

**REPORT OF TRUSTEES' ANNUAL CONFERENCE  
WEDNESDAY 18<sup>TH</sup> SEPTEMBER 2019**

**Trustees**

Gaynor Mather	Chair
Brett Freeman	Principal
Jonathan Miles	
Cullum Mitchell	
Ben Smith	
Tim Stokes	
Rob Kemp	

**Members:**

Revd Dr Ray Marks  
Laurence Oates

**In Attendance:**

**Heads of Department & SLT**

Jason Bagshaw	Head of Mathematics
Liz Bentley-Pattison	Director of Learning & Teaching
Leanne Gallagher	Head of Humanities
Laura Cook	Assistant Principal
Ruth Dunford	Head of Learning Support
Karen Foan	Assistant Principal
Steve Fuller	Head of PE & Sport
Rob Harris	Head of Science
Emma Hobbs	Head of Visual Arts
Gareth Jones	Head of Cultural Studies
Elvira Mackay	Head of Languages
Fiona Munday	Finance Director
Claire Nevers	Head of Performing Arts
Tamira Perry	Head of A Level Business
Arrim Rafique	Head of Vocational Business
Nuweed Razaq	Deputy Principal
Rachel Simpson	Head of Essential Skills
Maggie Tate	Head of Social Science
Mike Watts	Head of ICT & Computing
Thomas Wheeler	Head of English
Terry Wilks	Head of media & Film Studies
Barbara Maude	Clerk to the Trustees

Trustees and Heads of Department were welcomed to the conference by the Principal and had the opportunity to talk informally over refreshments.

The College Heads of Department each then gave a brief presentation, which incorporated a review of their learner successes, key achievements of the previous academic year and their department's focus for 2019/20.

The Principal thanked the HoDs for their presentations and also commended them on the strong learner success of 2018/19; including in particular the ALPs Grade achieved by the College (Grade 3, putting the College in the top 25%) and the improvement in the number of high grades.

**WOKING COLLEGE**  
**Company Number: 10821223**

Minutes of a meeting of the Trustees of the Academy held at Woking College, Rydens Way, Woking GU22 9DL on Wednesday 18<sup>th</sup> September 2019.

**Present**

<b>Trustees:</b>	Gaynor Mather	Chair
	Brett Freeman	Principal
	Jonathan Miles	
	Cullum Mitchell	
	Ben Smith	
	Tim Stokes	
	Rob Kemp	

**In Attendance:**

<b>Members:</b>	Revd Dr Ray Marks	
	Laurence Oates	
	Nuweed Razaq	Deputy Principal
	Karen Foan	Assistant Principal
	Fiona Munday	Finance Director
	Barbara Maude	Clerk to the Trustees

1.	<p><b>Apologies for Absence</b> Apologies had been received from Yasmin Aslam, Elizabeth Cussans, John Moffat and Mike Mulheron.</p>	
2.	<p><b>Examination Results 2019</b> Karen Foan, Assistant Principal gave a presentation of the summer 2019 results with an analysis of data across each curriculum level including comparisons with previous years and national averages.</p> <p>Key points of note included:</p> <ul style="list-style-type: none"> <li>• All A Levels were now fully linear;</li> <li>• Overall achievement had increased to 91%;</li> <li>• Overall pass rate had increased to 97.6%; and</li> <li>• Overall High pass rate had decreased marginally to 53.3% from 53.9%</li> </ul> <p>The Assistant Principal also advised that the College's ALPs (A-level Performance System) score had remained at Grade 3. For members' information it was confirmed that ALPs was a system that enabled Sixth Form Colleges to obtain a measure of the value they added to a learner's A level performance compared to what they might have been expected to achieve. Grade 1 was the highest score with 9 being the lowest. The average grade was 5 and with the College achieving an ALPS grade 3 meant that it was in the top 25% of providers.</p> <p>In terms of A level provision the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• 29 A levels with 100% pass rate;</li> <li>• A level courses with ALPS Grade 2 or better included Italian, Business Studies, German and Music (with Music achieving an ALPS score of 2 made it the best in the country); and</li> </ul>	

- A level courses with ALPS Grade 3 included Textiles, Chemistry, French, Maths, Physical Education & Core Maths.

In terms of Vocational provision, the following points were highlighted:

- Pass Rate had increased from 99.9% to 100%;
- ALPS Grade 3 had been retained;
- 17 Level 3 Vocational Courses had High Grades above 75%;
- 16 Level 3 Vocational Courses had ALPs Grade 3 or better; and
- 8 Level 3 Vocational Courses had 100% achievement

The following points were noted:

- Vocational courses were still mainly coursework based BTecs;
- Achievement rate was down marginally from 92.3% (2017/18) to 92.1% (2018/19)

In terms of Level 1:

- Achievement rate was up to 81.4% compared to 79.5% in 2017/18;
- Pass rate had also increased to 88.3% compared to 82.9% in 2017/18;
- However, retention had dropped from 95.9% in 2017/18 to 92.7%

In terms of level 2:

- Pass rate had increased from 97.2% to 97.4%
- Achievement rate had dropped fractionally to 91.8% this year compared to 91.9% in 2017/18;
- Retention had dropped from 94.6% (2017/18) to 94.3%; together with a slight drop in the High pass rate from 48.7% (2017/18) to 46.6%;
- Hence, improving retention and the percentage of high grades would be the focus for the HoDs and Executive Team in 2019/20.

In terms of GCSE High Grades:

- English stood at 48%
- Maths had increased by 6.4% to 44.1%
- This compared favourably to the results for England overall with provisional GCSE results for June 2019 showing that 30.3% of learners achieved a Grade 4/C or higher in English and 21.2% in Maths.

