) / apologies (Ap)/ absent (A)
Jenny Singleton	Staff (Principal)	Ongoing	P
David Lambrick	Governor (Chair)	20/10/18	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	15/07/19	P
Adrian Clare	Governor	31/08/18	P
Anne Marie Cripps	Staff Governor	23/10/18	Ap
Arwa Thabit	Student Governor	10/07/18	Ap
Chris Alogba	Student Governor	10/07/18	A

**left early – see Item 12*

IN ATTENDANCE

Sharon Burton	Deputy Principal
Spencer Davies	Assistant Principal Progression
Matt Lenaghan	Interim Director of Finance
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 Anne-Marie Cripps and Arwa Thabit.

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 an interest in the Partnership of Hope paper produced by David

Wootton – Item 12.

Sandra Dunn declared an interest in the Safeguarding Audit – Item 7.

3. CORPORATION MINUTES OF 25 JANUARY 18
MATTERS OF ACCURACY

There were no matters of accuracy and Governors approved the minutes.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none">• Minutes of meeting held 25 January 18 approved as a correct record subject to minor amendments.	Governors	08 March 18
R	<ul style="list-style-type: none">• Amended minutes authorised for publication in accordance with the College Instrument and Articles	Governors	08 March 18

4. MATTERS ARISING FROM THE GOVERNING BODY MINUTES OF 25 JANUARY 18

Item 5.2, Acting CEO Report

Q Have the displays for learning at Marple been reviewed yet?

No, the current focus is on progress. We will work on the displays for the new student intake in September.

Q Has there been any progress in the standard of cleaning at Cheadle?

Yes, it has improved and we continue to keep an eye on it.

Item 6.1, Provision, Quality and T & L

Q Has it been decided to reschedule Key Assessment sessions over two weeks?

No, it was discussed, but it was decided to stay with the current one week arrangement. It was felt that this better reflected the situation that students will have to face during exams.

Q Has any progress been made in identifying interview practice for pupils applying to Oxbridge?

Andrea has a possible contact and undertook to pass to Nick.

Item 6.2c, Equality Policy

The College is putting together promotional material with regards to Women in Science and is currently in discussion with Jodrell Bank.

Item 8, Any Other Business

David Wootton fed back to Governors on the 14 -19 Stockport Skills and Work Partnership Conference that he had attended, which focused on work experience, apprenticeships and skills. The general feeling amongst delegates was that the standard of work experience on offer was not always as high as it could be. David was particularly pleased, however, to hear that two employers had been very impressed with the CAMSFC students they had hosted.

	Actions or Resolutions	Owner	Timescale
A	<ul style="list-style-type: none"> • Pass contact details for Oxbridge interview assistance to Nick Sutton 	Andrea McConchie	March 18

Progress re items identified in the Safeguarding Audit (Item 7) was dealt with at this point.

Documentation was passed to Governors prior to the meeting.

Spencer advised Governors that since the last Corporation meeting, the official report on Safeguarding had been received from the Internal Auditors. The Audit focused on 30 control objectives, of which the College was found wanting in just three. Actions were subsequently drawn up in response to the recommendations in these three areas:

- Compliance with CIF for trips and visits;
- Safer Recruitment and the Single Central Register (SCR);
- Safeguarding Training.

He advised Governors that the issues surrounding the SCR related mainly to the recording of required information on invigilators and have now been addressed.

All required actions have now taken place or will have done so by the time of the planned review in April and the College is confident that its Safeguarding Procedures are robust.

There is also a requirement for Governors to receive Safeguarding training and this will need to be recorded. A training session is planned for all Governors at 5.30pm on Wednesday April 25th prior to the start of the next Corporation meeting.

The Mental Health Action Plan (Item 6.2b) was discussed at this point.

A paper was circulated to Governors prior to the meeting and the following points were raises/highlighted in discussion:

Spencer said that the paper had been produced in response to the rise in mental health and self-harm cases across the College. This is line with national trends, although CAMSFC has acquired a reputation for “looking after” students who are experiencing mental health problems, which may attract a small number of students with such difficulties. We have adopted both reactive and proactive approaches to the issue. There is a strong Wellbeing team in place on both sites. Over the past two years an increase of over 50 cases has been noted annually, with the vast majority of cases relating to students on BTEC programmes. This year 257 students with wellbeing needs have been identified. All cases are treated confidentially and some can be very complex, with students falling into more than one category. The College is striving to keep its records as accurate as possible.

