

MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE

TUESDAY 6 DECEMBER 2022 – 9.30AM

VELOCITY

PART I

Clerk: Mrs R Clare

Attendance	MS, MW, CJ, GL, IJ, JW, NS, JL, RK, RC, JM, HT, LR (Student Governor)
In attendance	LR, VH, External Auditor from Wylie and Bisset for one item only and Governance External Advisor for one item only.
Apologies	EK, IC, ML (Student Governor)

Actions from the minutes	
51/22 The report will be published on the website and the recommendations will be implemented through the action plan. (Governance External Review).	RC
52/22 RC explained that a three-way meeting has been scheduled for January 2023 with Macclesfield College, The Macclesfield Academy and The Sir John Brunner Foundation. A further update will be provided following the meeting.	RC
52/22 Governors approved the IoT Bid and granted delegated authority for the Chair/Vice of the Corporation and Principal to sign approval.	MS/RK
52/22 It was confirmed that the recommendation agreed at the meeting in relation to the College estate was ongoing and a further update will be provided at the Corporation meeting in February 2023.	RK/ELT
59/22 Q: The minimum grade has decreased by 10% and reflects the 'perfect storm' last year, are you sure that you have the right actions in the QIP to improve this? The Deputy Principal referred to page 5 of the QIP and measuring learners against target. Reviews will be completed and a separate report will be shared with the Corporation. It was agreed that there would be an amendment to the action in the QIP and this will be shared with governors at the February Corporation meeting.	LR
62/22 The report on the review will be presented to the Corporation in the new year to approve. (Skills Review).	TC

The Governance External Advisor will attend the meeting remotely at 9.30am to present the external report and findings.

The Governance External Advisor joined the meeting to present the Governance External Review and attended the meeting for this item only. The review was undertaken by Rockborn. A Governance External Review is recommended to take place every three years. The next review will take place during 2025/26. The review was conducted following completion of an individual governor self-assessment and compliance check of the Code of Good Governance and Code of Conduct. A questionnaire was completed by governors at the end of the review for completeness. For the purpose of the summary, information was shared by people, purpose, process and performance.

The following strengths were highlighted:

- Relationships are open and based on trust/challenge;
- Strong and united performance;
- Governor Links are ambassadorial and consideration given to impact;
- Director of Governance is highly skilled and communicates strongly to the Corporation, resulting in governors and ELT being informed;
- Governors meet students and members of staff;
- Well planned strategy events with focussed high-level strategy documents produced for the Corporation;
- Strong student focus;
- Impact drives performance and is featured at every Corporation meeting as a 'golden thread';
- Financial oversight is brought to governors' attention quickly and Chair and Vice Chair have regular meetings with the Principal, Director of Governance and Director of Finance and Estates;
- There are no areas of concern.

In terms of future recommendations to maintain the high level of Governance:

- Maintain succession planning for future vacancies in order to maintain the excellent positive culture;
- Broaden Board diversity in terms of ethnicity, females/males, age and skill set are already diverse;
- Use of the cover sheet by members of staff submitting papers could be more detailed.
- The Director of Governance has completed a review of the Instruments and Articles. During this review, the wording was provided by Eversheds to include written resolutions. It was decided by the governors at the time not to include this but as part of the review it was recognised that this could be added at a later point if required.

The External Advisor explained that it had been a pleasure to conduct the review. It had been an exceptional review and thanked the Director of Governance for being responsive, open and constructive.

The Chair thanked the Director of Governance for leading the review on behalf of the Corporation and acknowledged the excellent outcome of both the internal and external review. **The report will be published on the website and the recommendations will be implemented through the action plan.** The Director of Governance thanked all governors for their time in supporting the review.

52/22

The External Auditors will attend at 10am to present the Audit Findings Report.

