

**MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE**

**TUESDAY 10 MAY 2022 – 9.30 AM**

**PART 1 MEETING VIA ZOOM**

**Clerk:** Mrs R Clare

Attendance:	M Sharples (Chair), R Charlton, J Mairs, K Williams, S Musgrave, R Kay, M Wright, A Sutcliffe, N Schofield, G White, J Walters, JK
In attendance:	V Hayhoe
Apologies:	A Eifflaender, DL, G Lagan, I Cass, E Kennedy

**Actions:**

VH confirmed that she is having a meeting with a bank in relation to the bank covenant as the interest rate on the loan is high. The College would like the loan to be re-negotiated. This will be shared with the Corporation at the next meeting, if the meeting with the bank proves successful.	VH
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**MINUTES**

**Item**  
21/22

**Title**  
**Welcome and Apologies for Absence**

Apologies for absence were received for EK, IC, AE, GL, LR and DL.

The Chair welcomed Members to the meeting. The Chair thanked those Members (JM, MS and NS) who had recently attended the launch event of Cheshire Business School. RK shared photographs of the event. RK reported that CBS has its first client, Cheshire Place Leadership Symposium has a confirmed booking. RK explained that this consisted of leaders across Cheshire. RK also explained that there will be half day of training through CBS for the Corporation.

**- Reappointment of the Chair and Vice Chair of the Corporation**

MS and MW left the meeting room.

The Director of Governance recommended the reappointment of the Chair and Vice Chair of the Corporation. The Director of Governance stated that both the Chair and Vice Chair are committed to the College. They continue to provide excellent support and challenge.

MS was appointed as Chair of the Corporation for a further term of two years.

MW was appointed as Vice Chair of the Corporation for a further term of two years.

The Corporation discussed succession planning. The Director of Governance will continue to communicate with the Chair and Vice Chair and ensure a successful succession plan is in place for the identification of future Chair and Vice Chair. Initially this will be through appointment of Chairs of Committees and identifying future leadership skills.

**22/22 Declaration of Members' Interest**

MS declared an interest as his wife works for Cheshire East Council.

**23/22 The Macclesfield Academy**

The Director of Governance explained that MG, RK, AS, MS and RC had met yesterday for an update meeting. This was arranged due to MG being unable to attend this Corporation meeting due to another meeting taking place with the School Commissioner. MG shared a report in advance of the meeting. The Chair of the Corporation provided an update on the meeting that took place yesterday, this included the new proposal for the Gym, preparation for Ofsted, student recruitment and staff recruitment (where members of staff were out for interview and MG to act accordingly).

Q: A Member sought clarification on the term PP within the Head Teacher Report?  
This was confirmed as Pupil Premium and students who were entitled to free school meals.

Following the meeting on 9 May 2022, there were three agreed actions.

1. HF to be invited to TMA to present in Year 7-10 assemblies on what Macclesfield College has to offer.
2. An agreed focus for TMA on their own student recruitment and RK to share a contact for a videographer for marketing purposes.
3. To act where necessary where members of staff were out for interview and were successful.

**24/22 Minutes of the meeting held on 26 April 2022**

The minutes of the meeting held on 26 April 2022 were approved as an accurate record.

**25/22 Matters arising from the meeting held on 26 April 2022**

The matters arising from the meeting held on 26 April 2022 were reviewed.

AS confirmed there have been changes within members of staff and he will discuss this with MG. (Student Recruitment) AS.

**HF will be attending TMA to present to Year 7-10 on what Macclesfield College has to offer.**

A Member requested a further update on strategy outlining higher numbers on HE courses. ELT  
**The SED Improvement Plan is being shared as an item on the agenda.**

MW will meet with VH to review the assessment documentation and the Audit Committee will receive a copy of the assessment. MW/RC

**The tenders for the internal audit service were received and scored. We only received two tenders as the sector is experiencing audit firms walking away from FE Clients at the present time. Macclesfield College had one front runner in terms of price and quality of submission. Due to there being one front runner, the evaluation meetings were not needed. Tenet provided an evaluation summary report which was shared with Audit Committee Members. Audit Committee Members agreed via email that they were happy to approve the award of the internal audit contract to Haines Watts. This will be formally approved at the Audit Committee on 21 June 2022.**

**26/22 Business**

i. **Receive the College accounts for the period ended March 2022**

VH presented the College management accounts for the period ended March 2022.

VH raised a number of points in relation to the accounts:

- The Financial Health Grade of the college is forecast to outturn as 'Good'.
- The cash balance remains healthy and cash days in hand are currently 48.
- The bank covenant was reported to be compliant with a forecast of 2.54.
- The T Level tender for the Digital and Health refurbishment works has been awarded to Truline with work commencing on 9 May 2022. The specialist equipment grants have been received and orders are being placed. This is in readiness for teaching from September 2022.
- Key risks remain AEB where there is an underspend and monitoring of the Apprenticeship income to meet increased targets.

