

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 03 OCTOBER 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 (Chair)	12/07/22	P
David Lambrick	Governor	20/10/19	P
Matt Croasdale	Governor	09/12/21	P
Andrea McConchie	Parent Governor	14/07/20	P
Alex Langley**	Staff Governor	30/09/22	P
Liz Atkinson**	Staff Governor	30/09/22	P
Fatma Shami**	Student Governor	10/07/20	P
Kaya Dillon**	Student Governor	10/07/20	P
Clair Dyson	Governor (Vice Chair)	22/10/21	Ap
Gareth Turner	Governor	13/03/22	A

IN ATTENDANCE

Mike Firth ESFA
Teresa Kelly* FEC Team
Jo Nowacki* FEC Team
Jason Austin Interim Finance Director
Nick Sutton** Assistant Principal Quality, Audit and Recruitment (APQAR)
Spencer Davies** Assistant Principal Student Progression (APSP)
Adam Sinnott** Assistant Principal Teaching Learning and Assessment and Curriculum (APTLA)

Lydia Smith Interim Clerk to the Governors

*Left early – See Item 2

**Left early – See Item 14

1. APOLOGIES FOR ABSENCE & WELCOME

Alison Hewitt was unanimously elected as Chair.

Clair Dyson was unanimously elected as Vice Chair.

The Chair welcomed Teresa Kelly, Deputy FE Commissioner (FEC), and Jo Nowacki, Further Education Adviser (FEC), to the meeting.

She also welcomed two Staff Governors, Alex Langley and Liz Atkinson, and the Student Governor, Fatma Shami (Cheadle campus) to their first meeting. Kaya Dillon, Student Governor, was re-elected for a second year representing the Marple campus and was welcomed back to Corporation.

Apologies were received from Clair Dyson.

The Chair advised Governors that Connor McAlorum had resigned from Corporation.

The meeting was the final one that David Lambrick, ex Chair of Corporation, would be attending. Governors thanked him for his valued contribution to the College over the past eight years.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none">Appointment of Alison Hewitt as Chair of Corporation approved	Governors	03 Oct 19
R	<ul style="list-style-type: none">Appointment of Clair Dyson as Deputy Chair of Corporation approved	Governors	03 Oct 19

2. STRATEGIC AND PROSPECTS APPRAISAL(SPA)

Teresa Kelly, Deputy FEC, updated Governors on the situation leading up to the current SPA exercise, which is fairly standard and aims to identify:

- A sustainable long term model for high quality provision in the area;
- Meet local and regional learner demand and employer needs;
- Identify the optimal structural solution for the College in relation to curriculum and financial sustainability.

She provided Governors with a handout to accompany her presentation and reminded all attendees of the need for confidentiality in relation to what she would be discussing.

The Deputy FEC explained that the SPA was being overseen by a Steering Group comprising representatives from the FEC, the College (including the Chair and Vice Chair of Corporation), the ESFA, the Regional Schools Commissioner and the Principal of a local College who is supporting CAMSFC. The Steering Group has met twice and has a final meeting scheduled for 29 October. At the first meeting terms of reference and data requirements were agreed and lists of stakeholders and potential partners confirmed. At the second meeting members considered stakeholder feedback, decided who to invite to put forward full proposals on the basis of Expressions of Interest received and agreed assessment criteria for full submissions. A number of Colleges and Academy Trusts were initially contacted, some of whom have since indicated that they do not wish to proceed. Full proposals are due by 18 October and will be subsequently reviewed by the College, the ESFA and the FEC team before the final Steering Group meeting on 29 October, which will be chaired by Richard Atkins, FE Commissioner. The FEC's recommendation will be considered by Corporation before submission by the FEC to the Minister responsible for FE. If the process runs smoothly, the target for completion would be 01 August 2020.

The Deputy FEC advised Governors that she had met with the TU to update them on progress and would do so again once proposals have been received. She thanked the College staff, Chair and Vice Chair of Corporation for their co-operation and help during the process so far.

Mike Firth, ESFA, stressed the importance of visibility of a clear route forward for the College if more funding is to be provided and stressed the key role of Governors in selecting/approving a partner organisation. Although Corporation has the right not to accept the FEC’s recommendation, Governors were made aware that a rejection could well jeopardise potential future ESFA funding.

There was a discussion on the timing and mechanics of the exercise to review full proposals, which will be conducted by the parties concerned at different venues.

