

**MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE**

**TUESDAY 22 OCTOBER 2024 AT 2:30PM**

**MACCLESFIELD COLLEGE - PART I**

**Clerk:** Ms S Gardiner

In attendance	P Hunter (Designated Chair), I Jones, G Crossman, G Bristow, I Cass, R Kay (Principal), D Rutley, E Kennedy
Apologies	C Johns, M Wright, R Charlton, H Taylor, J Lewis
Absent	N Schofield
Non-governor attendance	L Reed (Deputy Principal) A Farrar (Director of Finance)

ACTIONS	RESPONSIBLE	DEADLINE
Director of Estates to include building names in the H&S reports	Director of Governance	Next H&S review

**MINUTES**

**Item Title**

**1. Welcome and Apologies for Absence**

The Chair welcomed Members to the meeting. Apologies were received from C Johns, M Wright, R Charlton, H Taylor, J Lewis.

**2. Declaration of Members' Interest**

There were no declarations of Members' interest.

Papers received had been uploaded to Trust Governor and were available to Governors one week prior to the meeting.

**3. Minutes**

**To confirm and approve the Part 1 Minutes of the meeting held on 9 July 2024**

The minutes of the Corporation meeting held on 9 July 2024 were approved as an accurate record.

**4. Matters Arising from the Meeting held of 9 July 2024**

There were no matters arising following the meeting held of 9 July 2024.

**5. Ratification of New Board Members**

A successful search has taken place for additional Members of the Corporation. E Botwe and R Milkens were recommended to be appointed as Members of the Corporation.

E Botwe has a wealth of knowledge and experience in Teaching and Learning as the headteacher of Tytherington School. He has also recently been appointed as President of the Association of School and Colleges Leaders (ASCL). R Milkins is the Visitor Economy Manager at Cheshire East Council and has in depth experience in strategic planning and project management. This appointment also bridges the gap to the Local Authority.

The Board approved the appointment of E Botwe and R Milkins.

## 6. Principal Report

### i. KPI's

R Kay (Principal) presented the new KPI document to the Board. RK explained that the KPI document has been streamlined to provide Board with a clear, top level overview. RK confirmed that the format had been discussed with the FE Commissioner and approved by the Chair and Vice Chair prior to today's meeting, with the additions of T Levels and A Levels data. RK confirmed that the document will be presented 4 times a year – October, February, April and July and information relating to that point of the academic year will be presented.

**CHALLENGE: A Member queried why the pay as % age income target was lower than last year's actuals and asked whether this target was achievable?**

A Farrar (Director of Finance) confirmed that this was due to additional agency costs last year. Staffing costs for this year are being closely monitored.

**CHALLENGE: A Member queried whether the T Level student numbers would remain red?**

RK confirmed that uptake for the T Level provision has been lower than expected this year, however this was a national picture, whereas A Level enrolments superseded expectations with numbers over double the College target.

**CHALLENGE: A Member queried whether the new format would be compliant?**

RK confirmed that compliance is reviewed by the Audit Committee.

**CHALLENGE: A Member queried whether the KPI document will include attendance?**

L Reed (Deputy Principal) advised that attendance will be reported through papers to Board. Colleges are not provided with national rates for attendance and there are caveats around attendance data, therefore presenting this in reports is the preferred option.

**The Board fully approved the new format of the KPI document.**

### ii. College Structure

RK shared the current management structure with Board, confirming that T Cosgrave had been moved into a Vice Principal position, and management of the Director of MIS and Director of Estates now sits under this role. RK advised that the planned structure for 25/26 will also include an additional Vice Principal for Teaching and Learning, Senior Bid Writer, Director for Devolution and Director for Adults. RK added that additional posts for Youth Workers and Careers guidance will also be reviewed.

**CHALLENGE: A Member queried whether these additional posts will be filled by internal progression?**

RK confirmed that this would be the preferred choice, the College is a keen advocate for internal progression.

**CHALLENGE: A Member queried whether there is a maths and English strategy to cover the expanding numbers of students?**

LR advised that it the College is looking into a non utilised teaching post in order to back fill any gaps in the M&E team.

