

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

MONDAY 01 JULY 2019

MINUTES PART 1

PRESENT/ABSENT

Name	Governor type	'End of Term of Office' date	Present (P) / apologies (Ap)/ absent (A)
Sharon Burton	Acting Principal	Ongoing	P
Adam Rhodes	Governor	31/10/21	P
Alison Hewitt	Governor (Deputy Chair)	13/07/19	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	P
Clair Dyson	Governor	22/10/21	P
Connor McAlorum	Governor	30/04/21	P
Laure de Rooij	Student Governor	10/07/19	Ap

IN ATTENDANCE

Jason Austin Interim Finance Director
 Mike Firth ESFA
 Lydia Smith Interim Clerk to the Governors

**Left early – See Item 7*

1. APOLOGIES FOR ABSENCE & WELCOME

The Chair welcomed Mike Firth, ESFA, to the meeting and Governors introduced themselves to him.

Governors approved the extension of Alison Hewitt's term of office for a further three years.

The Chair advised Governors that he would be leaving Corporation in September and that this would be his final Corporation meeting, although he would remain in post as a Governor over the summer to support the incoming Chair and Deputy Chair.

He proposed the appointment of Alison Hewitt, current Deputy Chair, as Chair from the start of the new academic year. Governors approved the appointment in principle subject to formal election at the

next Corporation meeting.

He proposed the appointment of Clair Dyson as Deputy Chair from the start of the new academic year. Governors approved the appointment in principle subject to formal election at the next Corporation meeting.

The Chair asked Governors to appoint Sharon Burton, Deputy Principal, as Acting Principal and Senior Postholder for as long as the situation so required. Governors approved the appointment.

Apologies were received from Laure de Rooij, Student Governor. The Chair thanked Kaya Dillon and Laure de Rooij (in her absence) for their contributions as Student Governors since the start of the year and presented them with a small gift.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none">• Extension of term of office of Alison Hewitt for three years approved	Governors	01 July 19
R	<ul style="list-style-type: none">• Appointment of Alison Hewitt as Chair of Corporation approved in principle	Governors	01 July 19
R	<ul style="list-style-type: none">• Appointment of Clair Dyson as Deputy Chair of Corporation approved in principle	Governors	01 July 19
R	<ul style="list-style-type: none">• Appointment of Deputy Principal as Acting Principal and Senior Postholder approved for as long as required	Governors	01 July 19

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 Part 1 of the meeting.

No interests were declared.

3. CORPORATION MINUTES OF 16 MAY 19

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 16 May 19 approved as an accurate record	Governors	01 July 19
R	<ul style="list-style-type: none">• Minutes authorised for publication in accordance with the College Instrument and Articles	Governors	01 July 19

4. MATTERS ARISING FROM THE CORPORATION MINUTES OF 16 MAY 19 NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

5. 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 and Attendance as of 10.06.19

Retention:

With the exception of Level 2 Vocational (L2 Voc) programmes, retention in all areas is broadly in line or above College targets, which are set very high. Governors noted that even though L2 Voc retention at 87.8% is below the College target of 92%, it is very much in line with Sixth Form national averages. Retention at this level is monitored on an ongoing basis.

Q Why is L2 Voc retention lower than in other areas?

It tends to be due to the situation of the students on these courses. They do not have the qualifications required to pursue A level studies, have failed to find suitable apprenticeships and are retaking English and Maths GCSEs.

Q Is there anything more that could be done to support them?

We have a number of intervention strategies in place involving House Monitors, SLT support and SMART targets, but it can prove challenging to retain them.

Q Do you quantify the number of students who pass their GCSEs in November and subsequently leave the College prior to the end of the summer term to help address the retention issue?

Not at the moment, but the Acting Principal will ask the Heads of Maths and English to do so.

Q What percentage of students pass their GCSEs in November?

Approximately 10-15%.

Q Has the issue of unconditional University offers affected retention amongst A Level students?

Less so this academic year, as most students are committed to obtaining the best A Level grades they can.

Since the last Corporation meeting there have been an additional 14 leavers, bringing the total across both sites to 118 since the 42 day census date.

Attendance:

Overall attendance is good at Cheadle and excellent at Marple. At both sites it is in line with national averages for Sixth Form Colleges and broadly in line with College targets, with the exception of GCSE English at Cheadle and Maths at Marple.

Recruitment:

The College has received 375 more applications to date in comparison to the same point last year. This breaks down into an additional 174 for Cheadle and 201 for Marple and represents the first significant increase in application numbers for several years.

An Open Day is due to be held on July 2nd at Marple, with 168 students expected to attend during the day followed by a parents' forum in the evening – this is almost double the numbers attending last year. The picture is similar for the Open Day scheduled for July 3rd at Cheadle.