Q: Is the drop-in cash as reported on page 3 of the report (line 8.1) in line with this time of the year?  
VH reported that this was still above forecast.

Q: Are you confident that you will meet the AEB?

RK reported that this remains a challenge but the College continues to be creative with online courses and through the partnership with Learning Curve.

Q: Are you confident you will meet the Apprenticeship income?

RK reported that the Director of Employer and Commercial Services is comfortable that the target will be met.

Q: Are there any particular companies that the College is working for on Apprenticeships?

The plan is employer responsive and based on company recruitment. It was confirmed that Astra Zeneca and Proseal have delayed annual recruitment until August. A funding and finance meeting is taking place at the College tomorrow to review further.

Q: How much is the College relying on Learning Curve to meet the AEB?

VH reported that the shortfall with Learning Curve is not included in the College budget. RK reported that she is confident that Learning Curve will meet their target but less confident on the College achieving their internal AEB target.

VH confirmed that she is having a meeting with a bank in relation to the bank covenant as the interest rate on the loan is high. The College would like the loan to be re-negotiated. This will be shared with the Corporation at the next meeting, if the meeting with the bank proves successful.

## ii. **Health and Safety Report Term 2**

VH presented the Health and Safety Report Term 2 in advance of the meeting. The Health and Safety Committee met on 26 April 2022. Health and Safety inspections have been carried out in the Art and Animal Management departments. 6 actions were identified, of which 3 have been completed (the 3 outstanding are low risk). There were 19 reported accidents, all minor in nature. None of the incidents were RIDDOR reportable accidents. 2 were staff accidents, 16 students accidents and 1 contractor accident.

Comment: There were no reported accidents in 2020/21 due to Covid. It will be helpful to have figures for a normal year going forward for comparison.

VH confirmed that the number of accidents were low in high risk areas. There were no concerns in relation to the report.

iii. **IoT Bid**

MS confirmed that the Curriculum Leads are currently reworking numbers for the IoT. There was no further update at this point but a full update would be provided at the forthcoming Strategic Planning day to be held on 14 June 2022 at Cranage Hall.

27/22 **Teaching and Learning**

i. **Safeguarding mid-year report**

The Safeguarding mid-year report was presented in advance of the meeting. HH was invited to join the meeting for this item only. HH confirmed that Staying Safe Online, County Lines, Consent, British Values and sessions which addressed peer on peer abuse had been provided through tutorial provision. Staff training had taken place on sexual harassment. There were four cases of sexual violence. All cases had been reported to the police, students were safeguarded and action plans were in place.

There are 109 learners enrolled onto programmes at the College who are in receipt of an EHCP. They are well supported by Learning Facilitators and Tutors. Learners have a wide range of needs, including three study programme learners who need one-to-one support.

HH confirmed that safeguarding numbers were on the rise. In 2021/22 academic year to date, the College has supported 491 concerns recorded on confidential comments. This is a significant increase from 310 at the same time last year. There was an increase to learners with anxiety and an increase of suicidal thoughts. It was reported where a learner had attempted suicide, this learner was well and completing their course.

Bursary Funds were used to support 212 of the most vulnerable learners including a number of Looked After or Care Leavers to support attendance. Other vulnerable learners have received financial support in relation to travel expenses, help towards lunches, trips, uniform, kit and printer credits with the aim of removing barriers that could impact on learning.

It was reported that during 2020/21, the College had 10 learners who were involved with Children's Social Care. At this point in the 2021/22 academic year, we have 32.

There were 8 withdrawals reported due to a range of issues including poor mental health, refusal to attend, lack of transport, lack of earning and moving out of the area.

A weekly report is forward to the Deputy Principal which details all safeguarding meetings and processes that have taken place for learners and members of staff. This included meetings with external agencies where there is a multi-agency approach. HH meets with the Youth Justice Service on a weekly basis. The College works with a local drugs support charity. There is an increase in referrals for external agency support. The number of students discussed on the Child Exploitation Group was 10, only 1 case remains open.

There is an increase in disciplinaries this academic year but this was reported to be lower the previous academic year due to Covid and not being onsite. The exclusions were higher at the start of the year but have since decreased.

The number of bullying and harassment cases were reported to be 21, of which 6 are from external contacts. There are weekly well being meetings and the College Counselling Service enables support for the learners. There is a good understanding of the needs of the learners and processes are in place to support them. Students have access to a variety of help and support resources.

It was stated that the focus for the final term is for learners to complete their course. A priority is to ensure support is in place for learners through the summer and disclosure of mental health on the enrolment of new learners.

Q: How many members of staff are in the safeguarding team?

