

MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE

TUESDAY 26 APRIL 2022 – 9.30 AM

TO BE HELD AT MACCLESFIELD COLLEGE

PART I

Clerk: Mrs R Clare

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

Actions:

AS confirmed there have been changes within members of staff and he will discuss this with MG. (Student Recruitment)	AS
A Member requested a further update on strategy outlining higher numbers on HE courses.	ELT
MW will meet with VH to review the assessment documentation and the Audit Committee will receive a copy of the assessment.	MW/RC

MINUTES

- | Item | Title |
|-------------|--|
| 10/22 | <p>Welcome and Apologies for Absence
The Chair welcomed Members to the Corporation meeting. Apologies were received for AE, DL and JW.</p> <p>JK (student governor) was not in attendance at the meeting.</p> <p>A student had been invited to attend the meeting to play a piano piece. The student had recently been offered a place at the Guildhall, London. Governors congratulated the student on his outstanding achievement. Adam Kelly joined his student at the meeting and governors congratulated Adam on his support for the student in his achievement.</p> |
| 11/22 | <p>Declaration of Members' Interest
M Sharples declared an interest as his wife works for Cheshire East Council.</p> |
| 12/22 | <p>In depth reports</p> |

Deep dive reports were shared on the following areas. Members of staff leading each area were invited to present to the Corporation. A copy of each presentation is attached to the minutes. The questions raised by governors are recorded under each section.

Teaching and Learning presentation including: high risk and high performing areas and learner progress 2021/22 – Z Benn joined the meeting to present this item only.

Q: How can we provide assurance that courses that are marked holistically are making progress?

We are not measuring like for like, but for internal purposes members of the team can measure task completion.

Q: With the removal of graded lesson observations, how can we see what areas we are good at and what areas are identified as weaknesses?

We can see the areas of strength and weakness through the descriptors that are given. Areas for development include pedagogy and upskilling. Strengths include sequencing and progress.

Presentation on Corporate Services and Learner Engagement and Marketing – H Fazackerley joined the meeting to present this item only.

Q: Why are the numbers down from The Macclesfield Academy?

The College has engaged with members of staff at The Macclesfield Academy and there has been no response. The Director of Governance has assisted contact with the Head Teacher. He has responded with details of who to contact and then when they are contacted, they do not respond. **AS confirmed there have been changes within members of staff and he will discuss this with MG.** Macclesfield College members of staff had been made aware that a career fair took place at the school but the College was not notified of the event.

Q: What is the conversion rate to applications?

There is an 70% applied conversion rate.

Q: Is recruitment of teaching staff part of the engagement strategy?

The recruitment strategy is adjoined to engagement and marketing but is part of the HR strategy that is being presented today.

Q: Do you invite students to see the facilities? I believe the facilities would engage students.

Yes, we are linking up with different schools to invite school students in to see the facilities.

Q: Do buses run from all areas on the target list?

Yes, buses run from all areas on the target list.

Q: Is there a targeted campaign for maths and English resits linked to the Aspirations Academy?

This is not needed as the Aspirations Academy is limited numbers due to the resources required to support the students.

Q: Can we cope with the in-year growth financially?

RK explained that she has a meeting with the ESFA taking place this week and will discuss the lagged funding and in-year growth.

Presentation on Apprenticeships & Cheshire Business School – T Cosgrave joined the meeting to present this item only.

Apprenticeships

Q: Is construction and engineering male dominated?

There is a push nationally for females in engineering, but construction, engineering and motor vehicle remain male dominated.

Q: Why are the numbers down on AAT?

The Maxim team are looking into this and looking at relaunching as 'data analytics' as this is deemed a more popular skill.

Q: Is Hospitality still tainted by Covid?

Yes, it is particularly a concern for parents. However, the College is looking to continue to offer the courses aimed at the top-level culinary skills.

Q: What higher level qualifications are you providing?

We continue to offer both L4 and L5. The Healthcare Trusts are working with us and we are looking to be the provider of choice in the area. We have seen apprenticeship learners continuing to the next level and develop through an apprenticeship route.

Q: Who are your employers?

They tend to be the smaller employers but there are some larger employers too. The employers are from within and around the local area.

Cheshire Business School

Members were informed that the launch for Cheshire Business School was taking place on 28 April 2022.

Mid-Year Report, Equality and Diversity Report and HR Annual Report – M Sheehan-Slade joined the meeting to present this item only.

Q: I can see pockets of redundancies within the report, was this through Covid? Is the structure stable?

Yes, the structure is stable and there are no planned redundancies.

Aspirations Academy – T Harvey joined the meeting to present this item only.

Q: Is this part of Cheshire East?

Cheshire East are part of the wider safeguarding referrals.

Q: What is the capacity?

The capacity is 25.

Q: Is there a plan for a shorter course?

No because the course is planned so that students have a full year and then if successful can re-join a course in September.

HE Offer – R Toqeer joined the meeting to present this item only.

A Member requested a further update on strategy outlining higher numbers on HE courses.

13/22 **Minutes**

Part 1 Minutes of the meeting held on 18 January 2022

The Corporation minutes of the meeting held on 18 January 2022 were approved as an accurate record.

