

MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE

TUESDAY 3 DECEMBER 2024 AT 9:30AM

MACCLESFIELD COLLEGE - PART I

Clerk: Ms S Gardiner

In attendance	C Johns, (Chair), M Wright, P Hunter, I Jones, G Bristow, R Kay (Principal), D Rutley, E Kennedy, R Milkins, R Charlton, H Taylor, J Dellow (Student), B Oultram (Student)
Apologies	I Cass, M Botwe, J Lewis
Non-governor attendance	L Reed (Deputy Principal) A Farrar (Director of Finance) H Hampson (for Item 7 iv only)

ACTIONS	RESPONSIBLE	DEADLINE
Deputy Principal to provide an update on October half term plans and confirm teaching schedule	LR	April 2025

MINUTES

The External Audit Findings Report

The External Auditors joined the meeting for this item only.

The External Auditor (SG) presented the External Audit Findings Report for the year ended 31 July 2024, prepared by Wylie and Bisset. SG advised that following a meeting with the Chair and Vice Chair of the Corporation, the decision to remove the going concern aspect was agreed. SG confirmed that the College now needs to ensure stress tests are carried out in relation to cashflow, however the auditors are now happy with the cashflow position. Control recommendations from the previous audit had been addressed, and two new points were raised, with management responses deemed satisfactory. The board was asked to consider the issues in the report and approve the financial statements and letters of representation.

The financial statements and letters of representation for the year ending 31 July 2024 were approved.

CHALLENGE: A Member queried whether enhanced monitoring would be put in place in relation to cashflow? The Chair informed that monthly management accounts and cash flow forecasts are submitted to the DfE, with the Director of Finance overseeing the cash position on a daily basis.

Item Title

1. Welcome and Apologies for Absence

The Chair welcomed Members to the meeting. The Chair also welcomed new Member Richard Milkins to his first meeting. Apologies were received from M Botwe, I Cass and J Lewis.

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

The Chair of the Corporation welcomed J Dellow and B Oultram to their first meeting as student governors.

The Chair of the Corporation recommended for J Dellow and B Oultram to be formally appointed as student governors for the academic year 2024/2025 in accordance with the procedure approved by the Corporation on 11 December 2012 (Corporation minute 41/12 referred).

The appointments of J Dellow and B Oultram were ratified by the Corporation.

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 and Matters Arising from the Meeting held of 22 October 2024

To confirm and approve the Part 1 Minutes of the meeting held on 22 October 2024

The minutes of the Corporation meeting held on 22 October 2024 were approved as an accurate record.

The Director of Governance confirmed that all matters raised at the meeting on 22 October 2024 have been actioned.

4. Business

i. To approve the Report and Financial Statements for year ending 31 July 2024 and Annex C Macclesfield College Self Assessment Questionnaire.

The Director of Finance presented the Financial Statement for the year ending 31 July 2024. The Chair noted that the report had been approved by herself and the Vice Chair following the updates to the external audit report.

The Report and Financial Statements for the year ended 31 July 2024 were approved, including the Annex C Macclesfield College Self-Assessment Questionnaire.

The Report and Financial Statements for the year ended 31 July 2024 and Annex C Macclesfield College Self-Assessment Questionnaire will be signed by the Chair of the Corporation on behalf of the Corporation.

ii. To receive and approve the Audit Findings Report (including Regularity Audit) for the year ending 31 July 2024 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 2023.

The Audit Findings Report (including the Regularity Audit) and Letters of Representation for the year ended 31 July 2023, presented by Wylie and Bisset were approved and will be duly signed by the Chair of the Corporation.

iii. to receive the College Accounts and Executive Summary relation to the period ending October 2024.

The Director of Finance presented the October accounts and noted the following:

- At the end of October, the financial health of the College was line in with the budget at a rating of Good.
- As of October 2024, the College has recorded an adjusted operating surplus of £199k. Both net operating income and pay/non pay costs are in line with the budget.
- There is a slight delay in the release of capital grants due to a slight delay with the T level projects. The works is scheduled for completion in December 2024.
- To date the operating income of the College sits at £3.377m compared to budget of £3.93m, resulting in a YTD £15k deficit.
- Apprenticeships and Full Cost Tuition Fees are tracking behind budget however both are due to align with budget in the new year following new enrolments and planned course begin.
- Catering is ahead of budget following the slight increase in menu prices and introduction of a new bakery offer. The LSF free school meal contribution has also been increased to align with the price rises.
- Pay Costs are stable with reduced agency costs and low vacancies. Pay costs are currently 65.49% of income.

