

**CHEADLE AND MARPLE COLLEGE CORPORATION MEETING**

**THURSDAY 12 DECEMBER 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
Alison Hewitt	Governor (Chair)	12/07/22	P
Clair Dyson	Governor (Vice Chair)	22/10/21	P
Andrea McConchie	Parent Governor	14/07/20	P
Gareth Turner	Governor	13/03/22	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
Adam Rhodes	Governor	31/10/21	Ap
Matt Croasdale	Governor	09/12/21	Ap
Kaya Dillon	Student Governor	10/07/20	A

IN ATTENDANCE

Jason Austin	Interim Finance Director
Mike Macloughlin	ESFA
Nick Sutton*	Assistant Principal, Quality, Audit and Recruitment (APQAR)
Spencer Davies*	Assistant Principal Student Progression (APSP)
Jon Carr*	Associate Director MIS and Admin Services
Barry Watson	Corporation Secretary, Trafford College Group (TCG)
Lydia Smith	Interim Clerk to the Governors

\*Left early – See Item 10

\*\*Left early – See Item 12

1. APOLOGIES FOR ABSENCE & WELCOME

The Chair welcomed Governors, Staff and new attendees, Mike Macloughlin and Barry Watson, to the meeting. Mike Macloughlin will be replacing Mike Firth as the ESFA representative at Corporation meetings. Barry Watson will be supporting the College in its merger with TCG.

Apologies were accepted from Matt Croasdale and Adam Rhodes.

## 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 07 NOVEMBER 2019

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

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li>Minutes of meeting held 07 November 19 approved as an accurate record</li> </ul>	<b>Governors</b>	<b>12 Dec 19</b>
<b>R</b>	<ul style="list-style-type: none"> <li>Minutes authorised for publication in accordance with the College Instrument and Articles</li> </ul>	<b>Governors</b>	<b>12 Dec 19</b>

## 4. MATTERS ARISING FROM THE CORPORATION MINUTES OF 07 NOVEMBER 19 NOT COVERED ELSEWHERE ON THE AGENDA

Item 6, Page 5:

It has not been possible to arrange a training session on the new Education Inspection Framework (EIF) in December. Given the likelihood of an imminent OFSTED visit, the Acting Principal proposed that a set of slides on the subject be sent out and invited Governors to contact her with any queries once they have received them.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>To send out slides on new EIF to Governors</li> </ul>	<b>Clerk</b>	<b>Dec 19</b>

## 5 ACTING PRINCIPAL'S REPORT, Part 1

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

### 16-19 Learner Numbers

On 25<sup>th</sup> November 19, 1474 students were registered at the College. This is slightly below the target figure of 1491 but represents 135 more students than at the same point last year. The main increase is amongst A Level students at Marple. By January the College should have details of ESFA funding for next year on the basis of current student numbers and this will be provided to Governors at the next Corporation meeting.

Q Why is the number of students slightly lower than the figure given to Governors in November?

This is because of leavers who joined the College after the start of term and left before the end of their first 42 days. Any leaver from now on would be classed as retention.

### NEU Strike Action in Sixth Form Colleges

No further strike dates are planned this calendar year but there is a possibility of two consecutive days of action in the New Year. Students have generally felt that they have not been disadvantaged by the action, as work was set in advance by teachers. The Student Governor confirmed that she was of the same opinion.

### Oxford and Cambridge Interviews

Two Marple students have been invited for Oxbridge interviews. They both attended a support event at Xaverian College run by Oxbridge academics. Results of their interviews are expected in January.

### Applications to Date

Applications are very similar to last year and currently stand at 478 (Cheadle) and 587 (Marple), with a closing date set for 13<sup>th</sup> December 19. Interviews will take place in January, February and March, after which a better idea of student numbers for 20/21 should be available.

Q Is the College using the same process as last year, including the social media approach?

Yes, as it worked very well.

### Monitoring Dashboard

Data was issued to Governors on six strategic objectives before the meeting and the following specific points were raised:

Attendance at tutorials has improved significantly on both campuses. This is attributed to the new process whereby house monitors now undertake responsibility for tutorials.

However, one of the Staff Governors highlighted the adverse effect that College trips had had on attendance on Level 2 Maths sessions, which is exacerbated by the fact that students now attend only two weekly lessons, as opposed to three previously. The Acting Principal noted this.

