

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 16 MAY 2019

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
Adam Rhodes	Governor	31/10/21	P
Alison Hewitt***	Governor (Vice Chair)	12/07/19	P
Kaya Dillon**	Student Governor	10/07/19	P
Laure de Rooij**	Student Governor	10/07/19	P
David Lambrick	Governor (Chair)	20/10/19	P
Matt Croasdale	Governor	09/12/21	P
Gareth Turner	Governor	13/03/22	P
Ian Harvey	Staff Governor	13/03/22	P
Andrea McConchie	Parent Governor	14/07/20	Ap
Clair Dyson	Governor	22/10/21	Ap
Connor McAlorum	Governor	30/04/21	Ap

IN ATTENDANCE

Jason Austin Interim Finance Director – by phone link
 Sharon Burton Deputy Principal
 Catherine Smith* Head of Maths
 Nick Sutton Assistant Principal, Quality, Teaching, Learning and Assessment (APQTLA)
 Lydia Smith Interim Clerk to the Governors

*Left early – See Item 6b

**Left early – See Item 5

***Left early – See Item 6

APOLOGIES FOR ABSENCE & WELCOME

Apologies were received from Andrea McConchie, Clair Dyson and Connor McAlorum.

1. 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 Part 1 of the meeting.

No interests were declared.

2. CORPORATION MINUTES OF 18 MARCH 19

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

Actions or Resolutions	Owner	Timescale
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R	• Minutes of meeting held 18 March 19 approved as an accurate record	Governors	16 May 19
R	• Minutes authorised for publication in accordance with the College Instrument and Articles	Governors	16 May 19

3. MATTERS ARISING FROM THE CORPORATION MINUTES OF 18 MARCH 19 NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.
Item 6b was dealt with at this point

6. QUALITY, TEACHING, LEARNING AND ASSESSMENT

b) Progress Data

Catherine Smith, Head of Maths, gave a verbal update on progress data within the Faculty of Maths. She said that progress continues to be made at both sites as the examinations approach, with Cheadle currently having an ALPS score of 5 although Marple's remains lower at 8. Governors noted that marking at Marple tends to be fairly tough, which can adversely affect scores. The ALPS scores at both sites are very similar to those last year and the Head of Maths is hopeful that similar high results will be achieved as revision sessions and mock papers continue and students sharpen their examination skills. The Head of Maths meets with under-performing students regularly and all students on both sites receive a minimum of one additional 45 minute teaching session per week as well as lunchtime support if required. The additional teaching sessions are for small groups of five students, so that the teacher can speak to each student individually about any difficulties they are experiencing as well as to the whole group. The Head of Maths highlighted the fine balance staff needed to find between supporting students, whilst at the same time encouraging them to work independently without prompting. She explained that grade boundaries were still unclear, given the recent introduction of linear A Levels, and the way in which grades are influenced by results across the country. The abolition of AS examinations now means that all students are taking the same examination which covers a much broader and deeper spec than in previous years. Staff work hard to help students recognise exactly what some of the quite complex questions are driving at and how best to divide them up into manageable chunks.

Q Do students have access to interactive sites on learning hubs to assist them?
 Yes, they can use them to watch questions being worked through.

Q Is general pastoral support provided across all subjects to support students through any examination stress they may experience?
 Yes, this is covered within tutorials.

Q Could predictions be modified if, for example, they were found to be consistently low in relation to results?
 This is the first year in which ALPS has been used to input all the assessments throughout the year. Once examination results are received, the College will be better able to review the accuracy of predictions. If necessary, modifications will be applied in future.

Governors thanked the Head of Maths for her presentation.
**Catherine Smith left the meeting*

Before continuing the meeting, the Chair referred to the recent OfSTED visit. He expressed his serious concerns about the way in which the visit had been conducted and about the Requires Improvement outcome. This relates only to apprenticeship provision, whilst the

remaining 93% of the provision was rated as Good or better. He praised the hard work of staff which has yielded good results. The issue was dealt with in more depth in Part 2 of the meeting.

Item 12 – Finance Update - was dealt with at this point. Details are contained in a Confidential Appendix to these minutes which is not for release into the public domain.