Governors thanked the Deputy FEC for her presentation.

**Teresa Kelly and Jo Nowacki left the meeting.*

3. 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.

4. CORPORATION MINUTES OF 01 JULY 19

Matters of Accuracy

Page 3 - The number of students passing GCSEs in November should read 10 -15%.

The minutes were approved as an accurate account of the meeting subject to the above amendment.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Minutes of meeting held 01 July approved as an accurate record subject to the above amendment 	Governors	03 Oct 19
R	<ul style="list-style-type: none"> Minutes authorised for publication in accordance with the College Instrument and Articles 	Governors	03 Oct 19

**5. MATTERS ARISING FROM THE CORPORATION MINUTES OF 01 JULY 19
NOT COVERED ELSEWHERE ON THE AGENDA**

Page 4 – the data on students passing GCSEs in Maths and English in November 18 will be provided to Governors at the next Corporation meeting. If possible figures will be provided on how many of these students left the College prior to the end of the summer term but currently this data is not collected.

	Actions or Resolutions	Owner	Timescale
A	<ul style="list-style-type: none"> Number of students passing GCSE Maths and English in November 18 to be provided to Governors 	Jon Carr	03 Oct 19

6. ACTING PRINCIPAL'S REPORT, Part 1

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

Results

These were excellent, with a 99% pass rate achieved at A Level and just below 100% on Vocational courses.

Enrolment

The decision to start enrolment later this year has paid off, with students staying with CAMSFC once they have enrolled. Increases have been recorded in students at both campuses in relation primarily, but not exclusively, to A Level provision. With a current number of 1526 students, the target of 1491 for 2019 has been exceeded, but this cannot be confirmed until the end of the 42 day attrition period on 28 October. The Acting Principal will report back on student numbers at the next Corporation meeting. Initial predictions for next year are similarly pleasing.

Class Sizes

In order to maximise teaching staff capacity and improve viability, Y12 class sizes have increased to 14 at Cheadle and from 10 to 18 at Marple. Y13 class sizes remain low as part of a legacy issue. In some science subjects large Y12 classes have had to be split on health and safety grounds, resulting in additional staffing costs. However this has been cancelled out to some extent by staff in teaching areas with lower enrolments such as English, volunteering to teach in growing areas ie Public Services. Additional CPD is being offered to these staff in recognition of their flexibility.

Spending Round and Raise the Rate Campaign

The Government has agreed to raise the national funding rate to £4,188 per student, initially for one year only. This is less than was requested. Money will also be provided for one year to fund the increased employer pension contributions. Governors noted that the local MPs for both Cheadle and Marple had supported the campaign.

NEU Strike Action in Sixth Form Colleges

The Acting Principal advised Governors that CAMSFC was one of 25 colleges that had balloted to join the action against the Government's failure to provide sufficient funding for sixth form colleges and to improve pay and benefits for staff. It is likely that 72% of the College's teaching staff will be on strike over three separate days in October and November. It has been necessary to cancel the Alton Towers visit on 17 October, which will be re-scheduled for after Easter. The second day of action falls on the day of the Maths GCSE re-sit examination, with the third scheduled for an Inset Day.

Governors were keen that the impact of the industrial action on students be reduced as much as possible. The Acting Principal assured them that support staff and the Management Team would be in college to oversee examinations, that the APTLA would be mailing all students and that staff taking industrial action would be asked to set work for students in their absence, although it would be up to them whether they did so.

Open Evenings

Response to last week's Open Evenings was very good, with over 320 students attending at Marple and 225 at Cheadle.

Q Will the same approach be adopted as last year?

Yes.

Q What was the assumption for student numbers for 20/21 in the College Plan?

We predicted a modest increase of around 130 students but expect to outperform this.

Governors thanked the Acting Principal for her report.

7. QUALITY

A paper on pass rates and provisional achievement rates for 2018-19, including ALPS grades was circulated to Governors prior to the meeting. The APQAR gave a presentation and the following points were raised/highlighted in discussion:

Pass Rates

Academic pass rates have improved to 99%, which is the College's highest ever rate.

Vocational pass rates remain at 100% in most subjects with an increase in triple Distinction awards.

There was a small drop in pass rates in extended diplomas in H&SC, Business and Sport.