The Director of Finance confirmed that although the budget for 2024-2025 has been established with a financial health rating of 'Good,' it is on the lower end of this category and could easily shift to 'Requires Improvement.' Income is being monitored on a monthly basis, with the Director of Finance retaining final approval over all expenditures.

The Director of Finance confirmed that the financial figures indicate a substantial increase in net current assets, driven by higher current assets and reduction in current liabilities. The College now has a stronger foundation for sustaining growth and meeting its operation and capital project needs in the coming year.

CHALLENGE: A Member noted the increase in sales for catering and queried whether the Starbucks could be opened to the public to increase profits? The Principal advised that this would raise a safeguarding concern and also noted that the Starbucks on site is not a franchise. J Dellow, Student Member, added that there has been increase in outside orders being delivered to College. The Vice Chair requested that this be monitored as this does pose a safeguarding issue. The Principal confirmed that this is not encouraged and that delivered are primarily collected from the car park rather than the drivers entering the college buildings.

iv. to receive the ESFA Financial Dashboard for Governors.

The Director of Finance presented The ESFA Financial Dashboard 2023/2024. **The Governors reviewed and approved the document.** The dashboard reflected the financial position of the College

5. Audit

To receive the minutes of the meeting held on 12 November 2024. Members should note the formal recommendations made under the Audit Committee minutes.

They are invited to:

- i. receive the Annual Risk Report**
The Annual Risk Report was reviewed and approved.
- ii. receive the annual Review of Risk Appetite**
The Annual review of Risk Appetite was reviewed and approved.
- iii. receive the Annual Report of the Audit Committee to the Corporation**
The Annual Report of the Audit Committee to the Corporation was reviewed and approved.
- iv. approve the Terms of Reference for the Audit Committee**
The updated Terms of Reference for the Audit Committee were reviewed and approved.

6. KPI Document 2023/2024

The Principal presented the final KPI for 2023/24. The Principal wished to thank the Deputy Principal for the increase on the achievement rates for this academic year. The Principal confirmed that the KPI document was approved at the Remuneration Meeting on 26 November.

The KPI document for 2023/24 was formally approved by the Corporation.

7. Quality and Curriculum

- i. The Deputy Principal presented a curriculum update to the Board, noting the following:**
 - A review of all curriculum areas has been undertaken and support to improve areas identified;
 - Quality assurance across the College is being carried out to ensure standards of teaching and learning remains high;
 - The main priorities for the College are categorised under Leadership and Management, Quality of Education, Behaviour and Attitudes and Personal Development.
 - Attendance has seen a significant improvement this year. Early parental contact and weekly reviews has assisted with this.
 - The GCSE resits took place in November with high attendance to all exams.
 - Retention for all study programme remains good, however there has been some fluctuation for 19+ learners.

LR advised that the Spring term will see the start of Professional Development planning, GCSE outcomes, curriculum planning and learner skills review.

ii. Learner Voice Report

The Deputy Principal presented the Learner Voice Report, confirming the College undertook an initial learner survey with the aim to capture feedback on the induction process. Separate surveys were sent to each learner cohort. In total, 855 16-19 learners completed the survey, the key points were as follows:

- 98.94% of learners agreed that standards of behaviour, punctuality and respectful behaviour were made clear to them;
- 95.79% agreed that they had settled into the College;
- 94.97% agreed that they knew how to keep themselves safe and knew who to talk to if they had concerns.

37 adult learners their survey which were lower than anticipated, however the results were high. Every question returned 100% agreement with the exception of 1 learner disagreeing to one of the questions regarding procedures in extenuating circumstances.

21 HE learners completed their survey, with the key responses noted below:

- 100% of learners agreed that the expected standards of behavior, punctuality and respectful behavior were made clear to them.
- 95.24% agreed that they had settled into college
- 95.24% agreed that they understood how they were assessed on their course
- 95.24% agreed that they understood the support available to them
- 95.24% agreed that they were aware of the rules relating to plagiarism a
- 95.24% agreed that they were aware of the procedures regarding extenuating circumstances.

CHALLENGE: A Member queried the mixed responses around the College enrichment offer and asked if this was now a key focus point for the College, given the comments made by Ofsted? The Deputy Principal advised that enrichments are now timetabled within the College year, the first day having taken place a few weeks prior with 250 16-18 learners participating. The College has also appointed an Enrichment Co-ordinator who continues to work with the curriculum teams to drive engagement.