The team comprises of a Strategic Designated Safeguarding Lead, an Operational Designated Safeguarding Lead, two Deputy Designated Safeguarding Leads, a team of Safeguarding Officers and one College Counsellor.

Q: Has the increase in EHCP learners increased workload?

Yes, the College is currently advertising for two student welfare officers to support this.

The Chair of the Corporation explained that he is the lead Safeguarding Governor and holds meetings every 6/8 weeks with the Safeguarding Lead for the College.

Q: Are exclusions continuing to rise?

They were higher at the start of the academic year and on return post Covid. However, they have been on par with previous years since Christmas. Students will only be excluded where necessary. However, the number of appeals once excluded has reduced. It was reported that two students who were excluded were enrolled on to the Aspirations Academy.

Q: Does E Learning support non-attendees for English and maths?

Learning is now taking place predominantly onsite as this is more effective. We are in line with national benchmarks for attendance in English and maths but continue to work hard to improve this.

Q: How long does it take to see the College Counsellor?

If it is an emergency then the learner will see the College Counsellor straight away. If it is a non-emergency then it may take a couple of weeks. Next year, the College will be holding group sessions with the College Counsellor as this will be a more effective use of time.

## ii. **SED Improvement Plan**

The SED Improvement Plan was presented in advance of the meeting. RT was invited to attend the meeting for this item only. It was explained that a target was to grow HE numbers across all HE Programmes through a growth strategy and marketing plan. This was being supported through collaboration with Maxim for employer provision and Higher Apprenticeships. This links programmes with apprenticeships standards. The applications to date was reported to be 26. The collaboration with Maxim was also supporting the development of local employer links. There had been a number of guest speakers and industry visits were ongoing. There had been a number of HE events including a session on HE Bursaries, a Parents Information Evening and induction sessions.

Q: How are you creating progression pathways?

The strategy is to support Level 4 and 5 pathways. HE courses are promoted to Level 3, second year learners for Business, Public Services, Engineering, Computing and Sports. The link with Maxim to promote Higher Apprenticeships is working well and supports the Government initiative to support the technical skills gap.

Q: What will make Macclesfield College different?

The IoT investment and new build will attract learners and support pathways. This will create stronger progression into employment.

The marketing plan also includes the life long learning loan.

Q: Are there any formal partnerships with any universities?

No there are no formal partnerships with any universities.

### iii. **Review of Digital Strategy**

An update report on the review of the E Learning Strategy was presented in advance of the meeting. ZB joined the meeting to present this item only. The College introduced 6 E Champion posts on an honorarium in January 2021. Due to staffing changes, this was reduced to 4 by summer 2021. There are currently 2 E Champions and 1 CPD Coach. These posts will be reviewed again in January 2023.

In March 2021, the E Champions created an E Learning Strategy that included how the College would implement and monitor E Learning for students and members of staff. The report also showed how progress would be monitored. The report provided an update on progress against four key measures.

ZB explained how members of staff had been supported by the E Champions through lockdowns due to the pandemic. Following an audit to review the most effective tool for teaching and resources, it was reported that there were inconsistencies with how itslearning was being used. Following regular monthly meetings with the E Champions on how this could be addressed, the E Champions introduced use of the planner within itslearning in order to provide the same experience for members of staff and students. The improved use of itslearning by providing access to resources and a chat function. The E Champions carried out an audit of the planner usage per course in October across all cohorts. It was confirmed that 80% of courses had set up the planner in the correct way. From conducting a deep dive, it was identified that where the planner had not been implemented correctly, this was due to timing. A further staff survey will be carried out in June 2022 to measure progress and identify needs for 2022/23 academic year. Results from surveys will be fed back to members of staff and students openly and transparently and embedded within the quality assurance process at the end of the academic year.

The E Champions supported IT accessibility to ensure that all students could access a PC, laptop, smartphone. IT rented out dongles and laptops to support this. It has been identified that Adult Learners require further support as they are not always in the building.

The next steps are for the E Learning Champions to investigate ways to use the itslearning planner to generate a scheme of work to reduce staff workload and avoid duplication. In addition, developing the reporting functionality for the College to speed up the process of auditing so the College can act swiftly where support is needed. The students have reported that they like the VLE but that communication functions can be improved. The College is looking to send messages through the VLE app to communicate student work and marking.

#### 28/22 **Date and time of the next meeting is:**

Resources day 14 June 2022 9.30am at Cranage Hall

Audit Committee 21 June 2022 9.30am

Corporation meeting 5 July 2022 9.30am

#### Impact of the meeting:

Appointment of Chair and Vice Chair of the Corporation.

Detailed review of Management Accounts and financial position.

Detailed Safeguarding update including funding, increased in number of safeguarding and learners with mental health. Bursary and support information provided.

Review of SED Improvement Plan including Marketing Strategy and collaboration with Maxim.

Signed by Chair: