

MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE

TUESDAY 4 FEBRUARY 2025 AT 9:30AM

MACCLESFIELD COLLEGE - PART I

Clerk: Ms S Gardiner

In attendance	C Johns, (Chair), M Wright, P Hunter, G Bristow, R Kay (Principal), D Rutley, E Kennedy, R Milkins, R Charlton, H Taylor, I Cass, M Botwe, J Lewis, J Dellow (Student), B Oultram (Student)
Apologies	I Jones
Non-governor attendance	L Reed (Deputy Principal) A Farrar (Director of Finance) M Sheehan-Slade (for Item 6 only) S Lord (for Item 8.1 only)

ACTIONS	RESPONSIBLE	DEADLINE
Course/Area capacity to be shared with Board	LR	April 2025
Accidents and Incidents to be reported separately in Term 2 Health & Safety Report	SL	April 2025
Tenders for the bus contracts to be shared with Member RM	AF	14 Feb 2025
Share C&W skills competition dates with Board	SG	ASAP

MINUTES

Item Title

1. Decisions Training

The Director of Governance invited a member of the support team from Decisions to present to the Board on the new Governor Portal.

2. Welcome and Apologies for Absence

The Chair welcomed Members to the meeting. The Chair also welcomed new Member Manny Botwe to his first meeting and fill introductions were made from all Members. Apologies were received from I Jones.

3. Declaration of Members' Interest

There were no declarations of Members' interest.

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

4. Minutes from the Meeting held on 3 December 2024

To confirm and approve the Part 1 Minutes of the meeting held on 3 December 2024.

The minutes of the Corporation meeting held on 3 December 2024 were approved as an accurate record.

5. Matters Arising from the Meeting held of 3 December 2024

The Director of Governance confirmed that there was one outstanding action for the Deputy Principal regarding the changes to the October half term. The Deputy Principal will provide a full update on this action at the next Corporation Meeting in April.

6. HR & EDI Reports

The Director of HR & Culture joined the meeting for this item only to present the HR & EDI reports.

i. HR Report

The Director of HR highlighted positive trends in staff retention and turnover rates. The targeted retention scheme for teachers was credited for the improvement, with 13 teachers currently being trained under the apprenticeship framework. The College's efforts to create a supportive culture were emphasised, with a focus on mentorship and a two-day induction programme for new staff. The apprenticeship framework, offering a £6000 annual payment, was seen as a significant factor in retaining staff.

CHALLENGE: A Member commented that maths and English numbers are increasing and asked whether there is a maths and English recruitment strategy. The Director of HR advised that the maths and English team is currently fully staffed and we have had staff members from that team leave and return to the College, which is a credit to our retention scheme. We are aware that student numbers will continue to grow and therefore retention of staff is paramount, alongside the robust recruitment processes.

CHALLENGE: A Member queried the reasons behind the apprenticeship framework only being funded for 2 years. The Director of HR confirmed that the College only had available funds for 2 years and the majority of those teachers on the framework were towards the end of their training.

CHALLENGE: A Member queried whether the College is targeting employers for industry experts. The Director of HR welcomed this suggestion and will liaise with the Vice Principal to discuss this option further.

The Director of HR wished to add that the College now has 7 volunteers and there is a focus to move these volunteers into permanent roles, as and when vacancies arise and if they are suited to their skill set.

CHALLENGE: A Member commented on the Annual HR Report stating that the content was positive and wished to clarify the recruitment processes and any costs attached to that. The Director of HR confirmed that the College are now using the Hireful platform which has significantly reduced recruitment costs. Agency costs have also been reduced this year.

An in-depth discussion then followed around the high volume of maths and English students and what interventions the College could put in place to help reduce these numbers. The Principal advised that the College contextualise maths and English as part of their study

programme, which can assist students when retaking their exams. The Deputy Principal added that there needs to be a policy change in Government, this is a national issue.

ii. EDI Report

The Director of HR wished to share that since writing the EDI report, the College has been awarded with the Inclusion Excellence Award which is a great achievement. The College will now be working towards becoming a Leader in Inclusion. The Board wished to congratulate the HR team for this achievement.

The Director of HR continued, confirming that EDI has been threaded into the PASS programme for all students and the College will be celebrating Diversity Days throughout the academic year. The College also has a EDIE committee.

CHALLENGE: A Member noted that the College Equity Data regarding staff states there is a 2:1 female to male ratio. The Principal confirmed that this is a national picture, however the College will keep this under review.

7. KPI Document 2024/2025

The new KPI document was introduced, providing an overview of the College's performance. Key Performance Indicators were discussed, including retention rates, apprenticeship data and attendance. Retention rates were above both internal targets and national averages, with the exception of 19+ retention, which was expected to fluctuate. Apprenticeship data was performing well and attendance rates were slightly below target.