In respect of Level 2 Vocational Courses:

- 3 Cambridge Technical Courses with 100% achievement;
- 3 Cambridge Technical Courses with 100% High Grades

Reflecting on the areas for development for 2018/19, these had been:

- GCSE Maths Grades 9-4
- Targeting individual subjects that had poor Value added, or needed to increase High Grades and achievement;
- Level 2 pass rate; and
- A level retention.

The Assistant Principal confirmed that significant improvements had been achieved against these areas for development particularly in terms of High Grades in GCSE Maths, and the Level 2 pass rate. However, there was still much to focus on especially in terms of retention at Levels 1, 2 and 3. This would form a key focus for 2019/20. There was also a change from coursework to examinations in BTecs, with 50% now being covered by exams. Whilst this reflected a national picture the change to examinations did represent a real area of concern for the College.

	<p>In addition, subjects that needed to increase value added, high grades and achievement had been identified as English Literature, Philosophy, RS, Classical Civilisation and Criminology. Whilst learner numbers were small on these subjects, clear targets had now been set, and all teachers were aware that performance to date was not satisfactory. The Executive Team had identified all areas where improvements were necessary and entry requirements for certain subjects such as Criminology and Philosophy had also been revised.</p>	
<p>3.</p>	<p><b>Finance Briefing</b>  Fiona Munday, Finance Director presented a briefing paper which gave a summary of September 2019 enrolment, current cash position, August 2019 full year results, summer works and 2020/21 CIF bid and the spending review.</p> <p>Trustees noted that the number of learners currently expected to be on roll at the census date was 1,360 compared to 1,420 which was the number used for the financial forecast for 2020/21. The revised financial forecast therefore took into account the loss of funding due to the lower learner recruitment this year of approximately 60 learners. Other points to note included the additional funding of £188 per learner announced in the Chancellor’s statement on 31st August 2019; the fact that it was anticipated that the government would continue to meet the increased employer contributions up to March 2021 (estimated to be approximately £75k); and staff costs being recalculated to take into account the potential 4% increase for all staff in 2019/20 as this formed the basis of the calculation of staff costs for 2020/21 which included a 2% cost of living allowance.</p> <p>The current cash position as at 31<sup>st</sup> August 2019 was £2,093k.</p> <p>August management accounts had not been prepared unfortunately due to staff shortages in the Finance department but this had now been addressed. Members noted that there were no unexpected variances at the year end. The original academy budget provided for a surplus of £356k and the draft unaudited August results before FRS17 and other year-end adjustments anticipated a surplus of £599k.</p> <p>Over the summer, the LRC redesign project had been completed together with a new cultural studies office and the installation of new air conditioning in the sports hall.</p> <p>In terms of the spending review, SLT would conduct a spending review once the 2020/21 budget had been set.</p>	
<p>4.</p>	<p><b>Principal’s Briefing</b>  The Principal updated Trustees and Members and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The revised forecast surplus for 2020/21 based on 1,360 learners of £20k was extremely prudent. A decrease in 60 learners would have a financial impact (members noting that the College was lag funded) but the College remained in a strong financial position. It was also noted that this was the first drop in numbers after 10 years of constant growth. The lower numbers whilst unexpected, reflected the situation at other comparable Colleges. It was also noted that there was an anticipated 40% growth in Year 11 classes over the next 3 years. To address the drop in learner numbers, the College had a clear focus on targeting schools and high performing learners.</li> <li>• Enrolments for 2020 were currently 5% up on the same time last year.</li> <li>• The College was 8 classrooms short by DfE standards and had been granted full planning permission to erect 4 porta cabins. The Executive had however, decided to hold off from purchasing the porta cabins at this time. If by March 2020 there was an increase in enrolments then the decision could be taken to erect them if needed.</li> <li>• Work was ongoing on the CIF Bid which was due to be submitted in November this year.</li> <li>• Capital spending would be kept to a minimum, all key College maintenance was up to date (it was noted that the flat roof on one element of the building would be due for renewal</li> </ul>	

	<p>within approximately the next 2 years) but much could be done, with only a small amount of spending, to lift the cosmetic appearance of the College in readiness for the academic year 2020/21 and Open Events.</p> <ul style="list-style-type: none"> <li>• All permissions were in place for the 3G pitch; the Principal having met recently with the CEO and Deputy of Woking Borough Council who were very positive about the plans.</li> <li>• There had been a positive start to the academic year and the Principal praised the strength and depth of the Heads of Department and Executive Team.</li> <li>• A focus for this year was stakeholder engagement and in particular building upon and strengthening links with the local community.</li> </ul>	
5.	<p><b>Governance</b></p> <p>The Chair asked that the dates for Learning Walks for this academic year should be re-circulated to members for their information and encouraged members to attend if at all possible.</p> <p>In addition, members were also reminded of the College Self Assessment Review Days planned for 3<sup>rd</sup> and 4<sup>th</sup> October 2019 and were asked to liaise with the Clerk if they were able to attend.</p> <p>The completion of the Governance Self Assessment for 2018/19 was discussed. There had been a slight time delay in the process due to the handover of the Clerking role and it was agreed that the Principal, Chair and Clerk would meet to review progress and report back to the Trustees meeting scheduled for 11<sup>th</sup> December 2019.</p> <p>As members were also aware, Helen Meredith, the previous Clerk to the Board of Trustees had stepped down, and the Board therefore resolved to appoint Barbara Maude, as the new Clerk to the Board of Trustees with immediate effect.</p>	