Q Is the number of students with wellbeing needs higher than elsewhere?

The problem is very widespread, although we do not have numerical data with which to compare our figures to those of other colleges.

Q Why do you think there are more issues amongst BTEC students?

It may be that they suffered from mental health problems at school, did not perform as well at GCSE and so tend to enrol on less academic courses.

Q Is there any particular BTEC area more affected than others?
Yes, Health and Social Care.

The Principal advised Governors that the College has received some funding for Pastoral Support Programmes and is considering the possibility of employing a Youth Worker at Cheadle.

Q How will staff cope if numbers continue to rise?
It will increase the pressure on wellbeing staff. This could be alleviated to some extent with the support of a Youth Worker.

Q How is the College aware that it has a reputation for “looking after” students with mental health issues?
This is generally based on anecdotal evidence from schools, colleges and Family Support Workers and was also referred to in our last Ofsted Report.

Sandra said that in the course of her work she had also noted the need to increase wellbeing capacity where possible, to deal with the rising number of mental health issues amongst students.

Governors thanked Spencer for his report.

5.1 ACTING PRINCIPAL’S REPORT

The Acting Principal’s Report was circulated to Governors before the meeting and the following points were raised/highlighted in discussion:

Sharon Burton, Acting Principal, informed Governors that there had been 26 leavers since the last Corporation meeting, of whom 10 were Level 1 and Choices students. This figure includes three exclusions.

Q Is behaviour getting worse amongst students?
On the whole the problems tend to be due to an inability to deal with the transition from school to college and take the form of mischief rather than actual bad behaviour. A Youth Worker would be very helpful in working with these students. We have more Level 1 students this year than previously and the problems tend to be with this group.

Q Why is the number of exclusions/withdrawals so high over the past half term?
Most of the cases have been in the pipeline for a while and the students have all left during the same period.

Attendance on Maths and English GCSE courses at Marple and on English GCSE courses at Cheadle have improved since the last report. However attendance on Maths GCSE courses remains a problem and a member of staff has been allocated to look at this and take action as appropriate, including contacting parents.

Sharon said that attendance across the board was generally good and in line with that of other sixth form colleges. Attendance data for each of the curriculum areas was provided and was not

considered likely to adversely affect progression. Concerns over the systems used to record attendance at CAMSFC had proved largely unfounded after visits to Huddersfield New College and Ashton Sixth Form College to investigate their systems.

Q How is attendance monitored?

Our systems allows us to monitor it on a daily, weekly or monthly basis for each student and to produce reports, for example, if we wish to establish a pattern with regard to absences.

Q Did the bus strikes affect attendance?

They affected the Cheadle campus more than Marple. Attendance at both sites was also affected by the recent snow. In such cases, a code is input to the absence to show that it was beyond the control of the student.

With regard to T Levels, Sharon informed Governors that the College had put in an application to deliver the Education and Care qualification with effect from 2020.

Governors thanked Sharon for her report.

5.2 ACTING CEO'S REPORT, Part 1

Details of Part 1 of the Acting CEO's Report are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

6. COLLEGE IMPROVEMENT ISSUES

6.1 Provision - Quality and Teaching and Learning

a) Key Assessment and Progress Report

Nick Sutton presented a report which had been circulated to Governors prior to the meeting. It gave an updated summary of A Level progress to date on the basis of student performance from Key Assessments 1, 2 and 3, culminating in a predicted grade for Progress Report 2 (PG2).

The key points are outlined below:

- Current predictions would equate to an A Level L3VA score of 0.00, which is an increase on last year's score of -0.38;
- Staff have worked hard to improve the robustness and accuracy of Key Assessments;
- 192 A* - B grades have been predicted, which is a major increase on the 119 achieved in 2016/17;
- Staff are working hard to upgrade students who are currently performing below predicted grades via a variety of interventions;
- Students predicted U grades will be withdrawn from exams or asked to pay their own exam entry fees if they are not deemed to have made sufficient progress;
- Eight subjects have an L3VA score of below – 0.30 and action is being concentrated on these.

Governors expressed their appreciation of the work undertaken by staff. They were particularly impressed by the improvement in the L3VA score.

Q How confident are you about the robustness of the Key Assessments?