## 7. Quality and Curriculum

LR presented an overview of results across all areas. Points to note were as follows:

- Significant improvement on 16-18 outcomes: +6% on previous year;
- Above national rate on 16-18 outcomes - 4.3% pass rate, + 4.7% achievement rate;
- Significantly above national rate on apprenticeship provision - +8.1% 16-18, +3.2% 19+ and +17.1% all ages;
- Above post-16 national rate for GCSE resit grade 9-4 maths outcomes - + 3.2% and +5.1% for English;
- MIDES reports places Macclesfield College as performing above all colleges, FE college, and NW college average rates.
- Some provisions have been removed as of 2024/25 academic year and we have introduced plumbing, further course on Automotive, A Levels and additional Level 1 provision.
- Increase in maths and English students is causing the College to close and move to online learning over the exam period, due to the high volume of access requirements (300+);
- The College has seen an increase in High Needs learners, currently 86 however an application for an increase to 100 will be submitted for 25/26.

### **CHALLENGE: A Member queried the percentage of students that are high needs?**

LR advised that c.10% of the years cohort are classed as high needs and added that there are currently 128 learners on an ECHP and a high volume of learners with SEN.

LR confirmed that retention of staff remains stable with a continued review of the College culture, ensuring that all staff are supported.

There is no further updates in relation to the Ofsted inspection. LR confirmed that all points in the Post Ofsted Action Plan have now been completed.

RK added that in light of the successful achievement rates, it was put to the Chair that the Learner Experience Committee was no longer required and that all curriculum updates will be presented at Board level.

**The removal of the Learner Experience Committee was approved by Board.**

## 8. Business

### **i. Annual Health & Safety Report**

RK presented the annual Health & Safety Report on behalf of the Director of Estates who was unable to attend the meeting and noted the following points:

- Maintenance Statutory Compliance is 100%;
- 95.6% Health & Safety Actions have been completed, 2 remain outstanding in the Sports Hall which is owned by the Macclesfield Academy. A meeting is due to take place to discuss these points;

### **CHALLENGE: A Member queried whether the statutory compliance was linked into the H&S actions?**

RK confirmed that the statutory compliance actions have now been completed and noted that the wording in the report was not clear. This will be discussed with the Director of Estates.

### **CHALLENGE: A Member queried the electrical installation that took place on 5 August 2024 – this is listed 4 times at 20%, does that meant 80% has been completed?**

RK will confirm this with the Director of Estates, however it was noted that this could relate to the 4 individual buildings.

**Action: Director of Estates to note the buildings in which work has been completed in all future reports.**

**ii. Enrolment Update**

LR confirmed the College planned to deliver 1181 against its contract for 1127 learners in 24/25. To date, the College has enrolled 1279 learners on study programme, 80 of which are T Level learners.

The College has seen a huge growth in Construction, Building Services and Health and Social Care.

LR advised that the Adult Skills Fund allocation for 24/25 is £548K, of which £82K is Tailored Learning. In addition to that there is an allocation of £52K which is to be delivered through Free Course for Jobs.

**CHALLENGE: A Member queried the costs to the College to deliver the Adult Skills Fund. Does this require additional staffing?**

LR confirmed that the bulk of the delivery is included within the existing staffing, rather than the College having to recruit additional staff. Adult delivery is built into the curriculum plan each year.

LR confirmed that the College loan facility is £174K, £85K of which has already been used. There will be further enrolments across the academic year, however the offer will be limited.

Apprenticeship provision remains in a strong position, with projected income already on target for the year.

**iii. Public Values Statement**

A Farrar (Director of Finance) presented the Public Values Statement for 24/25. AF advised that no changes had been made, however required Board approval as per the ESFA guidance.

**The Public Values Statement was fully approved by Board.**

**iv. Draft Financial Outturn for 23/24**

AF confirmed that the financial outturn is on track with forecast. The College received additional funding in year, however this was allocated against additional pay costs. This indicates an adjusted operating deficit of £581K.

For 24/25 it is anticipated that the number of 16-18 learners will exceed allocation. The College has started this academic year with only 2 full time vacancies, which will alleviate payroll costs, in particular agency fees.

AF confirmed that the recent audit has gone well, with only minor recommendations being noted.

AF confirmed that the College is projected to be rated as Requires Improvement for 23/24, however it is expected to achieve a rating of Good for 24/25.

**9. Policies Review**

The Director of Governance advised Board that the policy review process had been changed for this academic year, in that all policies are updated annually and reviewed by the Senior Management Team prior to the first Corporation Meeting. All policies that require Corporation approval will be presented at the October meeting, with Board being provided with a detailed summary of all policy updates.

