

**MINUTES OF THE MEETING OF COULSDON COLLEGE CORPORATION  
HELD ON 21 SEPTEMBER 2015**

Present: Mr Robert Hails (Chair)  
Mr Michael Jones  
Mrs Jennifer Tindle  
Mr Chris Wright  
Mr Del Attah  
Mr Steve Oxlade  
Mr Mark Coleman  
Mr Andy Booth  
Ms Sharmin Joarder  
Mr Brett Freeman  
Ms Phidelma Keating  
Ms Akua Apeagyei

In Attendance: Mr Jon Allen (Clerk)  
Mr Richard Beales (Assistant Principal)  
Ms Kim Saw (Director of Finance)

**APOLOGIES, QUORACY & WELCOMES**

1. Apologies were received from Ms Yvonne White and Mr Ian Fortune. It was confirmed the meeting was quorate.

**DECLARATION OF INTERESTS**

2. The interests of Michael Jones, Robert Hails, Mark Coleman, Jennifer Tindle, and Steve Oxlade were declared given their membership of the Corporation of Reigate College.

**MINUTES**

3. It was **RESOLVED** to approve the minutes of the Part I meeting held 07 July 2015 as an accurate record of the meeting and to authorise the Chair to sign.

**MATTERS ARISING & CHAIR'S ACTION**

4. Reference minute 98 from the last meeting, it was confirmed Management Accounts are to be a standing agenda item at each meeting of the Corporation.

5. Reference minute 86 from the last meeting, it was agreed for the Clerk to circulate, to all Governors, a Role Description for the role of Safeguarding & Prevent Governor 'Designate' and to seek to confirm a volunteer to undertake the duties of the Safeguarding Governor 'Designate'.

## DATA DASHBOARD/MONITORING OF COLLEGE PERFORMANCE INCORPORATING AS, A2 & BTEC RESULTS

6. Before reviewing the report, the Chair confirmed the detail of the examination results would be subject to a thorough review at the next meeting of the Planning & Performance Committee. The Chair, therefore, advised Members to focus their discussions on the high level results, leaving the detail to the Planning & Performance Committee.

7. The Corporation noted and welcomed the following positive outcomes:

- Overall, Level 3 success and retention rates remain above the national average for sixth form colleges
- BTEC Level 3 success remains significantly above the national average
- There is excellent value added sustained across all BTEC Level 3 provision
- A2 achievement was 99.4%, a minor improvement on 2013/14, and, for the second year, remains above the national average
- AS Achievement improved by 3% to 86.3% and AS high grades saw a good increase of 7%
- Value added for A2 and AS continues to improve year-on-year in the majority of subjects
- 55% of Level 3 leavers achieved high grades.

8. However, there was a decline in the College's overall retention, achievement and success rates which took the College marginally below the national average for achievement (by 2.6%) and success rates (by 1%).

9. Governors sought an explanation as to why the College success rate had fallen by 6.1%. In response, it was explained that the decline was mainly due to Level 2 qualifications, where success rates had fallen with the introduction of external assessments, with significant declines in both retention and achievement. In addition, success rates had taken a small downturn across the Level 3 qualifications due to a drop in retention on AS and A2 and on BTEC Level 3 as a result of a decline in achievement on Certificate programmes.

10. In terms of addressing the issues, the Executive Principal confirmed that, for 2015/16, the Senior Leadership Team (SLT) had recognised the need for a robust response to the issue of retention and the need to drive improvement in learning and assessment. The Executive Principal acknowledged that over 2014/15 the whole SLT could have maintained a closer eye on retention and the workload of students, rather than accepting reports that it was being well managed. This issue has now been addressed with the introduction of three weekly tracking of homework and workshop attendance by SLT to ensure student workload is appropriately stretching and that instances of emerging problems can be addressed earlier and before they become insurmountable.

11. The Corporation noted, and welcomed, this new SLT action point. This, along with the strategic responses to the key challenges and issues outlined in the report, gave assurance to the Corporation that retention and the management of student workloads are being closely monitored, with any required corrective action being able to be taken early in the year.

12. It was **RESOLVED** to note the report.

## ENROLMENT UPDATE

13. The Principal made available an update on current enrolment numbers against targets, and these were reported as follows:

- Intermediate enrolment of 126
- Lower Sixth enrolment of 474
- Upper Sixth enrolment of 350

14. Overall, at the date of the meeting enrolment stands at 950 against the figure of 787 at the census point last year. If enrolment is at 905 or more on the census date this year, this would result in at least a 15% increase in student numbers which is understood to be the level to qualify for exceptional in-year funding. As to how much exceptional funding could be generated, and when it would be received, this was still unclear. The Chair confirmed he would be seeking a meeting with representatives from the Funding Agency once we had passed the enumeration date where this matter will be discussed, and he would be seeking specific answers to these points.

## DRAFT INCOME & EXPENDITURE ACCOUNT (UNAUDITED) 2014/15

15. The draft, unaudited, Income & Expenditure Accounts 2014/15 were received and introduced by the Director of Finance. Against each variance listed in appendix 1, a detailed commentary was made available explaining the details and reasons for the variance.

16. The following headline points were noted:

- The deficit before non-cash items for July stood at £228k, with a year-to-date (YTD) actual loss of £794k against the budgeted loss of £804k.
- The retained loss (after deduction of depreciation and release of capital grants but before FRS17 charge) for July was £239k, with an YTD actual loss of £929k against the budgeted loss of £1,041k. However, the management accounts do not include any provision for the FRS17 charge in respect of the Croydon LGPS for the year-ended 31 July 2015. This information will be confirmed in September.
- The Financial Health Grade is satisfactory as at July, moderated from good. (Due to the negative performance ratio, the financial health assessment cannot be better than satisfactory)
- Bank & cash and investments as at 31 July 2015 stood at £2,338k, £59.3k more than the budgeted figure of £2,279k.
- Net assets as at 31 July 2015 stood £29,598k

17. It was **RESOLVED** to note the draft, unaudited, Income & Expenditure Account 2014/15.

## SELF ASSESSMENT MODERATION PANELS

18. As part of the College's approach to Self-Assessment and Quality Improvement, Governors are involved in moderating Department Self-Assessment Reports and reviewing their Quality Improvement Plans (QIP).

It was acknowledged this provided an excellent opportunity for Governors to become more familiar with the performance of different Departments and to be involved in these key processes of reviewing and planning.

19. It was confirmed for this year that the panels would take place on Monday 02 November 2015 on the afternoon prior to the meeting of the Planning and Performance Committee. Department SARs and QIPs will be provided at least a week prior to the panels meeting for the panel members to review.

20. Governors were invited to attend the panels and were asked to send confirmation of their availability to the Assistant Principal.

21. It was **RESOLVED** to note the report.

**ANY OTHER BUSINESS**

22. There was no other business.

**DATE OF NEXT MEETING**

23. Monday 07 December 2015 @ 1800.

(Staff and the student governor left the meeting at this point).

**CONFIDENTIAL AGENDA ITEM – CONFIDENTIAL MINUTES OF THE CORPORATION MEETING HELD 07 JULY 2015**

24. It was **RESOLVED** to approve the confidential Part III minutes of the meeting held 07 July 2015 as an accurate record of the meeting and to authorise the Chair to sign.

25. There were no matters arising from the minutes.

The meeting closed at 19.15.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair)

**Action Point:**

**Minute 5:** The Clerk to circulate, to all governors, a Role Description for the role of Safeguarding & Prevent Governor 'Designate' and to seek a volunteer who will take responsibility for the role of Safeguarding Governor 'Designate'.