We are confident, but will be able to assess more fully once the results of the mock exams, which students are currently sitting, are known. An increased number of our staff now also undertake examiner roles, which is very helpful.

Q Why is the L3VA score so low in Sociology?

We are in a transition period as the teaching staff are both new to the College. We hope to move exam boards from OCR to AQA, which is felt will better suit students.

The Principal said that 70 students were currently in receipt of unconditional University offers. The issue of subsequently motivating such students is posing a considerable problem.

b) Supervised Study

A paper on Supervised Study was sent to Governors before the meeting.

Nick told Governors that although there have been improvements in Teaching and Learning within the classroom, A Level students do not undertake sufficient targeted independent study, which is adversely affecting exam outcomes. There is an increased focus on independent study, Curriculum + sessions and flipped learning across many subjects. Other potential actions under consideration include:

- Increasing tutorial sessions from 45 to 90 minutes;
- The introduction of active study zones;
- Timetabled additional support sessions for each subject;
- Further development of the use of flipped learning to ensure student preparation for lessons.

All of these actions would be costly in terms of staff time but there is a possibility of a hybrid approach. This, for example, could entail less teaching time and more flipped learning activities in Y12 balanced by more teaching time in Y13. Proposals will be discussed at the Away Day.

Governors thanked Nick for his reports.

6.2 Student Journey and Recruitment

a) Recruitment Strategy

Governors received reports prior to the meeting. The Principal presented this item on behalf of Ryan Jones.

An investigation was carried out following discussions at the last Corporation meeting regarding the provision of free transport for students at Marple College, changing the start of the Longendale bus service from Mottram to Denton and the provision of an additional bus service along the A6 from Stockport via Hazel Grove. Heat maps showing students who applied to Marple but did not subsequently enrol, post code analysis and Y11 pupil numbers in feeder schools were also provided to Governors and taken into account in producing the recommendations. Of particular note was SK2 with 69 applications, of which only 24 actually enrolled in the College.

The investigation found that the additional costs of providing free transport, amending the start of the Longendale route and running an additional service from Hazel Grove would be circa £66,000. Demographic analysis indicates an increase in Y11 students over the next three years, which would be reflected in pupil numbers at Hazel Grove High School.

In light of the above, Ryan made the recommendation to remove student transport charges to Marple and to run the additional service from Stockport via Hazel Grove.

Governors thanked Ryan for his detailed analysis and approved the trial of the free bus service and the additional bus route.

b) Mental Health Action Plan

This item was covered earlier in the meeting.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> • Free student bus service to Marple approved 	Governors	08 Mar 18
R	<ul style="list-style-type: none"> • New bus service from Stockport to Marple via Hazel Grove approved 	Governors	08 Mar 18

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. AUDIT COMMITTEE FEEDBACK

Adrian Clare, Audit Committee Chair, gave feedback from the Audit Committee held on 12th February.

He said that the Committee had reviewed and approved the revised Internal Audit Plan. The decision was taken that the Internal Auditors would now focus on the General Data Protection Regulations (GDPR) to ensure that the College was fully compliant by the required date of 25th May 18. GDPR will become a standard item on future Audit Committee agendas. Members reviewed the updated Risk Register and were pleased to note the significant improvement in cashflow issues following the Cheadle land sale.

There was a discussion on whether to extend the contract with Mazars, the External Auditors, for a further year on completion of the current three year contract. Since the meeting Matt had confirmed that it would be possible to do so and highlighted the advantages of remaining with Mazars, given that they also act as External Auditors for St Mary’s College. The Principal confirmed that she was happy to extend the contract by a further year.

Governors approved the Mazars contract extension.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> • One year contract extension with Mazars approved 	Governors	08 Mar 18

8. SEARCH AND GOVERNANCE COMMITTEE FEEDBACK

The Chair gave feedback from the S & G Committee held on 5th March.

He said that there were currently two vacancies for Governors on Corporation. The Principal has approached Manchester City Football Club, who have expressed a willingness to provide a representative. Other contacts were discussed, as well as the possibility of approaching employers on the College mailing list.

Governors approved a second term of office for Connor McAlorum.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Second term of office for Connor McAlorum approved 	Governors	08 Mar 18

9. ANY OTHER BUSINESS

Details of a salary issue raised at this point are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

DATE OF NEXT MEETING

Thursday 26th April at 5.30pm

Signed

(Chair)

Dated