**The new procedure and following policies were approved by Board:**

1. Health & Safety Policy
2. Lockdown Policy
3. Sustainability and Environment Development Policy & Plan
4. Advanced Learning Loan Bursary
5. Discretionary Learner Support Funds 16-18 Year olds
6. Discretionary Learner Support Funds 19+ students
7. Child Protection and Adults at Risk Policy
8. Safeguarding Policy
9. Data Protection Policy
10. Disciplinary and Capability Procedures for Senior Post Holders
11. Equality, Diversity & Inclusion Policy
12. Modern Slavery and Human Trafficking Statement
13. Family Policy
14. Data Breach Policy
15. Data Retention Policy
16. Freedom of Speech Policy
17. Information Security Policy
18. IT Acceptable Use Policy – Staff
19. IT Acceptable Use Policy – Student
20. IT Security Policy
21. AI Policy
22. Anti Fraud & Corruption Policy
23. Financial Regulations
24. Refund Policy FE
25. Reserves Policy
26. Subcontracting Policy
27. Tuition Fees Policy
28. Whistleblowing Policy
29. Higher Education Fee Payment Policy
30. Higher Education Refund and Compensation Policy
31. Compliments and Complaints Policy
32. Grievance Procedures for Senior Post Holders
33. Safer Recruitment and Vetting Policy & Procedures
34. Health and Safety of Learners on work based-placement Pensions Discretion Policy
35. Pensions Discretion Policy

**10. i. Link Governor Roles**

The Director of Governance presented a new procedure for Link Governors for Board to review. It is suggested that Link Governors attend meetings with their allocated staff member the morning of a Corporation Meeting. Any updates from these meetings can then be presented to Board. The Director of Governance added that these meetings should take place at least twice a year (February and July), in order that actions can be set and updates provided at the end of the academic year. It was also noted that Link Governors are not limited to 2 meetings a year, this would be a minimum requirement.

The Director of Governance confirmed the current Link Governors as follows:

- Ceri Johns – Finance
- Martin Wright – STEM
- Ian Cass – IT
- Ed Kennedy – H&S
- Rachael Charlton – Skills
- Isabelle Jones – SEND
- Gail Crossman – Safeguarding & Prevent

Proposed new Link Governors were as follows:

- Graeme Bristow – Leadership and Management
- Manny Botwe – Teaching and Learning
- Richard Milkins – Corporate Services
- Phil Hunter – EDI & HR

**CHALLENGE: A Member queried whether there will be a specific format to follow during these meetings?**

The Director of Governance confirmed that all Link Governors will be provided with a new template to use during their meetings, which will be collated and recorded by the Director of Governance. All actions will be logged and tracked with deadlines noted.

**CHALLENGE: A Member queried whether the College would be adding a link for Careers?**

RK confirmed that careers is included within R Charlton's role as Skills link.

**CHALLENGE: A Member noted that link meetings can require additional time, can meetings be held the day before?**

The Director of Governance confirmed that this process was to ensure that link meetings are scheduled and updates reported to Board. If additional time is required then meetings can take place on different dates, with notes and actions submitted to the Director of Governance prior to the Corporation Meeting.

**The new Link Governor Process was fully approved by Board.**

**ii. Standing Orders**

The Director of Governance advised that the Standing Orders were updated and approved by the Search and Governance Committee in January 2024, however this were not approved by the Corporation. The Director of Governance confirmed that the updates in January 2024 were to include the new Learner Experience Committee and therefore these changes have now been removed.

**The Standing Orders were fully approved by Board.**

**iii. College Terms Dates 25/26**

The terms dates for academic year 2025/26 were fully approve by Board and will be displayed on the College website.

**11. Date of Next Meeting**

The next Corporation Meeting will be held on Tuesday 3 December 2024 at 9:30am at Macclesfield College.

**12. Impact of Meeting**

Governors wished to commend the College on its achievement rates, this was an exceptional increase. Governors also wished to thank the College Management Team for meeting with them earlier in the day. The felt this was very beneficial and would like to repeat this later in the year. Governors would also like to carry out this exercise with learners.

Governors confirmed that the structure of the meetings are now correct and Board is receiving the right level of information. They wanted to thank the report writers, all reports were clear and concise and easy to read.

Governors added that the changes to the estate have made a real impact to the College environment.