In order to improve the quality of teaching and learning in line with the new EIF, learning walks and work scrutiny exercises are taking place as part of an annual programme and are proving an effective tool.

Q What is metacognition?

It relates to the thinking process and helps students to understand how they learn.

Retention at Y13 A Level is below target and is of particular concern on Sociology, Psychology and English Literature courses. Senior Management is working with staff to try to ensure no further leavers.

Staff sickness levels are considerably lower than the maximum level deemed acceptable.

The College has met its target of 28 for the number of schools directly contacted.

The annual programme of students participating in work placements is well underway, with 43% achieved to date.

The IFD advised Governors that the College was ahead of target both in terms of losses and of EBITDA as a percentage of income. Staff costs, however, are in excess of budget at present, but this is mainly due to timing issues and to holiday pay costs. In the New Year progress will be visible in the reduction of staff costs, as savings from staff losses work their way into the budget.

It was suggested that it could be helpful to Governors to include information on expected future budgetary outturns in the report.

Governors thanked the Acting Principal for her report.

## 6. QUALITY

### 1. SAR 2018/19

The full SAR and comprehensive outcomes data for 18/19 were sent out to Governors before the meeting together with a summary cover sheet. The APQAR ran through the key points, as follows:

On completion of the self-assessment process the College was deemed to be Good for overall effectiveness, with all sections of the EIF judged as Good with the exception of the legacy Apprenticeships provision. The latter was self-assessed as Requires Improvement but the provision has now been discontinued. Governors noted that the SAR was externally validated by the Deputy Principal of St John Rigby College, Wigan. The APQAR advised Governors that the new EIF framework focuses less on data, as it used to, with the emphasis now on the impact of learning. He referred to the difficulties experienced by the College in following up on the progress of students after they have left the College, particularly as UCAS information is no longer freely available because of GDPR. Tutors do try to address this by requesting that students agree to keep the College informed of their destination.

The SAR lists the key strengths identified in addition to those stated in the March 19 OfSTED report. These relate in particular to curriculum planning and delivery, progressive development of skills and knowledge, lesson design, trips and visits and staff engagement in CPD to enhance teaching, learning and assessment (TLA).

The report highlights retention as a key area for development. This is currently being fully scrutinised, with a comprehensive deep dive into the reasons for students leaving to ensure that everything possible has been done to support these students to achieve.

Governors approved the SAR in principle. The APQAR advised them that the report needed to be sent to OfSTED by late January for inclusion on their portal. He asked that Governors send any comments or queries in relation to the SAR to the Clerk by January 10<sup>th</sup>.

### 2 Quality Improvement Plan 2019/20

Governors received the Plan prior to the meeting.

The APQAR confirmed that the Plan emanates from the SAR. Its format is the same as for last year, in that it breaks down the actions that will need to take place to address the key areas for improvement.

These include:

- Improving the progress of more able students;
- Improving the low progress of students studying A Level English Literature, Law, Sociology and Psychology;
- Further developing and embedding priority TLA strategies;
- Retention, particularly at A Level;
- Staff wellbeing;
- Level 2 curriculum review, with a view to improving student engagement;
- Monitoring and maintaining financial stability during merger explorations with the Trafford College Group (TCG).

The APQAR advised Governors that the QIP will be updated on a regular basis and that updates will be brought to Corporation at the next and following Corporation meetings.

Governors approved the QIP. They thanked the APQAR for his presentation...

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li>• <b>2018/19 SAR approved</b></li> </ul>	<b>Governors</b>	<b>12 Dec 19</b>
<b>R</b>	<ul style="list-style-type: none"> <li>• <b>2019/20 QIP approved</b></li> </ul>	<b>Governors</b>	<b>12 Dec 19</b>

## 7. EMPLOYEE MENTAL HEALTH AND WELLBEING PROTOCOL

The document was received by Governors prior to the meeting.

The APSP said that the new EIF refers specifically to staff wellbeing but that this was not the driving force behind the document. The protocol encapsulates both what the College already does and what it hopes to do in relation to staff wellbeing. He referred to the general challenges of working within a sixth form college, together with the additional pressures faced by staff in the case of the current situation at CAMSFC.

The protocol's aims include:

- The provision and maintenance of a workplace environment and culture that supports mental health and wellbeing and prevents discrimination;
- Raising employee awareness of mental health issues;
- The provision of information, support and advice on mental health issues to staff by HR and line management;
- Supporting colleagues returning to work after absence owing to mental health issues with a phased return process.