14/22 **Matters arising from the meeting held on 18 January 2022**

The matters arising from the meeting held on 18 January 2022 were reviewed.

Q: The KPI for lesson observations 1 and 2 has been removed due to the way lesson observations are being reported. Is it possible to add a measure to the document as a replacement to show reassurance that Teaching and Learning is still high? LR will discuss this with ZB and add in a top level KPI relating to Teaching and Learning in the classroom.

The KPI document will be shared at the Corporation meeting taking place on 5 July 2022.

Q: On page 3, can a value-added measure be added from ProMonitor

targets to show progress?

The new BTECs are being redesigned and assessments took place last week and continue next week. A more in-depth report will be shared in April and will be included in the QIP.

The College Quality Improvement Plan is being presented at the meeting today.

Q: Please can an appraisal target be added to page 5?

Yes, a target will be added to the report.

Action completed.

Q: On page 7, attendance of risk areas, is it possible to have further information on at risk areas?

Yes, a further report will be shared on this.

A report on at risk areas will be presented at the meeting today.

15/22 **Audit Committee**

The Chair of the Audit Committee explained that there are no matters for approval under the Audit Committee minutes. The Chair of the Audit Committee shared the following points discussed by the Audit Committee for the Corporation to note:

- VH confirmed that there are no issues relating to Fraud, GDPR or RIDDOR reportable incidents that she has been made aware of.
- VH explained that Macclesfield College had gone out to tender for internal auditors through Tenet. Presentations/clarification meetings were due to take place for the top three internal auditors through to this stage. This was scheduled for 27 April 2022 at 1pm. Audit Committee Members had been invited to attend the meeting but only two internal auditors had tendered, with one scoring higher on the assessment. Therefore, the clarification meetings were not required. **MW will meet with VH to review the assessment documentation and the Audit Committee will receive a copy of the assessment.** The Audit Committee will be requested to review and approve the documentation prior to the contract being awarded.
- The Safeguarding including remote learning internal audit has taken place. The level of assurance for design was substantial and for operational effectiveness was substantial. There were no recommendations within the report.
- VH explained that she is looking to create a new document concentrating on the top 10 key strategic risks. The current document was not user friendly and encompassed operational risks. The document was lengthy and it was agreed that it would be better for governors to concentrate on 'what keep us awake at night' strategic risks.
- The Director of Governance confirmed that a new Member had been interviewed. Members approved the appointment. C Johns will also be joining the Corporation and Audit Committee and is a chartered accountant with significant experience in both the public and private sector, in addition to governor and board experience.

16/22 **Business**

i. receive the College accounts for the period ended February 2022

VH presented the College accounts for the period ended February 2022. Governors were requested to receive the management accounts for the 7 months ending 28 February 2022 and to approve the mid-year review which is incorporated into the management accounts report. VH raised a number of points in relation the accounts:

- A KPI summary including a reference had been provided at the beginning of the report. This was to provide governors with the key information and detail where to find the information to support each individual KPI within the management accounts.

- Following the February review the adjusted operating surplus is forecast to be £200K compared to £348K reported in November 21, an adverse variance of £148K. Changes in income were reported within page 10 of the report.
- The Financial Health of the college is expected to change from 'Outstanding' to 'Good'. VH reported that on the ESFA measure the College remained at the top end of good and was still looking at ways to improve this position.
- The reforecast also includes £250K of additional Electricity costs which the college has incurred stemming from national price increases. The College have now fixed into a new 18-month contract to the value of £268K per annum. This equates to a 168% increase on original budget but savings of £128K when compared to the variable prices being recently charged. These increases will be factored into budgets for 2022/23.
- The College is looking to fill the gap within the AEB and there is an increased target for Apprenticeships that currently stand at £2.2M.
- The EBITDA is coming down due to the drop-in income.
- The Bank Covenant remains compliant.

Q: What is the reduction in Educational contracts?

This is a reduction in High Needs funding. There will be a review of EHCP learners in May. It is estimated that the numbers will remain at a similar level for 2022/23.

ii. Update on bids

- IoT Draft minutes of the meeting held on 3 March 2022

LR provided a report on all the bids that the College is currently working on. RK confirmed that the College is waiting to hear in relation to RoATP.

The Chair provided an update on the meetings he attended in relation to the IoT. The following documents were shared with governors:

Two sets of minutes from recent meetings

Draft Commercial Agreement

Draft Model Licence Agreement

Wave 2 Capital Funding Agreement

Draft Heads of Terms

Governors raised a number of points relating to the structure of the IoT, process, additional costs for delivery, risk and conditions (relating to the KPIs), student numbers and claw back. The Director of Governance explained that P Ryder and AA Projects will attend the Resources day to be held on 14 June 2022. The Chair directed questions and further clarification to take place on that day.

iii. Lifestyle Fitness Gym contract

VH and RK provided an update on the Gym Contract with Lifestyle Fitness. The purpose of the report was to share the proposals from Lifestyle Fitness regarding the gym area located in the Sports Building of the campus. Lifestyle Fitness propose to extend the contract which currently expires in January 2024. As part of this extension they propose to invest between £100K and £150K to refurbish the gym area to attract more members and increase income.

The new contract included:

- Investment from Lifestyle fitness in the region of £100,000 - £150,000
- Lifestyle Fitness are requesting a contract extension which currently expires in January 2024. If the college proceeds, we would engage in the new contract as soon as the refurbishment works are completed for a period of 10 years.

- Under the current contract the college incurs approx. £32K per annum in costs (reception, cleaning and utility costs). Under the new contract these would be removed.
- Sponsor new kit for sport students.
- A percentage of income if the gym hits targets.

Q: Will The Macclesfield Academy be part of this discussion?

No, the contract is with the College. However, a discussion will need to take place in relation to the ongoing agreement that the College pays a member of staff to cover reception. The member of staff takes bookings for the football pitch for The Macclesfield Academy.

A meeting is scheduled to take place with RK, MS, AS and MG on 9 May 2022.

The Corporation approved the new contract with Lifestyle Fitness.

iv. ESFA Macclesfield College Financial Statements Review 2020 to 2021

VH shared a copy of the ESFA Macclesfield College Financial Statements Review 2020 to 2021 letter, dated 30 March 2022. The review of the college's financial forecasting return (CFFR) submitted in July 2021 was concluded that the college's financial health grade for 2020/21, based on the outturn forecast, was Outstanding. Following a review of the college's audited financial statements and finance record, the ESFA have concluded that the appropriate assessment grade for 2020/21 is now Good. A copy of the financial dashboard was shared with governors. This incorporated various key performance indicators and measures those against both target benchmarks and benchmarks achieved in the sector. Members confirmed receipt of the letter and confirmed the college's financial health grade awarded.

17/22 **Teaching and Learning**

i. Receive updated College Improvement Plan

An updated version of the College Improvement Plan was shared with governors. Actions had been updated and rag rated accordingly.

ii. Destinations

A report was shared on Destinations. The purpose of the report was to share the actual destinations of students who completed programmes of study during 2020-2021. LR summarised the main points within the report as the following:

- The data for actual destinations for 2020-21 shows total positive progression at 89.5% for 16-18 learners and 77.9% for 19+ learners. This has shown an increase on the 2019-20 data by 6.1% for study programme learners and 22.2% for 19+ learners.
- From the cohorts where destinations were identified, 92.5% of the 16-18 cohort had a positive destination and 82% of 19+ learners.
- For 16-18 learners, the most common destination was progression onto a full-time programme of study (56.2%).
- For 19+ the most common destination was into paid employment of more than 16 hours per week (33.7%).
- There has been an increase in the number of learners applying to study at a University through UCAS.
- UAL programmes have the strongest progression to University; Creative Media, Music and Art.
- University progression is low in Business Studies which has declined from 71% of the cohort in 2018-2019 to 37% in 2020-2021.

- Engineering has a three-year trend of low university progression with 23% in 2020-2021.

Governors reviewed and noted the main points within the report.

18/22 **Search and Governance**

To receive the minutes of the Search and Governance Committee on 25 January 2022 and approve the following items:

Governors received and approved the following items:

- **Annual Governance Report**
A Search and Governance Committee Member had commented that a reference to the HE SED should be added. This was included in the report presented.
- **Search and Governance Terms of Reference**
- **Governors Code of Conduct**
The Governors Code of Conduct was not adopted by the Corporation and will be followed. New Members will receive a copy of the Governors Code of Conduct upon induction.
- **Scheme of Delegation and Standing Orders**
- **Review of updated Code of Governance for English Colleges**
It was noted that there was one section that was in progress, relating to sustainability. AA Projects are working with the College on the Sustainability Plan and this will be shared at the Resources day on 14 June 2022. The review of the updated Code of Governance for English Colleges will be updated upon completion of the presentation to governors.
- **Governor Skills Audit**
An updated Governor Skills Audit was presented. Members approved the Skills Audit. CJ will be asked to complete her skills audit following confirmation of her appointment.

An updated Impact of Governance report was shared. Four meetings had taken place since the last meeting. This included Teaching and Learning – Apprenticeship focus, Leadership and Management – learning walks with Assistant Principals in curriculum areas and feedback, Student Council meeting and Health and Safety visit. The individual reports were uploaded to the portal and evidence was captured within the impact report.

19/22 **Policies**

Governors reviewed and approved the following policies:

- Disciplinary and Capability Procedures for Senior Postholders
- Safe Management of Contractors Policy
- Safer Recruitment Policy
- Ensuring The Health And Safety Of Learners On Work Based/Placement

The changes to the policies were contained within the summary report.

20/22 **Date and time of the next meeting**

The next Corporation meeting will take place on 10 May 2022 in Velocity.

The Resources day will take place at Cranage Hall on 14 June 2022.

Impact of the meeting:
Deep dives in to key areas of the College.
Review of the IoT documentation and update on meetings that have taken place.

Detailed review of Management Accounts and financial position.
Data relating to Student Destinations.
Update on Cheshire Business School and launch.
Impact of Governance visits.

Signed by Chair:	
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