

**MINUTES OF THE MEETING OF THE CORPORATION
HELD 29 OCTOBER 2018**

Present:

Mr Del Attah (Vice Chair)
Ms Dawn Hughes
Mr Chris Wright (Chair)
Ms Phidelma Keating
Ms Yvonne White
Ms Sharmin Joarder (Vice Chair)
Mr Richard Beales

In Attendance: Mr Jon Allen (Clerk)

The meeting commenced at 1800.

CHAIR & VICE CHAIR APPOINTMENT ACADEMIC YEAR 2018-19

1. The Clerk confirmed that an email was sent on 06 September 2018 to all governors seeking their approval for Mr Christopher Wright to become the Chair with immediate effect following the decision made by Mr Del Attah to stand down as Chair. The Clerk confirmed that governor approval was received via email and that this needs to be formally recorded in the minutes of this meeting.

2. The Clerk confirmed that Mr Del Attah has agreed to resume the position of Vice Chair along with Sharmin Joarder.

3. It was **RESOLVED** to approve the following appointments for the academic year 2018-19:

- (i) Mr Christopher Wright to be the Chair
- (ii) Mr Del Attah and Ms Sharmin Joarder to be the Vice Chair.

4. Mr Christopher Wright thanked colleagues for the support and took the chair for the remaining of the meeting.

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

5. Apologies were received from Andy Booth. It was confirmed the meeting was quorate.

6. There were no declared interests against any of the agenda items.

MINUTES

7. It was confirmed the minutes of the Corporation Part I meeting, held 02 July 2018 were an accurate record of the meeting.

8. It was confirmed the confidential minutes of the Corporation Part III meeting, held 02 July 2018 were an accurate record of the meeting.

9. Subject to confirming the non attendance of Dawn Hughes and Phidelma Keating, it was confirmed the minutes of the Corporation meeting, held 19 October 2018 were an accurate record of the meeting.

MATTERS ARISING

10. It was noted the action point on circulating the College's Risk Register had yet to be actioned and it was agreed to action this.

RECRUITMENT REPORT

11. The report on recruitment was received.

12. The College had set a realistic target of 954 funded students. Census date (42 days) was Tuesday 16 October 2018 and at that point the College had recruited 1004 which is 50 above target and is at the level planned for in 2020/2021.

13. The Board agreed that this was very pleasing in the current context which continues to be highly competitive, with uncertainties around the impact of cutting links with Reigate College, merging with Croydon College, and the decline in the local 16-19 population.

14. As the growth is in the Lower Sixth and Intermediate provision, this should result in growth above that planned numbers for 2020/21 ie 1,053 compared to 960. Although early days, having made school liaison a top priority, current applications are up by 60% for next year compared with this period last year.

15. From a financial point of view, with lagged funding and the College receiving approximately £5k per student, income will increase by £250k in 2019/20 and £465k in 2020/21.

16. The Board asked for the minutes to record thanks to the staff for the excellent recruitment.

OUTCOMES REPORT

17. The report on learner outcomes for 2017-18 was received and the following key points were noted:

- The College's overall retention, pass and achievement rates all showed marginal increases on the previous year. For the retention rate, the figure remains marginally above the Sixth Form College national average. However, the pass and achievement rates are marginally below that benchmark.

BTEC Level 3

- For students on Level 3 BTEC programmes there has been a decline in the achievement rate; this is, in part, due to the increasing numbers on the new BTEC programmes which have the challenging externally-assessed units. Actions to address this are featured in Quality Improvement Plans: both cross-College BTEC; and in relevant Departments

- The average grade achieved by our leavers (a measure in the DfE Performance Tables) has moved from Distinction+ to Merit-. However, it must be noted that these tables do not reflect the very small minority of students who left College and were taking the new BTECs – this picture is expected to be reflected nationally once these tables are published in January 2019
- Progress, as measured by value added (ALPS) has remained strong at ALPS 4 which is deemed to be “very good”

A Level

- Pass rates for the last four years had remained high at 99% and this year hit 100% which is above the national averages for Sixth Form Colleges;
- Retention and achievement rates were marginally down and marginally below the Sixth Form College averages
- The average grade achieved by our leavers reverted back to D+ from C-.
- Progress, as measured by value added (ALPS) for A Levels has remained at ALPS 5 (having been ALPS 6 in 2015/16) which is deemed to be “satisfactory to good”

Level 2

- Retention, pass and achievement rates are all clearly above the national average for Sixth Form Colleges
- Retention for BTEC Level 2 was a key focus for leaders and managers and it was therefore pleasing to see a significant improvement of nearly 5% which took the College significantly beyond the national average for retention but also achievement.

