

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 05 JULY 2018

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
Clair Dyson	Governor	22/10/18	P
Adrian Clare	Governor	31/08/18	P
Sandra Dunn	Staff Governor	23/10/18	P
Andrea McConchie	Parent Governor	15/07/19	P
Alison Hewitt	Governor	12/07/19	Ap
Connor McAlorum	Governor	30/04/21	Ap
Arwa Thabit	Student Governor	10/07/18	Ap
Anne Marie Cripps	Staff Governor	23/10/18	A
Chris Alogba	Student Governor	10/07/18	A

IN ATTENDANCE

Matt Lenaghan Interim Director of Finance
 Nick Sutton Assistant Principal Quality, Teaching, Learning and Assessment
 Lydia Smith Interim Clerk to the Governors

1. APOLOGIES FOR ABSENCE & WELCOME

Apologies for absence were received and accepted from Arwa Thabit, Alison Hewitt, Connor McAlorum and Sharon Burton.

Governors approved the following extensions to terms of office:

Adrian Clare for a further year;
 Clair Dyson for a second term of office of three years.

Governors also approved the appointment of John Dyke as a new Governor from September 18. He currently works for Manchester City Football Club and is a former employee of the College.

There is still a vacancy for one Governor on Corporation. The Clerk will contact “Governors for Schools”, a charity focused on filling governor vacancies, to explore whether they have suitable candidates registered. The Laurus Trust has also been approached for potential Governors.

There is also a vacancy for a Parent Governor and applications will be sought from Marple parents in September.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Extension of term of office for Adrian Clare for one year to 31 July 19 approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> Extension of term of office for Clair Dyson for three years to 22 October 21 approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> Appointment of John Dyke as new Governor from September 18 approved 	Governors	05 July 18
A	<ul style="list-style-type: none"> Approach “Governors for Schools” re filling of outstanding vacancy 	Clerk	July 18

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 Federation of Hope (Item 13a).

3. CORPORATION MINUTES OF 07 JUNE 18 MATTERS OF ACCURACY

Page 2, Conference Update: Should read “The FE Commissioner did, however recommend that the extended notice period for the CEO....”

Governors approved the minutes subject to the above amendment.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Minutes of meeting held 07 June 18 approved as an accurate record subject to one amendment 	Governors	05 July 18
R	<ul style="list-style-type: none"> Minutes authorised for publication in accordance with the College Instrument and Articles 	Governors	05 July 18

4. MATTERS ARISING FROM THE CORPORATION MINUTES OF 07 JUNE 18

There were no matters arising.

5. PRINCIPAL/CEO REPORT

The report was circulated to Governors in advance of the meeting. The following points were

raised/highlighted in discussion:

PART 1

a) Teaching, Learning and Assessment

The University of Manchester has awarded the College a gold plaque "in recognition of the excellent quality of its commitment, involvement and expertise as an outstanding partnership school for teacher training". ITT lead Carol Turnbull has also been made a Senior Associate Tutor. This is excellent news for the College and for Carol and will assist the College in their preparations for entering the Federation of Hope.

Governors passed on their congratulations to College staff on the achievement.

b) Enrolment 2018

Internal Progression:

The College set an internal progression target of 719 students and has to date reached 703. Of these 303 will be at Marple against a target of 307 and 400 at Cheadle against a target of 415. The Deputy Principal and Assistant Principal for Students have met all students who were uncertain about returning to College next year and have significantly improved progression rates.

New Student Enrolment:

Taking into account the estimated number of applications by campus for late August of 900 (Cheadle) and 750 (Marple), the College will need to achieve a 48% conversion rate to meet the target of 1500 16 -18year old students by mid-October. The conversion rate is difficult to predict and can vary from year to year, but the target can hopefully be achieved.

c) Adult Education Budget (AEB)

The AEB will be devolved to GMCA from September 19. The Principal expressed concerns that, with no sixth form representative on GMCA, Sixth Form Colleges such as CAMSFC could be vulnerable to losing AEB funding. The Sixth Form Colleges Association will support the College in its discussions on this matter.

d) Insolvency Regime for Colleges

Details of the new Insolvency Regime for Further Education and Sixth Form Colleges was sent to Governors before the meeting for information. The regime was introduced to provide orderly winding-up and other insolvency proceedings in the unlikely event of a further education or sixth form college becoming insolvent and provides similar provisions to those applying to companies and other organisations in the UK. A special administration regime for the college sector, known as an education administration, which protects learner provision for existing students at insolvent colleges, will be introduced. Timing is uncertain but it is intended that the Insolvency Regime will be in force by late 2018.

e) Laurus Trust

The Highways Department will shortly commence work on Cheadle Road. The works are likely to take around 36 weeks, with Phase 1 and 2 of five running from July 16th to September 18th. Nursery and Reception classes will commence on September 7th at the new primary school on the Cheadle site. In addition, approximately 230 Year 7 pupils will also start at the primary school pending their move to the secondary school in March 19.

f) Duke of Edinburgh (D of E) Award – Silver Qualifying Expedition

The expedition was extremely successful and will continue with new students next year. Over the past year students enrolled on the programme have demonstrated their commitment, professionalism, maturity and team-working skills.

g) Inter-house Competition Day

The event was held on June 22nd and included sessions on progression and employability as well as a variety of fun inter-house activities, which attracted house points. House points are currently being counted to award the first Inter-House Cups and the House Winners on each campus.

h) Progression Day

Year 12 Level 3 students took part in ‘Progression Day’ in June. The day started with students re- enrolling on their course for year 13 with their tutors, as well as a reminder of the purpose of the day – to hear about opportunities to progress from college into university, employment or a gap year. Students then rotated around three sessions during the morning namely talks on applying for university and on apprenticeships and a visit to the Careers Fair, accompanied by their tutors. Feedback from both students and tutors has been very positive, with students commenting that they found it useful to hear about applying to university, writing a Personal Statement and gaining a better understanding of the options open to them after college.