In support of the above, key members of staff and Management have been given first aid mental health training to enable them to recognise its symptoms and to cascade the information to colleagues. Staff working parties have also been set up to discuss general cultural/environmental issues, with minutes from meetings to be made available to all staff.

Governors asked that data from HR monitoring of mental health issues be provided to them in future.

Q Do staff have access to support via any advice lines?

The APSP and the Acting Principal will explore whether such a service is provided by the Trade Unions or the SCFA.

Governors thanked the APSP for his work and approved the protocol.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li><b>Employee Mental Health and Wellbeing Protocol approved</b></li> </ul>	<b>Governors</b>	<b>12 Dec 19</b>

## 8. IMPLEMENTATION PLAN

The Acting Principal stated that one of the conditions for the College’s continued receipt of ESFA funding was that an Implementation Plan be drawn up by 17<sup>th</sup> December 19 outlining how both Colleges intended to work towards the proposed merger. The Acting Principal advised Governors that, shortly before the start of the Corporation meeting, she had received a high level Gant chart from TCG showing timescales against each project transition work stream. This was drawn up following meetings at senior level between the two colleges. She provided Governors with copies of the document.

Governors were disappointed that there was no narrative to accompany the chart in order to provide supplementary information. The target date of April 2020 proposed by the ESFA, was also viewed as improbable, if not unachievable, given the requirement for CAMSFC to give four months’ notice of its intention to dissolve its Corporation. It was generally felt that the original target date of 1<sup>st</sup> August 2020 would be more realistic.

Barry Watson, Corporation Secretary, TCG, confirmed that the timescale was very tight but that it reflected the ESFA’s need for reassurance of the existence of an implementation plan to ensure the viability of the merger to enable the ESFA to provide continued financial support to CAMSFC. He explained that it would be the work of the Transition Board to oversee and direct the process for the investigation of the Type B Merger subject to due diligence. He informed Governors that TCG was not willing to be adversely affected financially by the merger and that discussions were ongoing in order to provide TCG with full financial support to achieve the merger.

Mike Macloughlin, ESFA, advised Governors that the ESFA did not want the process to be too drawn out and that it wanted the merger to take place as soon as possible but would be flexible with regards to the actual date. He expected that the ESFA would be likely to comment on the Implementation Plan the following day.

In summing up the discussions, the Chair stated that whilst there was no opposition to the plan in

theory, it needed to be supported with a narrative in the form of a joint statement by CAMSFC and TCG and that a more achievable target date be set. The Acting Principal undertook to work with TCG on producing a joint College narrative to support the Plan. Members were invited to make any comments concerning the Implementation Plan via the Clerk as soon as possible.

After due discussion and consideration it was resolved that the Implementation Plan be approved in principle and that a joint College narrative be produced to support the plan.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li><b>Implementation Plan approved in principle subject to the production of a supporting joint narrative</b></li> </ul>	<b>Governors</b>	<b>12 Dec19</b>
<b>R</b>	<ul style="list-style-type: none"> <li><b>To contribute towards the production of a joint College narrative to support the Implementation Plan</b></li> </ul>	<b>Acting Principal</b>	<b>Dec 19</b>

#### 9. POLICY UPDATES

Governors reviewed and approved the Code of Conduct.

	<b>Actions or Resolutions</b>		
<b>R</b>	<ul style="list-style-type: none"> <li><b>Code of Conduct approved</b></li> </ul>	<b>Governors</b>	<b>Dec 19</b>

#### 10. AOB

##### Governor Involvement in College

It was agreed that Governor involvement in College is insufficiently recorded, given that fact that most Governors have Link Governor responsibilities. In future Governor Involvement in College will be included as a standard agenda item and Governors will be asked to inform Corporation informally of any activities they have undertaken in the period.

##### Role of the Transition Board

Barry Watson will present a session to Governors on the above at 5.30pm on Thursday 16<sup>th</sup> January at 5.30pm on the Cheadle campus.

	<b>Actions or Resolutions</b>	<b>Owner</b>	<b>Timescale</b>
<b>R</b>	<ul style="list-style-type: none"> <li><b>Governor Involvement in College be added to the agenda for Corporation as standard item in future.</b></li> </ul>	<b>Clerk</b>	<b>Ongoing</b>

\* *Fatma Shami left the meeting*

DATE OF NEXT MEETING

06 February 20

Signed

(Chair)

Dated