4. PRINCIPAL/ CEO’S REPORT, Part 1

A report was issued to Governors prior to the meeting. The following points were raised/highlighted in discussion:

Retention, Attendance and Withdrawal as of 04.05.19

Retention:

In year retention for 16-18 provision is broadly in line or above that of the previous year, with significant improvements within the 16-18 Level One provision at Cheadle and the Extended Diploma provision. A Level year 12 data has improved slightly and remains almost 2% above the college target which demonstrates the impact of improvements via the implementation of a new retention strategy and SLT leads. A Level retention on Year 13 programmes is slightly below the College target.

In year retention for 19+ provision is much improved on all levels when compared to the previous year.

Since the last Corporation meeting there have been 41 student leavers, of whom a small minority have withdrawn from one course rather than actually leaving the College. The main reasons for students leaving Cheadle are ‘withdrawals’, low attendance or fitness to study, whereas at Marple students tend to leave because of failure to make sufficient progress, low attendance, personal problems and a desire to study apprenticeships.

Attendance:

Overall attendance is good at Cheadle and excellent at Marple and at both sites is in line with national averages for Sixth Form Colleges. Attendance on GCSE English and Maths classes remains below target but has improved on last year at Marple.

Recruitment Update:

The College has received 1909 applications to date in comparison to 1405 at the same point last year. This breaks down into 1012 for Cheadle and 897 for Marple and represents the first significant increase in application numbers for several years.

5. APPRENTICESHIP PROGRESS UPDATE

Papers were circulated to Governors prior to the meeting. Nick Sutton, AP QTLA, gave a presentation to

Governors and the following points were raised/highlighted in discussion:

Following the OfSTED visit, the decision was taken to remove apprenticeship provision details from the

College website. A holding email has been sent to all student making enquiries about apprenticeships.

Activity is currently focusing on those 32 apprentices who remain in learning with a leave date of this academic year. The original cohort size was 87, with seven leaving within the first six weeks and not being included in Leaver data. 48 of the 80 apprentices have now left the programme, with 38 (79.2%) achieving the full framework and 35 (72.9%) doing so within the required timescales. This means that the College is in no danger of breaching the 62% minimum level. Some of the remaining learners are still required to sit Functional Skills tests, which will take place later in the term. Those whose apprenticeships are due to continue beyond this academic year will be given the option to move on to adult provision courses or, if they do not wish to do so, efforts will be made to secure them apprenticeships with another provider. The Principal has confirmed that this approach is acceptable to the ESFA. Jan Hill, Quality Manager, has taken responsibility for overseeing apprenticeship progress. Paper based apprentice records have been migrated to electronic format.

Q Are all apprentice records now recorded on the spreadsheet?

Yes.

***Laure de Rooij and Kaya Dillon left the meeting.*

Governors reviewed the SAR Action Plan for 2018/19 and the post inspection actions for apprenticeships which focus on improvements to:

- Identification of what apprentices need to learn;
- SMART target setting and feedback;
- Continuity and co-ordination in planning on and off the job training with employers;
- Provision of effective guidance to apprentices on progress;
- Emphasis on promoting development of English and Maths skills;
- Understanding of apprentices' progress by Senior Managers and Governors.

The Principal advised Governors of a number of factual inaccuracies contained within OfSTED's report on apprenticeship provision with which she has taken issue. She mentioned in particular the reference to around half of the College's apprentices currently studying towards the new apprenticeship standard, whilst at the time of the inspection these apprentices accounted for just 3.8% of the total number.

The APQTLA will provide an update to Governors on apprenticeships on an ongoing basis.

