

CHEADLE AND MARPLE COLLEGE CORPORATION MEETING

THURSDAY 06 FEBRUARY 2020

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 |
| Gareth Turner | Governor | 13/03/22 | P |
| Liz Atkinson** | Staff Governor | 30/09/22 | P |
| Adam Rhodes | Governor | 31/10/21 | P |
| Kaya Dillon* | Student Governor | 10/07/20 | P |
| Fatma Shami* | Student Governor | 10/07/20 | P |
| Andrea McConchie | Parent Governor | 14/07/20 | Ap |
| Alex Langley | Staff Governor | 30/09/22 | Ap |

IN ATTENDANCE

| | |
|------------------|---|
| Jason Austin** | Interim Finance Director |
| Lisa Gallagher | ESFA |
| Nick Sutton** | Assistant Principal, Quality, Audit and Recruitment (APQAR) |
| Spencer Davies** | Assistant Principal Student Progression (APSP) |
| Adam Sinnott* | Assistant Principal TL&A (APTLA) |
| Jon Carr** | Associate Director MIS and Admin Services (|
| Barry Walton | Corporation Secretary, the Trafford College Group (TCG) |
| Lydia Smith | Interim Clerk to the Governors |

*Left early – See Item 15

**Left early – See Part 2 minutes

1. APOLOGIES FOR ABSENCE & WELCOME

The Chair welcomed everyone to the meeting. Lisa Gallagher, ESFA, attended in place of Mike Macloughlin.

Apologies were accepted from both absent Governors.

The Chair informed Governors that Matt Croasdale had resigned from Corporation because of the demands of his new employment making it very difficult for him to attend meetings.

2. APPOINTMENT OF INDEPENDENT MEMBERS TO CORPORATION

The Chair advised Governors that the College was considering applications to join Corporation from two candidates. One of these, Lina Tsui-Cheung, a legal professional, met with Gareth Turner and Barry Watson to discuss the role. They recommended her appointment as a member of Corporation and of the Audit Committee. Her legal expertise will fill a serious gap within Governors’ skills.

Governors approved the appointment of Lina Tsui-Cheng.

The second candidate, David Ainsworth, is a retired Headteacher and as such would bring to Corporation the educational experience currently lacking amongst independent Governors. The Chairs of Corporation and Audit Committee will meet with him on February 10th. Given that the next Corporation meeting is not scheduled to take place until mid-March, Governors delegated the Chair to take appropriate action regarding the offer of a Governor role to David Ainsworth.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|------------------|------------------|
| R | <ul style="list-style-type: none"> Appointment of Lina Tsui-Cheung to Corporation and Audit Committee approved | Governors | 06 Feb 20 |
| R | <ul style="list-style-type: none"> Appointment of David Ainsworth to Corporation delegated to the Chair | Governors | 06 Feb 20 |

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 12 DECEMBER 2019

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 12 December 19 approved as an accurate record | Governors | 06 Feb 20 |
| R | <ul style="list-style-type: none"> Minutes authorised for publication in accordance with the College Instrument and Articles | Governors | 06 Feb 20 |

5. MATTERS ARISING FROM THE CORPORATION MINUTES OF 12 DECEMBER 2019 NOT COVERED ELSEWHERE ON THE AGENDA

Item 4, Page 2:

Q Has the College been made aware of the date of the expected OFSTED visit?

No, not yet, though it is scheduled to take place within 12 months of the last visit ie by the end of March 2020. It is very unlikely that it will not take place. It will be a monitoring visit to review leadership/management and apprenticeship provision, identified as areas of concern in 2019, but may lead to a subsequent full visit. Governors received slides on the new Education Inspection Framework (EIF) in December and the Acting Principal offered to discuss these further with any Governor wishing to do so.

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:

NEU Strike Action in Sixth Form Colleges

Three further individual days of action are planned for February and March. The first of these is on February 12th but as two thirds of teaching staff will not be taking action, it has been decided to keep the College open. Decisions regarding future days of action will be made later.

Q Have trips and visits been affected?

No, they are still going ahead.

Oxford and Cambridge Interviews

One of the Marple students who attended a recent Oxbridge interview has been offered a place at Oxford subject to obtaining the required A Level results.

Governors requested that their congratulations be passed on to her.

GCSE November Re-sit Results

Results were very good, with marked increases at both sites in both English and Maths at Grade 4 and above. This is particularly creditable given the reduction in teaching hours on these courses this year.

A Level Performance Tables

A snapshot of the College's performance in relation to other local colleges in 2019 showed CAMSFC to be performing at an average level C, consistent with or above the performance of neighbouring colleges.

Monitoring Dashboard

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

RO4 reported funding for September 20 is 1474. The final enrolment headcount for this year was in fact 1468 against a target of 1491 – the slight fall from 1474 is due to six students, who joined the College late, and left before the end of their first 42 days. Learning Walks are proving very effective and successful and are currently on target, with seven of the scheduled thirteen exercises for the year having taken place to date.