Achievement Rates

A Level achievement rates in 14 out of 20 subjects were above or broadly in line with Sixth Form College Six Dimensions Benchmarks (SFC SDBM). The College's average A Level Grade of C is now in line with those of Aquinas and Ashton Sixth Form Colleges.

Achievement rates for vocational studies across all levels were high and mostly above Six Form College National Averages, although there is a need for improvement on some Level 2 courses.

GCSE

The pass rates in English and Maths were 96.8% and 99% respectively, with almost 50% of students improving by one or more grades in both subjects. Retention on GCSE is below SFC SDBM, although this tends to be due to retention issues on students' adjoining Level 2 BTEC courses.

Adult Provision

The APQAR will report back on adult provision at the next Corporation meeting as receipt of final certification on Access, Horticulture and final legacy Apprenticeship frameworks is currently awaited.

Alps (Provisional)

Last year's A Level improvement to Grade 5 has been maintained.

Grade 3 was achieved on both campuses on BTEC (QCF). The new BTEC (RQF) qualification framework comprising coursework and examinations achieved a Grade 5 at Marple.

Key Issues

The key issues on which to focus include:

- Retention and achievement rates for A Level Art and Photography, where student numbers tend to be relatively small;
- Retention/achievement rates for A Level English Language, Literature, Psychology and Sociology;
- Retention/achievement on BTEC Level 2 courses in Creative Media, H&SC and Science, which should subsequently improve GCSE English and Maths.

Q What is the situation regarding linear A Levels?

All A Levels now follow this format. It is estimated that the introduction of linear A Levels has had a slightly adverse effect on achievement and retention in the recent past, but now that they are established, this should no longer be the case.

Q Will ALPS predictions more accurately reflect outcomes this year?

Yes, we are looking into this and hope that they will be more reflective of final achievements.

Governors noted the report and thanked the APQAR.

8. TEACHING AND LEARNING

Governors received two papers in advance of the meeting:

1 Professional Growth

Adam Sinnott, APTLA, informed Governors that the College hoped to move away from traditional Performance Management this year and to replace it with a Professional Growth system, developed in line with the new Education Inspection Framework. This will entail teachers taking responsibility for their own growth and development on an ongoing basis. Teachers are now more proficient in self-assessment and will undertake self-appraisal against DfE standards. They will create their own goals and will evaluate their own progress throughout the year.

Formal lesson observations will be replaced by a series of themed Learning Walks which will allow an evaluation of the consistency of key TLA themes across subjects and site. It was, however, noted that lesson observations will continue for NQTs as a means of supporting them in their role.

TLA Pods will continue to take place once per half term and will allow teachers to remain updated on pedagogy developments and to share good practice with each other.

All teachers will be required to undertake three Peer Observations per year. Governors noted that 480 such observations were carried out last year and that they were very positively received.

Staff Governors expressed their enthusiasm for the new approach and welcomed the idea of several themed Learning Walks rather than traditional lesson observations.

The Chair highlighted the clear correlation between developing staff and the results in student achievement.

Governors approved the new Professional Growth Policy.

2 Observation of Teaching, Learning and Assessment Summary Report 2018/19

Governors noted the report, which highlights the observation criteria, key strengths and areas for development identified during the year.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Professional Growth Policy approved 	Governors	03 Oct 19

9. STUDENT VOICE/JOURNEY & STAFF MENTAL HEALTH INITIATIVES

Student Voice

The Student Voice Summary Report for 2018/19 was circulated to Governors prior to the meeting. Spencer Davies, APSP, stressed the College’s recognition of the importance of “Student Voice” within the quality assurance process. There are a variety of methods for students to use to submit feedback and the College is seeking to establish further ways. Last year’s conference was not as useful as had been hoped, but the APSP is considering reviewing its format for this year. In response to feedback from students in 2018/19, a college tour has now been built into the induction process.

Last year Student Voice feedback was collected in five blocks:

- Y12 Induction Autumn Term
- Y13 How’s It Going? Autumn Term
- Subject Survey Spring Term
- Y12 End of Year Summer Term
- Y13 Exit Summer Term

Governors enquired how the results of the survey were fed back to students. The APSP explained that each Faculty Head receives the relevant summary as part of the SAR process. This is subsequently passed on to teaching staff who discuss it with students. In the experience of the Student Governors, these discussions had not taken place and the APSP undertook to issue a reminder to tutors to address this.