The External Auditor from Wylie and Bisset attended the meeting for this item only. The Audit Committee met previously to review the Audit Findings Report and Financial Statements. The External Auditor highlighted the following matters:

- Page 3 shared the Executive Summary;
- Section 1.2 showed no outstanding matters to report;
- Section 1.3 shared a clean audit opinion;
- Section 1.4 showed the College remains a going concern;
- Page 4 of the report showed no control recommendations and no matters brought forward;
- Section 3 shows the financial review and pages 9,10,11 and 12 show the audit evidence and the financial numbers are collaborated;
- There was one unadjusted element relating to a clawback but was noted as being minor in nature and will be reconciled in the next financial report;
- The External Auditor confirmed independence in undertaking the review;
- Section 6 shared no matters of fraud or irregularity to report;
- The Financial Statements and Audit Findings Report were presented for approval and will be signed by the Accounting Officer and Chair of the Corporation upon approval.

The External Auditor left the meeting at this point.

The Chair of the Corporation thanked V Hayhoe for her hard work. There was unforeseen absence in the Finance Department during the External Audit but the member of staff has returned to work and was reported to be well. The staff absence resulted in additional work for the Director of Finance and Estates to complete the External Audit within the agreed timescales.

The Audit Findings Report (including the Regularity Audit) for the year ended 31 July 2022 from Wylie and Bisset was approved.

A Member congratulated the College on the clean report.

MINUTES

Item	Title
53/22	Welcome and Apologies for Absence The Chair welcomed Members to the meeting. Apologies for absence were received for I Cass, E Kennedy and M Lawton.

The Chair explained that he had attended the AoC Annual Conference with the Principal, Deputy Principal and Director of Finance and Estates. The ONS information was shared following the event and

therefore there was no update on this matter at the conference. A report will be shared under any other business. G Lagan has undertaken learning walks and a full report was provided. J Walters will be undertaking learning walks and department reviews following this meeting. The reports will be provided at the next Corporation meeting.

i. To ratify the appointment of Student Members of the Corporation

Governors welcomed L Ruddick to the meeting. Apologies for absence were received for M Lawton. **Governors approved the appointment of L Ruddick and M Lawton as student members of the Corporation.**

54/22 Declaration of Members' Interest

There was no declaration of Members' interest.

55/22 Minutes and matters arising from the previous minutes

To confirm and approve the minutes of the meeting held on 18 October 2022 and review the matters arising.

The minutes of the meeting held on 18 October 2022 were approved as an accurate record. The matters arising from the previous meeting were reviewed.

46/22 Results and Achievements

The Director of Governance shared the contents of an email from RCh to RC, who could not attend the meeting but had provided comments to share at the meeting. In relation to these comments, an action was agreed to provide an interim report at the next Corporation meeting for the current academic in-year predictions. LR will provide an early indication report on achievement for this academic year at the next meeting. **An interim report will be provided at this meeting.**

47/22 Annual Health and Safety Report 2021/22

Is there any double counting in relation to accidents, for example a trip where someone has banged a head, in addition to a cut? VH will check this with SL and report back to the Corporation. **The reported numbers were confirmed as accurate.**

50/22 Impact

Governors requested a 'headline summary' for assurance from TMA in future. RC would share this feedback with MG, with particular reference to acronyms. A meeting is scheduled to take place in the academic year with MG, AS, RK, MS and RC. **RC explained that a three-way meeting has been scheduled for January 2023 with Macclesfield College, The Macclesfield Academy and The Sir John Brunner Foundation. A further update will be provided following the meeting.**

To approve the minutes of the meeting held on 11 October 2022. Governors to sign attendance record for training.

The minutes of the meeting held on 11 October 2022 were approved as an accurate record and the record of governor training was confirmed to be accurate. ***It was confirmed that the recommendation agreed at the meeting in relation to the College estate was ongoing and a further update will be provided at the Corporation meeting in February 2023.***

To approve the minutes of the meeting held on 22 November 2022 for the IoT.

The minutes of the meeting held on 22 November 2022 for the IoT with the DfE in attendance were approved. An update was provided by the Chair of the Corporation, following the meeting there was some discussion in relation to the IoT and the position of Macclesfield College with the DfE. The circumstances surrounding the communication with the DfE was shared with governors. Following the communication, Governors received an email from S Pearson (DfE) to confirm a revised cost plan for the Macclesfield College IoT project. Governors agreed that this was in line with the other three projects.

Governors approved the IoT Bid and granted delegated authority for the Chair/Vice of the Corporation and Principal to sign approval.

i. to approve the Report and Financial Statements for the year ended 31 July 2022 and Annex C Macclesfield College Self-Assessment Questionnaire

VH presented the report and Financial Statements for the year ended 31 July 2022. VH confirmed that the statements had been prepared in line with accounting practice. VH explained the statements reflect the final management accounts and strategic position in line with the financial reporting.

The Report and Financial Statements for the year ended 31 July 2022 were approved, including the Annex C Macclesfield College Self-Assessment Questionnaire.

ii. to receive and approve the Audit Findings Report (including the Regularity Audit) for the year ended 31 July 2022 from Wylie and Bisset and to approve the letters of Representation to be signed on behalf of the Corporation by the Chair

The Letters of Representation were contained within the External Audit Findings Report for the year ended 31 July 2022.

The Audit Findings Report (including the Regularity Audit) and Letters of Representation for the year ended 31 July 2022, presented by Wylie and Bisset were approved.

iii. receive the College Accounts and Executive Summary relating to the period ended October 2022 to include the financial outturn for 2021-22

The College Accounts and Executive Summary relating to the period ended October 2022 to include the financial outturn for 2021-22 was presented in advance of the meeting. VH explained that the budget is set in May and following the enrolment period, a further review is undertaken. VH provided a top-level review including the following points:

- Movement in income is shared on page 7 of the report;
- Pay cost savings shared due to the national insurance decision being revised and 1.5 FTE teaching post not being needed;
- The pay increase for all members of staff is not currently included but will be factored in;
- A further detailed review will be undertaken relating to non-pay costs;
- The Capital work for Digital and Health is now completed;
- The IoT has not been factored in yet;
- The College is on track to meet the three-year financial plan;
- The College is on track to meet the cash forecast;
- A further review will be presented at the February Corporation meeting.

Q: Has our financial position changed overall?

No, in terms of grading we are still a 'good' but controls have been put in place due to the lagged funding methodology and in-year growth. The increased costs due to electricity, energy and buses enhance the financial position.

Q: How tight is the bank covenant?

It is being managed by the Executive Leadership Team but the interest rate is high and it is not good value for money.

Q: What is the worst cases scenario if the bank covenant is not met?

Then the College would need to pay the loan back but this highly unlikely.

Q: Have you measured the financial impact of the four days working on site and a day working from home?

We know the savings made on the bus contract but we will measure the overall impact. The first HR survey has been completed on the new way of working and members of staff have shared positives in relation to preparation and planning time on a Friday. Students behaviour has improved due to having full timetables and the students being busy.

Q: As staff governors how do you find the new way of working?

One staff governor confirmed that not travelling to work on a Friday was a benefit and the ability to work without being interrupted.

Q: Will you be having starts in January?

The Aspirations Academy is currently at 19. There are possibly another 6 students that may join the Aspirations Academy and the College is likely to have further referrals. Community courses will also commence in January.

VH confirmed that the College is on track to meet the AEB budget and Apprenticeships are doing really well but the College continues to operate a prudent financial forecast.

iv. Update on Pay recommendation

VH presented an updated pay recommendation for all members of staff. This was contained within the financial review.

A pay recommendation was outlined in the financial plan for July 2022 and pay recommendation paper to pay a non-consolidated payment of £500 per FTE (pro rata) to all members of staff on payroll as of 1 December, in December 2022 pay. This has been included in the budget and will be paid if approved by Governors in December 2022.

As an Executive Team, the current financial pressures placed upon members of staff were recognised and with increasing costs the Executive Team felt committed to supporting a pay increase for all members of staff.

The following pay recommendation was made:

A 5% pay increase in August 2023 to all members of staff with an additional £500 non-consolidated payment FTE (pro rata) to all members of staff.

The College can recommend this due to being in receipt of the growth case on 1 August 2023.

The non-consolidated payment of £500 per FTE (pro rata) to all members of staff on payroll as of 1 December, in December 2022 pay was approved.

A 5% pay increase in August 2023 to all members of staff with an additional £500 non-consolidated payment FTE (pro rata) to all members of staff was approved.

v. to approve the Financial Regulations

The revised Financial Regulations were reviewed and approved. The changes were set out in the Financial Regulations front cover and accepted upon approval.

vi. To receive the ESFA Financial Dashboard for Governors

The ESFA Financial Dashboard 2021/22 for Governors was reviewed and approved. The dashboard reflected the financial position of the College.

57/22 Audit

To receive the minutes of the meeting held on 28 November 2022.

Members received the minutes of the meeting held on 28 November 2022.

Members should note the formal recommendations made under the Audit Committee minutes.

They are invited to:

- i. receive and approve the Annual Risk Report**
The Annual Risk Report was approved.
- ii. receive and approve the annual review of risk appetite**

The annual risk appetite was approved.

- iii. **receive and approve the Annual Report of the Audit Committee to the Corporation**
The Annual Report of the Audit Committee to the Corporation.
- iv. **approve the Terms of Reference for the Audit Committee**
The Audit Committee Terms of Reference were approved.

It was noted that the new Risk Register was shared at the Audit Committee, which focussed on the top strategic risks for Macclesfield College. The new Risk Register was focussed and allowed Audit Committee Members to concentrate on the important risks.

58/22 KPI document 2021/22

The final KPI document for 2021/22 was shared in advance of the meeting. RK confirmed that there had been no changes since the document was last reported. **The final KPI document for 2021/22 was reviewed and approved.**

The document reflected the decline in academic results and attendance but the College is hopeful that this will improve this academic year. The Principal confirmed that there are no academic results provided by the DfE to compare to but indications from the AoC and colleges locally is that other colleges have also shown a decline.

The first KPI document for 2022/23 will be presented at the Corporation meeting in February 2023.

59/22 Quality and Curriculum

i. to receive the HE self-evaluation document

The HE SED was shared in advance of the meeting and prepared by R Toqeer. It was noted that there was a small increase in HNDC. The retention rates declined and this was caused by a number of reasons across the provision. A number of employers were noted to have moved location. The area was supported by a HE employer led strategy. The strategy will be dovetailed to the IoT going forward.

A governor noted that it was a concise report and showed academic confidence. The actions carried forward were noted as being accurate.

The HE SED was reviewed and approved.

ii. to approve the College's Annual Self-Assessment Report 2021/22 and College Improvement Plan

The Deputy Principal provided the College Annual Self-Assessment Report for 2021/22 and the College Improvement Plan in advance of the meeting. It was explained that a robust self-assessment process has been undertaken to review the performance of the College in the 2021-22 academic year. A full review of provision at course level was undertaken by nominated course leaders which culminated in a departmental review written by respective Heads of Curriculum. These were quality-assured by the Assistant Principal for Quality and some of these were presented to an external reviewer in July.

Following the curriculum area reviews, four aspect-type reviews were prepared: Education Programmes for Young People, Adult Learning Programmes, High Needs and Apprenticeships. These reports have been reviewed by an external consultant who acted as a 'critical friend' and provided challenge to the aspect leads. Each aspect was judged to be a grade 2 'good'. The following grading was reviewed by governors:

Key Judgements

Quality of Education 2
Behaviour and Attitudes 2
Personal Development 2
Leadership and Management 2

Provision Type Grade

Education Programmes for Young People 2

Adult Learning Programmes 2

Apprenticeships 2

High Needs 2

Overall Effectiveness 2

The aspect Self-Assessment Reports (SAR)s were used to prepare the College Self-Assessment Report. The headline aspects are as follows: Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management. The Deputy Principal informed governors that reports were again reviewed by an external consultant and were circulated to Link Governors for challenge and feedback. Each aspect was judged to be 'good'. As the College has self-assessed the four key judgements of Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management as 'good', the Deputy Principal confirmed that the self-assessment of overall effectiveness is also good. Safeguarding has been assessed as 'effective'.

The Deputy Principal shared the key highlights from the year, this included the following:

- A well-planned, broad and varied curriculum that meet local and regional skills needs well.
- Leaders and managers oversee excellent links with employers and stakeholders to ensure both class-based and apprenticeship offer and delivery models meet local skills needs and supports growth.
- Learners develop technical knowledge and skills that prepares them for their next steps be that further study, employment or work-related learning.
- Staff at all levels set high expectations of learners' behaviour and conduct from the initial assessment stage and then apply the same high standards consistently and fairly throughout learners' programmes.
- Learners develop wider professional behaviours such as building resilience and tolerance skills and by mirroring industry standards of conduct such as professional dress codes, adhering to personal protective equipment (PPE) and these are reinforced both in college and on work placements.
- High quality and unbiased advice and guidance encourages and supports learners to make the right decisions to succeed in their chosen career
- Excellent partnership working with a range of professional organisations support learners to ensure they improve and maintain their health and well-being. Learners are well prepared for life in modern Britain.
- Governors and senior leaders demonstrate a clear commitment to the ambitious strategic plan for the College which sets out an intent in delivering excellence in further and higher vocational, technical and professional education and training.
- Senior leaders and governors have highly effective links with employers, local authorities and the Local Enterprise Partnership.
- High quality continuing professional development is aligned to the curriculum and helps to develop teachers' subject and pedagogical knowledge.
- Governors have a strong oversight of educational performance, understand the College's strengths and areas for development and ensure that effective challenge leads to sustainable improvement.
- There is an effective culture of safeguarding which ensures that learners are safe. Learners know how to access the required support they need including raising concerns relating to harmful sexual behaviour towards or between learners, and these are addressed swiftly and appropriately.

The Deputy Principal shared the Key areas for improvement, this included the following:

- Achievement rates on a small minority of 16-18 provision; Business, Construction, Motor Vehicle and Animal.

- Improve the expectations and aspirations of learners particularly in Animal Management, Business Studies, Engineering and Health and Social Care to ensure learners are achieving a grade profile in line with their peers nationally.
- Pass rates on maths and English programmes for young people to be above national rates
- Despite the vast majority of learners arriving to lessons on time, attendance is not yet high enough to meet the college KPI of 91.5%.
- Delivering a purposeful enrichment programme that enhances the 16-18 study programme experience.
- Re-establish meaningful work experience to enable learners to develop skills, knowledge and behaviours to prepare them for their next steps.
- Roll-out of the Cheshire Business School to provide high level Professional Development to the Cheshire region to ensure leaders and managers meet the skills needs of the economy.
- Implementation and ongoing review of the 'New Way of Working' and ongoing enhancement of staff engagement strategies leading to 90%+ levels of satisfaction amongst staff.
- Launch of Professional Development Programme for all staff to increase instances of outstanding practice and include succession planning for management positions
- Maximise attendance to summative exams to improve achievement rates in English and maths qualifications.

The Quality Improvement Plan was reviewed and a full update will be provided at the next meeting.

Q: Will Equality, Diversity and Inclusion be included separately?

Yes, there is a separate report on Equality, Diversity and Inclusion and this will be presented at the next Corporation meeting, in line with the business cycle.

Q: The minimum grade has decreased by 10% and reflects the 'perfect storm' last year, are you sure that you have the right actions in the QIP to improve this?

The Deputy Principal referred to page 5 of the QIP and measuring learners against target. Reviews will be completed and a separate report will be shared with the Corporation. **It was agreed that there would be an amendment to the action in the QIP and this will be shared with governors at the February Corporation meeting.**

Q: There is a decline in College ALPs grade from 4 to 7, particularly in two areas, how will this be reported to the Corporation going forward?

LR confirmed that progress to target will be reported through the Teaching and Learning papers going forward and an action will be added to the QIP.

Q: How will governors know the employers by department that the College is working with? SMT have provided this information and it has been combined into one report. The report will be shared with governors via email. The report will demonstrate the varied employers that the College works with in each area. Macclesfield College engages with a large volume of SME's and this allows the college to be flexible in how it operates.

A governor commented that the SAR is a really comprehensive piece of work, together with a highly focussed and smart QIP.

The College's Annual Self-Assessment Report 2021/22 was approved.

iii. Safeguarding Annual Report (with student and staff data)

The Deputy Principal provided the College's Annual Safeguarding Report in advance of the meeting. The report has been prepared by the safeguarding team to provide an overview on the activities undertaken by the College to ensure that it meets its legal and good practice standards in respect of safeguarding. Governing bodies must ensure that they comply with their duties under legislation and the Annual Report gives assurance that Macclesfield College's policies, procedures and training are effective and comply with the law at all times.

The Deputy Principal informed governors that the safe environment at the College is enabled by robust safeguarding structures, policies and procedures. Macclesfield College has a 'culture of safeguarding' and all staff understand their responsibilities for keeping students safe. The College has a well-qualified safeguarding team that has designated responsibilities across the college. This is supported by a safeguarding curriculum that is both delivered through the PASS programme by Progress Coaches and is embedded into the core curriculum delivery. College staff are suitably trained (consistent with their responsibilities) and receive regular update training.

Governors were informed that during the academic year there were 354 confidential referrals, an increase of 131 on the previous year. The largest category for referrals came under the 'safeguarding' heading with largest subcategories of Social Services Intervention (34%); 'other' which would include instances of anger management or family member being arrested (24%), and substance abuse (22%). There has been an increase in referrals to external agencies, most notably in drug related referrals. Mental Health remains a dominant category. While there has been a decrease in those referred due to depression or anxiety, there has been an increase in instances of suicidal thoughts and suicide attempts along with self-harm. The College counsellor supported 115 students during the academic year and of that cohort, 63.4% identified as female and 36.6% as male. There was a notable rise in the number of students with high anxiety and panic attacks. Governors were informed that this resulted in higher student absence and lower exam attendance.

The Deputy Principal confirmed that the College ensures all appropriate measures are applied in relation to all who work, volunteer or visit the College. As an example of best practice, all members of staff who had been employed at the College for over five years undertook a new DBC check at the end of the summer term.

The Chair of the Corporation informed Members that he had completed two Safeguarding and Prevent meetings during the autumn term. All governors have received Safeguarding and Prevent training.

Q: Are the pathways to the safeguarding team made clear to students?

Yes, students are made aware of the pathways through tutorials. The time that students have to wait to see the counsellor has reduced. The referral process for CAMS is still taking an extremely long time but the College has the correct processes in place to manage situations when they arise.

iv. Interim report on Teaching and Learning

The Deputy Principal provided an interim report on Teaching and Learning in advance of the meeting. It was confirmed that the College has enrolled 1069 learners onto study programme provision. The largest curriculum areas are Construction, Sport, Art, Business and Media. There are small cohorts in Science, Public Services and Childcare where there is only Level 3 provision. Governors were informed that Foundation Learning was rebranded as Pathways for September and there are 14 learners following a either a pathway to employment/ progression or a pathway to independent living. There are also 5 learners on the Supported Internship programme. In line with the curriculum plan, the Aspirations Academy was launched for the academic year in November and currently has a cohort of 19. A second cohort is planned to commence in January 2023. New provision was introduced this academic year by way of three T Level strands. The Deputy Principal confirmed that small numbers were projected, planned and reported on all returns, and the enrolments on programme are as follows:

- T level Digital Production, Design and Development 11
- T Level Design, Surveying and Planning for Construction 8
- T Level Health 10 Learners

It was confirmed that the programmes were all recruited into the College, with none progressing internally. Focus group activity confirms that learners are enjoying the programmes, and are finding them challenging. Work placements have been secured for all Health learners, and the majority of Digital learners. Governors were informed that much work is being undertaken to arrange placements for the Construction pathways in time for the end of the academic year. Other changes to curriculum include the introduction of a Level 1 Sport provision due to profile of learners, a streaming of the Level 1 Hair and Beauty programme and the removal of Level 1 Land-Based Studies. Governors were informed of some qualification changes that were made including the removal of BTEC provision in Level 2 Animal Care and Engineering in favour of more vocationally-related pathways.

The Deputy Principal confirmed that a key focus for the first term has been attendance. The College currently has a limited number of register marks and learners are marked as either 'present' or 'absent'. If a learner notifies the College of an absence, the absent mark still counts as a negative. This is a change to the way the college monitored absence prior to the pandemic and was brought about so that the curriculum teams can more effectively measure and manage it.

Attendance is currently reported to be:

All ages	84.0%
16-18	83.3%
19+	87.0%

Table 1: Attendance rate excl English and maths

Low attendance rates at English and maths sessions negatively impacts on the attendance rate across both age groups. Attendance rates including maths and English is reported to be:

All ages	81.1%
16-18	80.3%
19+	85%

Table 2: Attendance rate incl English and maths

The Deputy Principal confirmed that attendance at maths and English sessions are challenging and are currently 70%. There have been some issues with learners who sat the November resit not returning to lessons while they await their results. There are also a number of learners who are struggling to attend on account of anxiety. The curriculum teams are currently working with a number of learners on a one-to-one basis. There is currently low attendance in Art, Music, Sport and Construction. However, in Construction the attendance is good in Electrical but not for Brick and Carpentry and Joinery. All parents/ carers have been invited to log into Parent Portal which allows them to see live attendance data. All learners were briefed by the Principal and Deputy Principal as part of their induction programme where the '3 A's' (Attendance, Attitude, Appearance) were outlined. This has been reiterated through curriculum teams and through the PASS programme. A number of learners achieved 100% attendance rate for the first half term and these were all written to and congratulated. Learners with poor attendance have again been written to and their parents invited in for discussions. To date there are 508 active accounts. The Deputy Principal explained that much work has been done to strengthen communication between the College and Macclesfield Football Club to ensure that poor performance in College is sanctioned by the club. Learners who have attendance rates below the expected standards or who have not met work submission deadlines are not available to play for the club.

The Deputy Principal confirmed that targets have been set across all provision, with three identified target-setting windows for maths and English across the year. To date, 2426 targets have been set across the curriculum which include 319 targets for English and 376 for maths. These targets are reviewed weekly with curriculum managers and are accessible through the online dashboard.

Governors were informed that deep dive activity has been undertaken in all areas, with further activity planned for Animal, Science, Computing and Access prior to the end of term. Deep dive activity has included formal lesson observations, focus groups with staff and students, reviews of planning and a review of target setting amongst other activities and includes participation from a wide team. External support has been used for additional reviews of Sport, Business, Health and Social Care, Construction and Animal Care. Action plans have been created and are being monitored on a fortnightly basis.

The entries and turnout for the November resits were shared. Attendance at examinations has improved significantly since the June examination series, although a number of students struggled to enter the examination hall and alternative spaces were found. Results for the resits will be shared in the New Year.

The Deputy Principal confirmed that Level 2 and Level 3 BTEC qualifications are now a mix of internally assessed units and externally set and marked examinations. There are summative examinations in the following programmes;

- Level 2: Business, Sport and Computing
- Level 3: Sport and Exercise Science, Healthcare Academy, Business, Computing, Animal Care, Engineering and Science.

These examinations were confirmed to take place in January, with some pre-release, controlled assessments scheduled for December. Governors noted that the College enters all students into the January window of these exams, so that they may have resit opportunities in June should they require them. As such, in the majority of cases, programmes only teach the examined units in the first term which means that progress can only be monitored through participation in formative assessments rather than unit completion.

A governor congratulated the College on the excellent mock results in computing.

60/22 College Calendar 2023/24
The College Calendar was approved for 2023/24.

61/22 Policies
The following policies were reviewed and approved:

- **Equality, Diversity and Inclusion Policy;**
- **Modern Slavery Statement;**
- **Data Protection Policy.**

62/22 Search and Governance

To receive the minutes of the meeting held on 8 November 2022 and receive the following documents and recommendations made under the Search and Governance minutes:

The minutes of the meeting held on 8 November 2022 were received.

i. Annual Governance Report (SAR) including Governor attendance
The Annual Governance Report including Governor attendance was reviewed and approved.

To note that the report was outstanding but due to the decline in academic results for last academic year, this had been validated as a good for leadership and management (which combines governance). To note the attendance was at 80% and this had declined from previous years. The attendance of two governors was considered by the external auditors for dropping below the threshold but the overall contribution of all governors was recognised. The Search and Governance Committee looked at the reasons behind the individual low attendance of two governors and feel that the contribution overall, outweighs the attendance figure.

ii. Further education corporations and sixth-form college corporations: governance guide
A report on the Further education corporation and sixth-forms college corporation: governance guide was reviewed. **All governors have received the link for the guide through the summary report.** The guidance outlines governor responsibilities.

ii. Review how well the education or training provided meets local needs

The Corporation received the summary report and noted the following actions taken to meet the new guidance:

- Appointed a lead to carry out the review on behalf of Macclesfield College (The Director of Employer and Commercial Services). **The report on the review will be presented to the Corporation in the new year to approve.**
- A CEO Round Table was held based on skills. The Round Table was chaired by the Local MP and provided an opportunity to discuss the five key areas identified during the survey process and agree priorities on how the College can meet local skill needs in the future. Representation of employers from the following areas attended the event: across all areas of Macclesfield, Congleton, Knutsford, Stockport, Manchester and Alderley Edge.
- Agreed collaboration and contact with Cheshire College South and West. (Initial meeting arranged).
- Deputy Principal led a review of the curriculum offer. As a result, the curriculum offer was revised. A decision was made to close Whites for the academic year 2022/23, with a relaunch in September 2023. A decision was made to change some awarding bodies.
- Skills section has been included in the College Quality Improvement Plan.
- There will be a separate review of skills within the Self-Assessment Report.
- SMT are providing a summary of the main employers that the college works with for each department.

v. Search and Governance Committee Terms of Reference

The Search and Governance Terms of Reference were approved.

63/22 Date and time of the next meeting

The date and time of the next meeting is 7 February 2023 at 9.30am

64/22 Impact of meeting

Governors noted the excellent outcome of the Governance External Review.

Governors acknowledged the contents of the SAR and QIP that were both well produced and concise. The financial information provided was detailed and positive.

65/22 Any other business

Two papers have been uploaded to Trust Governor that related to the reclassification of colleges

A verbal update was provided from the Principal in relation to the announcement of the reclassification of colleges, in addition to a letter from Robert Halfon MP Minister for Skills, Apprenticeships and Higher Education and a letter from David Whitey from the ESFA. There will be a new financial handbook and further information will be provided in the New Year, as it is made available.

Q: Is the College still able to sell buildings?

Yes, the College can still do this.

Q: Is there any flexibility on pensions and VAT?

No, this is much needed but still not included.

IoT sign off

The Principal confirmed that the IoT documents should be available to sign on 11 December 2022, as indicated by the consultants and lead college. Delegated authority has been granted to the Chair, Vice Chair or Principal to sign the documents on behalf of the Corporation.

Signed by the Chair of the Corporation	
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