

**MINUTES OF THE MEETING OF THE CORPORATION
HELD 15 JANUARY 2018**

Present: Mr Robert Hails (Chair)
Cllr Chris Wright
Ms Sharmin Joarder
Mr Del Attah
Mr Ciaran McSharry
Ms Dawn Hughes
Mr Andy Booth
Mr Steve Gooch (Joint Head of College)
Mr Richard Beales (Joint head of College)

In Attendance: Mr Jon Allen (Clerk)
Ms Kim Saw (Director of Finance)

The meeting commenced at 1800.

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

37. Apologies were received from Michael Jones, Phidelma Keating, Yvonne White, and the two student governors. It was confirmed the meeting was quorate. Dawn Hughes and Ciaran McSharry declared an interest in their capacity of being Trustees of the Reigate Learning Alliance. Councillor Chris Wright declared his interest of being an elected member of Croydon Council and a Member of the Reigate Learning Alliance.

38. It was reported that Robert Hails, Ciaran McSharry, Dawn Hughes, Sharmin Joarder and Del Attah have all resigned from their position of being a Trustee of the Reigate Learning Alliance. It was reported that Michael Jones has resigned with immediate effect from his position of being a governor of Coulsdon College.

MINUTES

39. It was confirmed the confidential minutes of the Corporation meeting held 02 October 2017 were an accurate record of the meeting and the Chair was authorised to sign the minutes.

COULSDON COLLEGE STRATEGIC UPDATE

40. It was **AGREED** to declare the minutes for this agenda item to be confidential and to be recorded separately.

DATA DASHBOARD & MONITORING OF COLLEGE PERFORMANCE

41. The College data dashboard reported on the following:

- Achievement and progression data

- Recruitment
- Student satisfaction
- Finances

42. The data had been reported to both the Planning & Performance Committee and the Finance Committee meetings held this term, where both Committees reviewed the data in some detail. It was agreed to refer to the minutes of these committee minutes for further details.

43. In terms of student recruitment, the College target number for 2017/18 of funded students was 1,113. The total number of students who enrolled was 1,083. However, not all students have been retained. At the enumeration date the number of funded students was 1,005. The impact of not achieving the funded target to be discussed in more detail under the agenda item 'Strategic Update'.

PLANNING & PERFORMAMCE COMMITTEE REPORT

44. The following was made available:

- Minutes of the Planning & Performance Committee held 06 November 2017
- College Self Assessment Report 2016-17
- Quality Improvement Plan 2017-18

45. The Committee reviewed the College's achievement data and the Corporation noted the following key data:

BTEC Level 3:

- Achievement, retention and success rates for students on Level 3 BTEC programmes (which forms over two thirds of the College's qualifications) remains at the same level as last year and above the national average for Sixth Form Colleges
- The percentage achieving high grades has improved from 61.0% to 68.9%
- The average grade achieved by our leavers (a key measure in the 'league tables') has moved from Distinction to Distinction+
- Progress, as measured by value added (ALPS) has improved for BTEC from ALPS 5 to ALPS 4 which is deemed to be "very good"

A Level:

- Achievement for the last four years has remained high at 99% (having been 92% in 2013), above the national averages for Sixth Form Colleges;
- Retention and success rates were marginally down but remain above the Sixth Form College averages
- The percentage achieving high grades improved from 28.7% to 30.6%
- The average grade achieved by leavers has improved C- (previously D+) and

those taking purely A Levels achieving an average of C+, an improvement from last year's grade C

- Progress, as measured by value added (ALPS) for A Levels has improved from ALPS 6 to ALPS 5 which is deemed to be "satisfactory to good"
- However, for AS, although retention remains similar to last year, the achievement, high grades and value added all declined

Level 2

- Achievement for BTEC Level 2 improved and there is a noticeable improvement in those achieving the higher grades
- However, retention was lower which led to the success rates being marginally down although the latter is still above the national average
- The progress measure for both GCSE English and, particularly, Maths both exceed the national measure

46. The Corporation welcomed the improvement in outcomes compared with last year, which were now more clearly 'Good', but noted the lower AS outcomes.