6. COLLEGE IMPROVEMENT ISSUES

6.1 Quality, Teaching, Learning and Assessment

All papers and strategies were circulated to Governors prior to the meeting.

a) College Performance Against Sixth Dimension Sixth Form College (SBDM) benchmarks

Nick Sutton, Assistant Principal Quality, Teaching, Learning and Assessment presented a report on the College’s A Level Performance in 16/17 and “in year” for 17/18 against recently received SBDM benchmarks/averages for retention, pass, achievement rates, high grades, attendance and GCSE point score on entry. The following points were raised/highlighted in discussion:

The key issue that the College is currently facing is that of how linear A Levels will impact on retention.

Analysis of the SBDM data shows that at CAMSFC:

- 16/17 pass rates were good and better than the national average on most courses;
- Most students were above or in line with average GCSE grades on joining, with the exception of Art, Chemistry, Government and Politics and Spanish;
- Attendance across the board for the year to date is good and mostly better than the national average;
- Projected ALPS grades and LV3A ratings indicate that the work undertaken by

staff this year is having a positive impact and should result in improved progress/outcomes.

The overall picture is positive, with a continuing need to push on grades and on the retention of second year students. Teaching staff will closely examine projected ALPS grades in relation to results in August.

The Chair was pleased to note the improvements in attendance and pass rates and suggested that the issue of raising grades be discussed at a future meeting.

The Principal explained that enrolling students on the correct courses was key to improving retention. However, for those students with lower GCSE grades, it is more suitable to enrol them on vocational courses which could then further increase vocational student numbers at the expense of A Level ones.

Q Why is retention so low on Government and Politics A Level?
This is due to two of the six students leaving the College.

The Principal told Governors that she would be very pleased if CAMSFC students achieved predicted grades but highlighted UCAS's concerns at the lack of accuracy in 75% of predicted A Level grades.

Q Are they over-predicted?
Yes, which is not helpful to students or Universities in the long run.

b) Teaching, Learning and Assessment Strategy

The updated strategy is more focused and sharper than the previous one and comprises the following eight objectives:

- To develop independent learning;
- To provide effective employee continuous professional development;
- To develop our students as expert learners;
- To embed effective ongoing assessment;
- To provide effective learning support;
- To provide lessons that challenge and inspire students;
- To develop the employability of our students
- To embrace the developments in digital learning and technology.

The strategy will be rolled out next year and will be presented to staff at an inset day before the end of the summer term.

The Chair appreciated the emphasis on independent learning as a means of helping to increase grades.

Governors approved the revised Teaching, Learning and Assessment Strategy.

c) Digital Learning Strategy

This is a brand new strategy, drawn up by a new group chaired by Nick Sutton. It aims to help students become confident digital citizens using technology to enhance their

learning both inside and particularly outside the classroom environment. The Strategy focuses on:

- Improving the infrastructure via upgrading servers, wifi and PCs and hubs for independent study on both sites;
- Upskilling teachers;
- Upskilling students;
- Improving teaching resources.

Q How will staff be upskilled?

They will work thorough a digital literary skills pathway and will be offered regular training, with the expectation that they attend six twilight training sessions per year. An audit of staff skills will be carried out.

Governors approved the Digital Learning Strategy.

d) Observation of Teaching, Learning and Assessment Procedure

Governors were informed that there were no material changes to the procedure. The amendments include additional observation criteria and the notification of internal verification to the Development Observation of Teaching and Learning Template. Peer observations have been reduced from half termly to termly.

Governors approved the revised Observation of Teaching, Learning and Assessment Procedure.

e) Vocational Strategy

Governors were advised that the strategy has been taken from the existing policy.

Governors approved the Vocational Strategy.

f) Supporting Employee Performance Procedure

The procedure has been updated with regards to the accumulation of CPD points and makes it clearer for staff to understand if they have met targets.

Governors approved the updated Supporting Employee Performance Procedure.

g) Professional Performance Review Procedure

The procedure has been revised to introduce CPD rewards for support staff via the Support Staff Standards Payment.

Governors approved the updated Professional Performance Review Procedure.

	Actions or Resolutions	Owner	Timescale
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R	<ul style="list-style-type: none"> • Revised Teaching, Learning and Assessment Strategy approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> • Digital Learning Strategy approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> • Revised Observation of Teaching, Learning and Assessment Procedure approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> • Vocational Strategy approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> • Revised Supporting Employee Performance Procedure approved 	Governors	05 July 18
R	<ul style="list-style-type: none"> • Revised Professional Performance Review Procedure approved 	Governors	05 July 18

6.2 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. REPORT FROM SEARCH AND GOVERNANCE COMMITTEE

Details of the Report from the S & G Committee are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

8. REPORT FROM AUDIT COMMITTEE

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

9. EXTERNAL AUDIT PLAN TO YEAR END

Details of the External Audit Plan to Year End are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

10. INTERNAL AUDIT 2018/19

Details of Internal Audit 2018/19 are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

There were no items raised for discussion under AOB.

DATE OF NEXT MEETING

To be confirmed.

Signed

(Chair)

Dated