The Chair welcomed the increase in application numbers resulting from staff work on recruitment and last year’s excellent examination results.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Data on students passing GCSEs in November and leaving College prior to the end of the summer term to be provided to Governors 	Heads of Maths & English	Oct 19

6. QUALITY, TEACHING, LEARNING AND ASSESSMENT

a) In-Year Progress

In the extended absence of Nick Sutton, AP QTLA, no new report was available but the Acting Principal updated Governors on recent developments and the following points were raised/highlighted in discussion:

Since the report to Governors in March, we have a more clear picture of BTEC results, which have now moved to a solid Alps Grade 4. The College is very pleased. Governors noted that BTECs account for 75% of the provision across both sites.

A Level value added projection remains at Alps Grade 5. The College aspires to an ALPS Grade 4 but this will not be known until A Level results are received on August 15th.

Q What subjects are of concern?

Sociology, whose future will be reviewed once A Level results are known.

Government and Politics, which will no longer be offered from September 2019.

Q Have there been any developments with regard to expected A Level results in Maths?

The results will be higher than previously predicted at the last Corporation Meeting which the Head of Maths attended.

b) TLA Strategy

Prior to the meeting Governors received a copy of the TLA Strategy 2018-20, which includes the impact of actions undertaken. A detailed copy of TLA Plans for 2019-20, compiled by Adam Sinnott, Assistant Principal TLA, was also circulated to Governors. The plans focus on Directed Independent Learning Activities, a Note Taking Initiative and the Use of Exam Wrapper (a metacognitive activity that requires students to self- reflect on their preparation and revision for key assessments). Training will be provided to staff in September in these areas. Other initiatives include more rigorous TLA Learning Walks, more focused Smart Target setting, Google Classroom, Weekly Knowledge Tests, the re-introduction of Numeracy tests and Communication with Parents to inform them about how students will be taught and the tools staff will be using.

The Chair asked the Student Governor for her views on/experience of Google Classroom.

Kaya Dillon felt that it was a useful resource for allowing students to keep in touch with peers over their work. It also enables sharing research under the supervision of teaching staff who can re-direct students if they are researching incorrectly. She found it preferable to Moodle, although this continues to be used effectively by some students.

Q Will the weekly knowledge tests be pre-planned or surprise tests?

They will be pre-planned. All lessons start with a knowledge test which will be built around prior learning.

Andrea McConchie, Parent Governor, had recently attended a careers evening for Y12 parents which she found to be very well attended, informative and very well received.

Governors expressed their appreciation of the work undertaken by Adam Sinnott in this area.

c) Curriculum Plan 2019-24

The Acting Principal presented the Curriculum Plan, which Governors received prior to the meeting. She explained that the College aims to deliver a responsive, high quality and efficient curriculum by considering the following factors:

External Factors

- Demographics;
- GMCA and Stockport Skills priorities;
- RCU data;
- Government education agenda;
- Feedback from parent, student, high schools;

Internal Factors

- Recruitment trends;
- LMI on local competitor offer;
- Student outcome data;
- VFM (e.g. Guided learning hours, teacher contact hours, class sizes, staff utilisation, timetable);
- Three year curriculum planning documents from Heads of Faculty.

Following the FE Commissioner's visit in June, the Curriculum Plan will, however, need to be revised.

Some of the proposed revisions include:

The withdrawal of the Higher Education Programmes, scheduled to start September 2019 under the Federation.

A review of class sizes as a number of classes are too small, which adversely affects staffing costs. Some of the College's A Level classes have as few as nine students in comparison to 14 to 16 at other Sixth Form Colleges. The emphasis will be on filling those courses that are running at below capacity and identifying those courses that remain undersubscribed, with a view to offering them to Y13 students only next year but discontinuing them for new Y12 students. The development of new courses will be considered after this.

A number of Level 2 course have been withdrawn at Marple but this may be reviewed once the picture becomes clearer, when new students receive their GCSE results. The College is currently the biggest provider of BTEC Level 2 education in Stockport.

Work is ongoing to revise the Curriculum in the light of levels of demand and the cost of running specific courses, which is currently being analysed by the Interim Finance Director (IFD).

7. FEEDBACK FROM AUDIT COMMITTEE 12.06.19

The Deputy Chair gave feedback from the Audit Committee as below:

- Mazars, External Auditors, presented the Audit Strategy Memorandum with audits scheduled to run from August to November 19. Covenant compliance and the College remaining a going concern were identified as significant risks. The Committee approved the Memorandum.
- Gateway Assure reported back on their Audit of Key Financial Controls for which their overall Assurance Opinion was Adequate. Since then, a review of Governance has taken place and a review of Apprenticeships is hoped to be undertaken shortly.
- The new Risk Management report was reviewed – this will be considered in Part 2 of the meeting.

Other comments are included in the Confidential Minutes to this meeting, which are not for release into the public domain.

**Kaya Dillon left the meeting*

DATE OF NEXT MEETING

To be arranged

Signed

(Chair)

Dated