Retention at all levels is above target, with the exception of 2 year A Level retention which is 7.8% below its target of 83%. The College does not intend to off roll students and staff are using retention strategies to try to retain these students.

Other than 16-18 attendance at Cheadle, which is currently marginally below target (-0.2%), attendance at all levels is good and above target.

Q Does strike action adversely affect student attendance figures?

No, students are not classed as absent if the College is closed due to industrial action. However, if the College remains open on a day of action, as is planned for 12 February, the attendance records of students who do not attend will be adversely affected.

The Chair expressed her appreciation at staff sickness absence levels remaining below national and College benchmarks, given the current situation in College and widespread winter illnesses.

Relationships with key partners show that contacts with schools have already exceeded the annual target and those with employers are on target.

With regard to finance, the College continues to perform broadly in line with the Financial Plan and is currently showing a modest variance of less than £24,000 over predicted spend.

Governors thanked the Acting Principal for her report.

Marketing and Recruitment

The APQAR gave an update on the situation to date, supported by a paper sent out to Governors prior to the meeting.

In comparison to 2018/19, student numbers for 2019/20 have increased by 83 at Cheadle and 190 at Marple, with an increase in feeder schools also noted.

The picture for 2020/21 recruitment is very positive. To date 1621 applications have been received, Open Evenings and Days have been very well attended and there are further events scheduled for next week. Curriculum taster events for students and parents are planned for March. The emphasis is now on trying to achieve a high conversion rate from applications to enrolments and on further promoting the College via digital and social media platforms. To this end the College will be working with Forward and Thinking, a digital marketing company. It is felt that last year's spend was less effective than it might have been and that this fresh approach should bring better results for the same cost.

Governors expressed their appreciation of the work undertaken by all staff in marketing and recruitment.

7. QUALITY

The APQAR updated Governors on Student Progress and the Quality Improvement Plan (QIP) Briefing papers and background reading were circulated to Governors prior to the meeting. The following points were raised/highlighted in discussion:

i Student Progress

The second round of curriculum Health Checks took place at the end of January, with the major focus on student progress. The checks enable staff to decide which students to target both from the point of view of those needing additional support and of those who can be further stretched. Based on current progress, the College's A Level Quality Indicator Grade would be 6, with the percentage of students on or above target reaching 69%, equating to a grade 4, which is an improvement from grade 5 in November.

Health Checks for Adult Learning Provision have also taken place and indicate that progress to date is good.

Key areas continue to be targeted.

Mock examinations will take place next week and will indicate the success of the intervention strategies applied.

The third round of Health Checks is scheduled for March and will give a clearer picture of progress.

ii QIP Action Plan Update

The QIP focusses on progress made by students with regards to ALPS scores and subject ALPS progressions, both of which are promising. It also covers Teaching and Learning, Retention, Staff Wellbeing initiatives, which include newly established working parties on each site, and Safeguarding, which is being widely addressed in staff training sessions. Proposed reviews for Level 2 and 3 curricular developments feature in the Plan and training will be delivered to vocational teaching staff and members of the Senior Leadership Team at an Inset day in March. Saving on staff costs and the ratio of staff costs to overall income is also referred to in the QIP.

In discussions on the document, there was a request that it be amended to more clearly indicate the impact of actions and progress being made towards targets. It was agreed that simple rag-rating of each item would be sufficient to address this. The APQAR undertook to update the document accordingly. Whilst the inclusion of a Finance section within the QIP is not standard practice, it has traditionally been incorporated within the QIP at the College.

Q Why have Monday morning staff briefings been replaced with emailed briefing notices?
This is because the staff briefings were held at 8.15am, which made it difficult for a number of staff to attend. An email communication is now sent out on Fridays and has been well received by staff.

Governors thanked the APQAR for his presentation.

| | Actions or Resolutions | Owner | Timescale |
|----------|---|--------------|------------------|
| A | <ul style="list-style-type: none">• Update QIP to include rag rated progress indicator | APQAR | Ongoing |

8. UPDATE ON TEACHING, LEARNING &ASSESSMENT (TLA)

The APTLA gave an update on TLA, for which a summary paper and background reading were sent to Governors in advance of the meeting. The following points were raised/highlighted in discussion:

A number of new TL&A initiatives have been introduced in College, which include:

- Directed Independent Learning Activities - as students progress through College there is now an increasing focus on independent study with more homework being set;
- Notetaking initiative - this is being widely promoted, with training sessions run for both staff and students. The Student Governors confirmed that they had found this very helpful;
- Knowledge retrieval tests;
- Metacognition – staff have been trained in this technique in T & L pods, with training now being extended to students;
- New Learning Walks schedules - these have replaced the one off formal assessments of teaching and have proved particularly effective. They target different aspects of the EIF, with the latest round focusing on behaviour and attitude in class. All staff receive a visit in each round and are given individual feedback, followed by more general cross-college feedback;
- Individual professional growth plans (CPD).