47. It was confirmed the Executive Summary in the College Self Assessment Report provided key reasons as to why the SLT believe that, since the last Inspection in February 2014 and the last Self-Assessment approved by Governors, the overall effectiveness of Coulsdon College remains 'Good'. The SAR confirmed a self-assessment judgment of 'Good' for effectiveness of leadership and management; 'Good' for the quality of teaching & learning; 'Good' for personal development, behaviour and welfare of learners; and 'Good' for outcomes for learners.

48. The statements as to why the College is not yet outstanding were set out in the Executive Summary that confirmed the key challenges that must be met. Specific actions to address these points were reflected in the College Quality Improvement Plan 2017/18. The first monitoring of this Plan was due to be completed by SLT by the end of December and will be reported to Planning and Performance in February 2018

49. It was **RESOLVED** to approve the College Self Assessment Report 2016-17 and the Quality Improvement Plan 2017-18.

50. A key priority is student attendance and the following data was made available to the Planning & Performance Committee:

- Overall attendance is 92% (actual) (above target of 90%) and 96% (adjusted) (above 94% target).
- AS Attendance is 94% (97% adjusted), A2 attendance is 91%, 96% adjusted.
- Overall punctuality is 96% - exceeding the 95% punctuality target.
- 754 students had maintained attendance levels of 90% or more. This represents 74% of students. 220 students have 100% attendance.

FINANCE & GENERAL PURPOSES COMMITTEE REPORT

51. Made available were the minutes of the Finance & General Purposes Committee meeting held 20 November 2017 and the September Management Accounts that were reviewed by the Committee.

52. It was noted the accounts had been prepared on the basis of academisation from 1 January 2018 whereas 1 March now seemed to be the earliest likely date. This would have an impact on VAT reclaims.

53. Due to reduced income of £460k, the year-end deficit is now forecast at £749k against the budget deficit forecast of £163k, a negative variance of £586k.

54. The financial health assessment as at 31 July 2018 was budgeted to be 'Satisfactory'. The forecast now is for an 'inadequate' financial health assessment as at 31 July 2018 due to the reduced income arising from lower than planned recruitment.

55. It was reported at the Finance Committee meeting that forecasts indicated the College would have no reserves by the beginning of March, but ESFA income due in April 2018 would improve the cash forecast. It was confirmed that since the Finance Committee meeting the ESFA has agreed to pay due income in equal monthly payments thus avoiding the situation of having no reserves by March. However, the impact on reserves is only delayed, as the forecasts indicate no cash reserves from July 2018.

AUDIT COMMITTEE REPORT

56. The minutes of the Audit Committee meeting held 28 November 2017 were received. From the minutes the following key points were noted:

57. There was no internal audit work undertaken during 2016-17. Instead, the Audit Committee referred to the Board Assurance Framework as the source of opinion and assurances, along with the funding audit that had been conducted in 2016-17. For 2017-18, the Audit Committee agreed to appoint MacIntyre Hudson to be the internal audit service for Coulsdon College and the scope of the internal audit work would be on course viability and utilisation.

58. The College's Financial Statements were presented, in draft format, pending discussions with the Transactions Unit regarding funding and going concern. As these discussions had yet to be concluded and, as the College cannot currently confirm that it is a going concern, no audit opinion has yet been given. Therefore, the Financial Statements cannot be recommended to the Coulsdon Corporation for approval. As a result the Audit Committee agreed to defer the review of the Financial Statements, the Audit Findings Report, and the Letter of Representation to a later meeting of the Audit Committee.

59. The Annual Report from the Audit Committee is to be made available for the Audit Committee to review, on receipt of the audit opinion from the financial auditor, and when the Financial Statements can be presented to Coulsdon Corporation for approval.

DATE OF NEXT MEETING

60. 26 March 2018 @ 18.00.

The meeting closed at 19.10.

Signed: _____

Date: _____