6. QUALITY, TEACHING, LEARNING AND ASSESSMENT

Papers were circulated to Governors prior to the meeting. Nick Sutton, AP QTLA, gave a presentation to

Governors in the light of the recent Progress Grade 3 assessments and the following points were raised/highlighted in discussion:

a) In-Year Progress

A Level

The College's A Level value added projection remains at Alps Grade 5, which is the same as last year and the minimum grade that the College wants to achieve. Red Teaching and Learning has improved by 2.4% and now stands at 20.9%. Predictions show that 69.8% of students will achieve their target grade or higher. The number of subjects projected to be at Alps 5 or above has improved

and currently stands at 17 out of 20 overall. There are, however, variations by site and subject, details of which were provided to Governors. It was noted that Fine Arts, Media Studies and Sociology will no longer be offered at Cheadle from 2019/20 owing to low applications and progress rates.

A fifth health check will take place next week.

****Alison Hewitt left the meeting*

Q When do the A level examinations begin?

May 20th.

BTEC

All eight Extended Diploma subjects remain with projections of Alps 5 or above, with an overall College BTEC Value Added grade of 4, as per last year.

All eight 90 Credit Diploma subjects also remain with projections of Alps 5 or above, of which half are projected to achieve an Alps grade in the top 25th percentile.

Further checks will take place next week.

GCSE

Progress grades indicate an improvement on last year. GCSE English is predicted at 0.66% and Maths at 0.73%, both of which are very impressive and well in excess of last year's national and LA averages.

Governors thanked the APQTLA for his presentation and expressed their appreciation of the work undertaken by teaching staff.

b) Progress Data

This was dealt with earlier in the meeting.

See pp 2-3

c) Continuing Professional Development (CPD)

Governors received a paper prepared by Adam Sinnott, Director of Teaching, Learning and Assessment prior to the meeting. The APQTLA delivered the paper.

Extensive CPD has been offered to all teaching staff in order to develop their skills and further improve outcomes across the curriculum. The CPD points system remains in operation with links to Performance Management and associated rewards. Teaching and Learning pods continue to take place every half term and peer observations are mandatory, with full time staff required to undertake three per year. The observations have been very positively received by both those observed and by the observers. Governors noted that OfSTED inspectors were very impressed with the College's approach to CPD and in particular with the quality of peer lesson observations.

Q Are lesson observations carried out at SMC?

Yes, although they have adapted our model to best meet their own needs.

Governors were pleased to note the success of the CPD process and its positive impact on Teaching and Learning.

7. FEEDBACK FROM AUDIT COMMITTEE 04.04.19

Adam Rhodes gave feedback from the Audit Committee as below:

- Alison Hewitt was elected as temporary Chair until the end of the Summer Term, following Adrian Clare's resignation.
- Robin Pritchard (RP), Gateway Assure, new Internal Auditors, gave a general presentation on the role of the Audit Committee at the start of meeting.
- RP presented Block 1 Internal Audit Report, summarising the outcome of work completed by Gateway Assure against the operational audit plan for 18/19. He reported on 3 key areas:

Marketing and Branding – Opinion Adequate. The report contained some inaccuracies and a lack of understanding of terminology and the workings of the College, which need to be addressed.

IT Health Check – Opinion Limited. Gateway Assure found the infrastructure to be well maintained but identified a need to develop Disaster Recovery and Business Continuity strategies.

Student Outcomes – Opinion Adequate.

- Risk Register Update - The College is looking to produce a more streamlined spreadsheet once the new Interim FD is in place.
- GDPR - Jan Hill, Quality Manager, has assumed responsibility for GDPR following the departure of the previous IFD.
- External Auditors - The College is very satisfied with the performance of the current External Auditors, Mazars (also used by SMC) and has no desire to change at present. The plan is to extend the contract to the end of the current calendar year rather than to go out to tender now, given the current situation in Finance. The College will consider going out to tender again in 2020.

8. AOB

Conference arrangements:

The Annual Conference will take place at Cheadle on Saturday July 6th with a start time of 9.30am and an expected end time of 2.30pm. Governors from SMC will also attend.

Online Training:

Jan Hill passed on her thanks to all Governors for completing the online training module on GDPR. A further module on Safeguarding will be sent out shortly, with a request that it be completed by the end of the summer term. Gareth Turner has completed the new module and gave feedback to Governors. He found the module interesting and felt the material produced by iHASCO was of a high standard.

DATE OF NEXT MEETING

Monday 1st July 2019.

Signed

(Chair)

Dated