18. The Board asked for the minutes to record thanks to the staff for the continuing improvements in learner outcomes.

MERGER

19. The following papers were received:

- Minutes of the Project Governance Board meeting held 30 August 2018
- Minutes of the Project Governance Board meeting held 04 October 2018
- Legal Due Diligence Reports - Croydon College and Coulsdon College
- Financial Due Diligence Report
- Report confirming consultation outcomes of the public consultation exercise
- Draft resolution for merger

20. It was confirmed a meeting with the Transaction Unit (TA) was held last week regarding the application for funding to support the merger, and at this meeting it was reported the assessment undertaken by the TU is almost complete for presentation to the Department on the 05 November 2018. However, there is still some uncertainty about the timescales for a decision on the funding and therefore on the

actual merger date. The proposed merger date is still 01 December 2018 but there is still some risk in achieving this date.

21. Concern was expressed on the unrealistic timescales and targets that were set at the beginning of the process for the completion date for merger. Governors have not been in control of the merger agenda and are dependent on decision making of external agencies that are outside of governor control.

22. The previous Chair asked for the minutes to record that his recent resignation from being the Chair was due to the unrealistic timescales that were set and the lack of any control over the process.

(i) Project Governance Board Minutes:

23. The minutes of the meetings held 30 August 2018 and 04 October 2018 were noted.

24. It was noted and welcomed that the following Coulsdon governors would be on the new Board - Chris Wright, Andy Booth, Yvonne White (staff governor), Phidelma Keating, and Sharmin Joarder.

(ii) Legal Due Diligence

25. The report was noted having been discussed in detail at previous meetings.

(iii) Financial Due Diligence

26. The report was noted having been discussed in detail at previous meetings.

(iv) Public Consultation

27. As part of the merger consultation process the Colleges launched a consultation document "Creating Futures Together" which was shared on both websites and also sent to stakeholders including the families of all current Coulsdon students and applicants, Head Teachers of local schools, Principals of local colleges, the local MP and Councillors and the Local Education Authority.

28. The consultation was open from 14 May to 14 June 2018. Formal responses to the consultation could be made to either College in writing or via email. Coulsdon College received three responses. One response was the withdrawal of an application by a student who has opted to stay on at his school sixth form. The second was a general statement expressing concern that the merger may affect the "atmosphere at Coulsdon". The third response had more specific questions which were responded to and were published as per the statutory requirements on consultation.

(v) Draft Merger Resolution

29. There is a statutory requirement to publish the draft merger resolution on the College website at least 30 days prior to formally passing the resolution to merger.

30. It was unanimously **RESOLVED** to approve publishing the following notice and merger resolution on the College website from 30 October 2018:

The Corporation of Coulsdon College publish the following draft resolutions in respect of the proposed merger of Coulsdon College with

Croydon College in accordance with the requirements of Article 23(2) of Coulsdon College's Articles of Government.

The Corporation confirm that it is proposed that the final dissolution resolutions be tabled and, if thought fit, approved and passed, at the final meeting of the Corporation of Coulsdon College prior to the dissolution of Coulsdon College, and its merger with Croydon College, on 01 December 2018.

Having considered and approved:

- the publication of the results of a statutory consultation exercise undertaken by the Corporation of Coulsdon College in relation to Coulsdon's proposed merger with Croydon College ((as required under The Sixth Form College Corporations (Publication of Proposals) (England) Regulations 2012));*
- the results and recommendations of legal and financial due diligence exercises in respect of Croydon College to ascertain Croydon College's suitability to continue the business of Coulsdon College;*
- the publication of the draft resolutions of Coulsdon College to dissolve and provide for the transfer of its property, rights and liabilities (as required under Article 23(2) of Coulsdon's College's Articles of Government); and*
- the interests of Coulsdon's College's students, staff and wider community,*

*and subject to the passing of a resolution by the Corporation of Croydon College to acquire all the property, rights and liabilities of Coulsdon College, such acquisition to take effect at 00:01 on 1 December 2018, the Corporation of Coulsdon College **HEREBY RESOLVES:***

*i) to approve the transfer of all of Coulsdon College's property, rights and liabilities to Croydon College in accordance with Sections 33O and 33P of the Further and Higher Education Act 1992 ("FHEA"), such transfer to take effect at 00:01 on 1 December 2018 ("**Transfer Date**"); and*

ii) to approve the dissolution of Coulsdon College in accordance with Article 23 of its Articles of Government and the powers in section 27A of the FHEA immediately following the transfer of all of the property, rights and liabilities of Coulsdon College on the Transfer Date; and

iii) to notify the Secretary of State for Education of these resolutions and the dissolution date as soon as is reasonably practicable after the Transfer Date in accordance with section 33O(4) of the FHEA.

ANY OTHER BUSINESS

31. There was no other business.

DATE OF NEXT MEETING

32. Board Meeting Monday 26 November 2018 @ 1800.

Signed: _____ Date: _____