It was disappointing to note that Y13 Exit surveys highlighted a decline in the number of students who felt they had received useful progression advice. Steps have been taken and the APSP expects to see changes in response. Governors noted that OfSTED expressed their approval of the steps the College took in advising and guiding Y13 students.

In line with the national picture, Y13 students opting to progress to HE/FE has declined, with those intending to progress to Apprenticeships or full-time employment showing a marked increase. Governors

noted the difficulty in capturing destination information for those students leaving education completely. High tuition costs and possibly the rigour of the new linear A Levels are likely factors in turning some students away from the University route.

The standard and breadth of information provided by the College to parents at Y13 Open Evenings was highlighted by Andrea McConchie, Parent Governor.

Mike Firth, ESFA, drew Governors’ attention to the likely increase in Apprenticeship options next year with the arrival of more providers on the market. OfSTED will be closely monitoring the design and implementation of these Apprenticeships.

Staff Mental Health Initiatives

Governors received details of intended developments in promoting staff mental health and well-being initiatives within the College in line with the new Education Inspection Framework. It was noted in particular that all managers will receive a degree of training in mental health awareness and that a Staff Working Group will be reinstated. Work is ongoing on the policy and it will be brought to Corporation when completed.

Q Are there any events planned in recognition of World Mental Health Day next week?

Yes, Sandra Dunn, H & S Officer, will be drawing attention to these.

There was a discussion as whether Governors should engage with the working group but it was generally felt that this would not be necessary, given that its remit would tend to be more operational than strategic.

	Actions or Resolutions	Owner	Timescale
A	<ul style="list-style-type: none"> Staff Well-Being Policy to be provided to Governors when available 	APSP	Nov/Dec 19

10. CYCLE OF BUSINESS FOR CORPORATION 2019/20

Governors noted that there were no changes to the Cycle of Business for 2019/20 and reviewed and approved it.

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> Cycle of Business for Corporation 2019/20 approved 	Governors	03 Oct 19

11. FEEDBACK FROM S & G COMMITTEE 01.07.19

The Chair gave Governors feedback from the S & G meeting held on 01 July at which members:

- Considered the Governance Review from the Internal Auditors and agreed to action the recommendations, which were mostly of a minor administrative nature;
- Reviewed the governor skills matrix. It was reluctantly decided not to proceed with interviews for candidates with legal and marketing experience given the current situation of the College;
- Decided to pursue the appointment of a Link Finance Governor;
- Reviewed and updated the Governor Improvement Action Plan, circulated to Governors, to include the provision of finance training to non-financial governors. It is hoped to offer this immediately before the next Corporation meeting. The Clerk will arrange this;
- Reviewed documentation for new Governors and agreed to include the Further Education Insolvency Regime document within paperwork in future.

	Actions or Resolutions	Owner	Timescale
A	<ul style="list-style-type: none"> • Arrange finance training session for non- financial Governors 	Clerk	07 Nov 19

12. HOUSEKEEPING ISSUES

Governors were requested to ensure they complete Register of Interest, Governor Eligibility and Contact Details update forms.

13. POLICY UPDATES

Policy changes were issued to Governors for their consideration prior to the meeting.

No issues were raised.

Governors reviewed and approved changes to the following policies:

- Faculty SAR Guidance
- Faculty SAR Template
- Professional Performance Review Procedure
- TL&A Strategy
- Vocational Strategy

	Actions or Resolutions	Owner	Timescale
R	<ul style="list-style-type: none"> • Revised SAR Guidance approved 	Governors	03 Oct 19
R	<ul style="list-style-type: none"> • Revised Faculty SAR Template approved 	Governors	03 Oct 19
R	<ul style="list-style-type: none"> • Revised Professional Performance Review Procedure approved 	Governors	03 Oct 19
R	<ul style="list-style-type: none"> • Revised TL&A Strategy approved 	Governors	03 Oct 19
R	<ul style="list-style-type: none"> • Revised Vocational Strategy approved 	Governors	03 Oct 19

14. AOB

Student Awards Evening

Governors noted that this would be held on Tuesday 17 December. Any Governor wishing to become involved in the event, was asked to contact Joy Pipping.

**Alex Langley, Liz Atkinson, Kaya Dillon , Fatma Shami, Nick Sutton, Spencer Davies and Adam Sinnott left the meeting*

DATE OF NEXT MEETING

07 November 2019

Signed

(Chair)

Dated