The above operate alongside more established initiatives such as:

- A Level mindset in tutorials;
- Vocational Excellence;
- T and L Pods;
- Peer observations.

Governors were advised that more emphasis is now being placed on Student Voice, with an increase in the number of student surveys being carried out.

Going forward, the emphasis is on continuing to update staff knowledge in the field of TL&A and to assess and feed back to staff on the observations made during Learning Walks.

The Student Governors confirmed that they were aware of the higher profile being given to revising and notetaking in the course of their studies.

Q Do students receive training to make them more aware of their preferred learnings styles?
This was done in the past but the current approach is to give them training in a range of techniques and to allow them to choose the ones that suit them best.

Governors thanked the APTLA for his presentation.

9. EQUALITY AND DIVERSITY (E & D) REPORT

The APSP presented to Governors on Items 9, 10 and 11, for all of which papers had been sent out in advance of the meeting.

With regards to E & D, the aim is to develop and embrace E & D across the College and within the curriculum and to ensure that College policies and culture reflect this. Feedback via Student Voice on student perception in this area is regularly sought.

There are plans to develop a Student Champions programme, with champions in a variety of areas including E & D.

10. DESTINATIONS REPORT 2018/19

This data is currently obtained via UCAS reports, exit interviews and tutor interviews and is a

measure of the College’s effectiveness in placing students in courses and careers. It can be difficult to collect but it is hoped that the use of the Unifrog package will allow a more accurate digital capture of destinations in future.

Governors noted the three year decline from 56% to 45% in students taking up a University place. This is in line with the national trend and is slightly above the national 6 Dimensions Benchmark of 43%. There has been a three year upward trend towards employment and apprenticeships, which is also in line with national trends.

There was a request for apprenticeship data to be split into degree and non-degree level apprenticeships in future reports to see if the reduction in University take up is balanced by the increase in degree level apprenticeships. The APSP undertook to look into this.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|--------------|------------------|
| A | <ul style="list-style-type: none"> Analysis of apprenticeship level programmes to be carried out | APSP | Ongoing |

11. HEALTH & SAFETY (H&S) REPORT

The Report refers to the 2018/19 academic year.

It covers:

- Fire safety initiatives in College;
- First Aid training;
- Medical issues – Governors noted the sharp increase in the number of students with health issues, with cases of chronic asthma or other allergies almost doubling over a 12 month period;
- Premises related H & S issues;
- Curriculum related incidents;
- Trips and visits;
- H & S Training;
- Environmental Health Inspections at which both sites achieved the highest possible ratings.

Governors were saddened to learn of the death of a member of the cleaning team following a fall in College as a result of an epileptic fit. She was an employee of Churchill, the cleaning contractor, and it appears the company did not hold sufficiently rigorous medical records on her condition.

There was concern amongst Governors that they may not have been made aware of H & S issues arising in College. An update will be included at future Corporation meetings as a standard agenda item.

Governors thanked the APSP for his presentations at this meeting and also for his contributions to Corporation in recent years. He will be leaving the College to move to a new role elsewhere. They wished him all the best for the future.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|--------------|-------------------------|
| A | <ul style="list-style-type: none"> Include H & S Update as a standard item on all future Corporation agendas | Clerk | March 20 onwards |

12. LINK GOVERNOR INVOLVEMENT IN COLLEGE

The Vice Chair has been in contact with the Careers Team with regards to forthcoming careers events.

Adam Rhodes volunteered to speak to students about careers/ apprenticeships in accountancy.

The Chair is able to provide a speaker on STEM subjects if required at a careers event.

Gareth Turner advised Governors of the newly launched Greater Manchester Apprentice and Careers Service (GMACS), aimed at Y11 school leavers.

It was noted that Adam Rhodes is an ambassador for the National Apprenticeship Scheme.

13. POLICY UPDATES, if any:

There were no policies to review or update.

14. SEARCH & GOVERNANCE (S & G) COMMITTEE

Given the College's current situation, the Chair suggested that there may no longer be a need to continue to hold S & G Committee meetings.

Governors agreed that future S&G activity be undertaken by Corporation.

| | Actions or Resolutions | Owner | Timescale |
|----------|--|------------------|------------------|
| R | <ul style="list-style-type: none">Approval for S & G Committee meetings to be discontinued and relevant business covered at Corporation | Governors | 06 Feb 20 |

15. AOB

No items were raised.

** Fatma Shami, Kaya Dillon and the APTLA left the meeting*

DATE OF NEXT MEETING

Thursday 19 March 20

Signed

(Chair)

Dated