Financial KPIs were also reviewed, with income targets and operating costs discussed. The College's cash position and debt-to-income ratio were on target. The number of high-needs learners and ALS (Additional Learning Support) learners was highlighted, along with plans for future curriculum pathways and capital investments. The College's application numbers for the next academic year were strong, with a significant increase in applications compared to the previous year.

CHALLENGE: A Member asked what the College's projected growth for next year will be. The Principal advised that number are set to rise by 200 next year, with a view that student numbers will rise to 1700 by 2027.

CHALLENGE: A Member queried whether there was capacity to grow A Level numbers. The Deputy Principal confirmed that curriculum planning is now underway and a further update will be provided to Board in due course.

CHALLENGE: A Member queried the capacity of various courses and asked whether the College is utilising capacity on people/areas. The Deputy Principal confirmed that this information can be shared with Board following the meeting.

8. Business

i. Health & Safety Report – Term 1 2024/25

The Director of Estates joined the meeting for this item only.

The Health and Safety Report was presented, detailing the number of incidents and accidents, along with a breakdown of their nature and location. The College has a strong culture of reporting incidents, and all 10 actions from inspections have been completed within the required timeframes.

A Member wished to thank the Director of Estates for his thorough report which clearly shows that all health and safety matters are dealt with quickly and efficiently and the newly installed fire alarm system was praised for its reliability and ease of use.

CHALLENGE: A Member questioned whether it would be beneficial to report on accidents and incidents separately. The Director of Estates agreed that this would assist Board and would update this element of the report for Term 2.

CHALLENGE: A Member wished to raise two concerns, firstly there were no anti parking barriers installed in front of the new IoT building and secondly the car park capacity. The Director of Estates advised that the parking barriers were not included on the plans, however would liaise with the contractors to discuss this matter. With regard to parking, the Director of Estates is aware that none College staff/students are using our car park and will be taking action to rectify this.

ii. Management Accounts for period ending December 2024

The Director of Finance presented the Management Accounts for period ending December 2024 and noted the following points:

- The financial health of the College was Good, however the Director of Finance will continue to manage all monthly transactions to ensure cashflow remains stable.
- Income remains good, however AEB budget requirements must be met this academic year to ensure we are not subject to any claw backs.
- Pay costs are on budget.
- The bus contracts are currently out to tender and annual travel costs for students are also under review, with a view to increase these from September 2025.

The Director of Finance shared that the College is due to receive funding from the DfE in the coming weeks, however these funds are for capital spend only.

CHALLENGE: A Member queried whether the travel charges would be increased for returning students or those with siblings at the College? The Director of Finance advised that the changes to the charges are still under review, however the College does already have a reduced price for a second pass, should a sibling join the College.

A request was made by a Member (RM) to share the tender documentation which was agreed by the Director of Finance.

9. Teaching and Learning

i. HE Self Evaluation Report 2023/24

The Deputy Principal reported that the HE provision for 2023/24 was small, with only 6 learners. Retention rates increased to 100%, however achievement rates declined by 13%, due to one learner not achieving the full qualification.

The Deputy Principal confirmed that this report had been prepared in line with the 12 principles set out in the UK Quality Code for Higher Education.

ii. Teaching and Learning Report

The Deputy Principal confirmed that observations focus on 6 key themes related to the Education Inspection Framework (EIF), detailed within the report.

In the first term, 93% of lesson observations were completed. There was an improvement in planning and preparation of sessions, however a small decline in management of behaviour and attitude to learning. Mandated staff development has been delivered for those staff members who have recorded partially or not met during their lesson observations and a range of training has been undertaken in the first term, which are detailed within the report.

iii. Quality Improvement Plan

The Deputy Principal noted that the Quality Improvement Plan (QIP) provide the Board with a summary of the progress made against the actions in the Self Assessment Report, which was presented to the Board in October 2024. Key points to note were discussed alongside the KPI document and detailed within the summary report provided to the Board.

iv. Learner Voice Report

The Deputy Principal reported that a learner survey was conducted at the end of the first term and focused on the learning experience of their cohorts. Engagement of completion had increased for 16-18 learners and the Deputy Principal wished to note the following key points:

- 96.12% of learners agree that their teachers know their subject very well.
- 94.41% of learners agreed that their lessons start on time.
- 93.96% of learner agreed that the teaching and learning resources online and in the class are good.

55 adult learners completed the survey and every question returned 100% agreement, with the exception of 'deadlines for handing in work are clearly stated' which returned 98.18%.

15 learners completed the HE survey, with the majority of questions scoring 100%.

Results from these surveys will continue to be reviewed, alongside other methods of collating learner voice – student council, focus groups, student meetings with the Student Engagement Officer.