The Chair wished to hear comments from the Student Governors in relation to the enrichment offer. B Oultram confirmed that the offer was inclusive and diverse. J Dellow agreed and added that the offer needed more advertisement to boost engagement. The Deputy Principal confirmed that the offer is included within tutorials and is advertised around the College.

iii. to approve the College's Annual Self Assessment Report 2023/24 and the College Improvement Plan.

The Deputy Principal provided the College Annual Self-Assessment Report for 2023/24 and the College Improvement Plan in advance of the meeting. The Deputy Principal confirmed that the College has self-assessed as follows:

Leadership and management	Good
Quality of Education	Good
Education programmes for young people	Good
Adult learning programmes	Requires improvement
Apprenticeships	Outstanding
Provision for students with high needs	Good
Behaviour and attitudes	Good
Personal Development	Good

The Deputy Principal noted that the Good grade for quality of education reflects the significant increase in achievement rates at the end of the last academic year.

The Deputy Principal advised that the Self Assessment Report had been externally assessed by Gail Crossman in her capacity as an independent Quality Assurance Consultant.

CHALLENGE: A Member wished to thank the Deputy Principal for the in-depth report and also queried the maths retention rates. If retention drops does this have a positive effect on achievement? The Deputy Principal confirmed that maths enrolments are in the main for those learners on Level 1 or Level 2 programmes. Retention on maths and English are very much dependant on the curriculum retention.

The College's Annual Self Assessment Report 2023/24 and the College Improvement Plan were approved by the Corporation.

iv. Safeguarding Annual Report

H Hampson, Safeguarding Lead, joined the meetings for this point only. The Safeguarding Annual Report was received, detailing the college's safeguarding practices and data on student and staff incidents. The board discussed the importance of safeguarding in ensuring a safe and supportive learning environment. The report included data on child protection, high needs learners, and social care involvement. The college has implemented several measures to support students, including mental health first aid training for staff and a college counselling service. The report also highlighted the success of looked-after children, with three students progressing to university.

CHALLENGE: A Member queried whether attendance and safeguarding issues are correlate? H Hampson confirmed that attendance is affected when a young person is involved in safeguarding issues, however assured the Board that this information is reviewed weekly by both the Welfare Team and the Deputy Principal.

CHALLENGE: A Member queried how the staff are safeguarded and supported with mental health or safeguarding concerns? H Hampson confirmed that the College has support in place for all staff coordinated by the HR team. The Principal wished to add that following the last happiness index survey, staff happiness was recorded at 98%.

CHALLENGE: A Member queried whether there were capacity concerns for the College Counsellor given the high number of students wishing to utilise this service? H Hampson confirmed that the College had recently been successful in a bid with Cheshire East NHS who will be providing additional staff to support the growing need for support, at no additional cost to the College. This is a significant step and will clear the College Counsellors waiting lists.

The safeguarding of staff was also addressed, emphasising the importance of staff well-being and regular reviews from HR showing high satisfaction rates and low turnover.

8. Governance

The Director of Governance provided a copy of the AoC Code of Good Governance and advised that this had recently been updated in July 2024. The Director of Governance confirmed that there had been no significant changes since December 2023 when this was last presented, only that it now included College's charitable obligations.

9. Policies Review

The Chair presented the Critical Incident and Business Planning Policy to the Board. The Director of Governance advised that there were no significant changes, only changes to titles.

The Critical Incident and Business Planning Policy was approved by the Corporation.

10. Date of Next Meeting

The next Corporation Meeting will be held on Tuesday 4 February 2025 at 9:30am at Macclesfield College.

11. Impact of Meeting

Governors confirmed that they are happy with the audit and curriculum updates being presented at board level as this ensures all members are provided with the same information. They noted that the safeguarding update was reassuring and it's clear that the College has sufficient processes in place for students. The Chair wished to confirm that the removal of the Learner Experience Committee was a good strategic decision.

AOB

The Deputy Principal wished to raise an issue regarding the recent November GCSE resits. Due to the high number of access arrangements, the College had to close and move delivery online. This had a significant impact on attendance.

The Deputy Principal presented the suggestion of moving to 2 week October half term, to avoid attendance and normal learning being disrupted. An additional week of teaching will be added to the College calendar.

The Corporation approved the proposal for a 2 week half term, asking that assurance is provided that no teaching time will be lost.