CHALLENGE: A Member raised concern over one particular curriculum area where results were considerably lower for the question 'each lesson is well organised and enables me to learn'. The Deputy Principal is aware of this issue and advised that this results unfortunately correlates with agency staff. This area has challenges around recruitment and is being closely managed by the Head of Quality.

v. Curriculum Update

The Deputy Principal shared a presentation with the Board, noting the following points:

- Attendance continues to be monitored, however there has been declined in attendance in some areas in comparison to last year.
- Pass rates for the GCSE resits were shared – 16.1% in maths and 11.5% in English achieved a high grade.
- The Ofsted Monitoring visit took place last week and it was confirmed that the College had made 'reasonable progress' against all areas under review. Ofsted will undertake a full reinspection in the next 12-16 months, however this will be under the new report card process.
- In the spring term, exams took place in January across multiple curriculum areas.
- Curriculum planning will commence in the coming weeks.

- The Government pause and review on BTEC qualifications has been completed and will be further reviewed in 2027, meaning the College can only plan for the short term.
- The Cheshire and Warrington Skills Competitions are taking place in March/April, with Macclesfield College hosting Hair and Beauty and Automotive. **The Deputy Principal invited Members to attend the competitions. The Director of Governance to share the competition dates with Board.**

10. Link Governor Updates

The Director of Governance invited members to share any updates from their recent link governor meetings with staff.

- Graeme Bristow (GB) – Leadership and Management Link: GB carried out an internal assessment the outcome of which was good, with some areas measured as excellent. GB wished to note that the College has a real focus on people, shows innovation with the introduction of the 4 day week, management lead by example and the College has a strong Senior Management Team (SMT). GB added that the College has a clear strategy on recruitment.
- Ed Kennedy (EK) – Health and Safety Link: EK undertook a full site health and safety walk with the Director of Estates and was extremely impressed with the improvements made the team. It was noted how clean the campus was and it was clear that the Estates team took immense pride in their work. All health and safety issues are dealt with quickly and effectively.
- Phil Hunter (PH) – HR & EDI Link – PH met with the Director of HR last term and all updates were shared within the reports presented at today's meeting.

11. Search and Governance Committee Update

The Director of Governance advised that the Search and Governance Committee met in November 2024 and the following documents were presented:

Annual Governance Report

The Director of Governance noted the content of this report, highlighting the following:

- As of 31 July 2024, the Corporation consisted of 14 Members. The Corporation met 5 times over the academic year with an additional 2 strategic planning days.
- The Director of Governance shared a copy of the AoC Code of Good Governance (updated July 2024). The Committee were advised that there were only minor updates to the code and it was recommended to be presented to Board as a refresh for both current and new members.
- The External Governance Review is due to take place in 2025/26 and the Director of Governance advised that this could be a 10 day review. Following a discussion around the review process, the Committee requested that the review timeframe be reviewed as they did not feel that a 10 day review is necessary, which was mirrored by the Board.
- The Governor Impact Plan has now been completed and all outstanding actions have been updated.
- Governor attendance to Corporation Meetings in 23/24 was 80% (not including student governors). The KPI is 80%.
- The Internal Governance Review will take place in March 2025.

Code of Conduct 18th Edition

The Director of Governance presented the updated Code of Conduct (18th edition) to the Board. It was explained that the updates made were to reflect the reclassification of Colleges, the introduction of the Accountability Statement requirement and also changes to the College Funding Framework. The Director of Governance advised that this document is to be read in line with the College's Article and Instruments which are also currently under review.

Scheme of Delegation

The Director of Governance confirmed that this document had been reviewed by the external auditor, with one recommendation to add all policies that require Corporation approval. This recommendation has been actioned.

FE Corporations Governance Guide

The Director of Governance provided the new version of this guidance and advised that this guide is to be reviewed by all members for their information. The Director of Governance confirmed that the core functions of the Corporation had not changed and the 6 main duties under charity law has also not changed.

The Director of Governance confirmed that these documents are statutory for all Board Members to review.

All documents presented by the Search and Governance Committee were approved by the Board.

12. Governance

The Director of Governance presented the AoC Code of Good Governance Template. The Board were advised that this document sets out how the Board adopts the AoC Code of Good Governance and any actions that are required. The Director of Governance advised that this document is reviewed periodically throughout the year and will require further updates following the recent Ofsted monitoring visit.

13. Date of Next Meeting

The next Corporation Meeting will be held on Tuesday 29 April 2025 at 9:30am at Macclesfield College.

14. Impact of Meeting

The Board valued the input and feedback from Link Governor meetings. These are a valuable insight for the Board to have a clearer understanding of specific areas of the College. The Chair added that the update from the Director of HR & Culture was very positive and commended the hard work of the HR team.

AOB

The Director of Governance confirmed that the Corporation Meeting and Strategic Planning Day on 13 May will commence at 9:00am. Calendar invites will be updated.