

WOKING COLLEGE

Company Number:
10821223

MINUTES OF A MEETING OF THE DIRECTORS ("THE TRUSTEES") OF THE ACADEMY HELD AT WOKING COLLEGE, RYDENS WAY, WOKING GU22 9DL WEDNESDAY 26 SEPTEMBER 2018

PRESENT

Trustees

Mrs G. Mather	Chair
Mr B Freeman-	Principal
Mr J. Miles	
Mr C. Mitchell	
Dr M. Mulheron*	
Mr J. Moffat*	
Mr B. Smith	

IN ATTENDANCE

Members

Revd Dr R. Marks	
Mr L. Oates	
(Mrs G. Mather)	
Mr N Razaq	Deputy Principal
Ms K Foan	Assistant Principal
Mrs H Meredith	Clerk to Trustees

APOLOGIES FOR ABSENCE

Apologies were received from Ms Cussans. Mr Hearsam and Mr Stokes.

UPDATE BRIEFING FROM FINANCE DIRECTOR

The Finance Director, Fiona Munday, presented a Finance Briefing paper including updates on September 2018 enrolments, cash position, August 2018 full year results and summer building works.

Trustees noted that the number of students enrolled at the date of the meeting was 1421 against a forecast number of 1340 students. The report detailed the impact of this number of students on the two year forecast for 2018-19, although noting that the final number remains fluid until the census day.

Cash at bank as at 31st August was artificially high due to overpaid grant from ESFA; an administrative error which had been notified to ESFA.

The August 2018 full year results indicated an unaudited August result of a surplus of £377k against the original academy budget.

The roof project has progressed well with the work on budget and on schedule to be completed by November. Other works completed over the summer included refurbishment of classrooms and toilets.

Trustees discussed with the Finance Director the circulation of management accounts. Trustees noted received and noted a recent letter from the Chief Executive of ESFA to all single academy trusts including the following advice referring to the latest edition of the Academies Financial Handbook:

- **Scrutinising the budget (2.3.3)**

The handbook has always required trusts to set a balanced budget and prepare monthly financial management reports so that you can be satisfied, as accounting officer, that spending is being properly monitored and controlled during the year. This is not changing. However, the board also has an important oversight role to play. This is why we are making clear in this year's handbook that all trustees need to see your financial reports six times a year and in the case of the chair this must be every month.

It was **agreed** that the management accounts will be sent to **all** Trustees monthly. The Finance Director confirmed that that August management accounts will be circulated to the Board by the end of September and advised that the accounts will not include anything unexpected.

The Finance Director left the meeting at 5:30pm

PRESENTATION ON EXAMINATION RESULTS 2018

Assistant Principal, Karen Foan, gave a presentation of results for summer 2018 and tabled a summary paper with analysis of results and data across each curriculum level showing data comparisons with previous years and National Averages noting that some final re-marks were still awaited.

Key points which were highlighted and discussed included:

- The introduction of linear A levels makes it very difficult to compare the results against last year's results
- Overall pass rates increased from 95.9 to 96.9 %
- Overall High pass rates increased significantly from 42.5 to 54.0%
- Overall Retention has increased very slightly

Overall Success/Achievement Rate		16-18			19+			Total		
		15/16	16/17	17/18	15/16	16/17	17/18	15/16	16/17	17/18
ALL	Starters	4094	4513	4046	324	254	180	4418	4767	4226
	Achievement (%)	90.4	90.9	90.8	87.3	88.9	87.4	90.1	90.8	90.6
	Pass rate (%)	94.0	96.0	97.1	91.7	94.5	92.7	93.8	95.9	96.9
	GCSE Average	5.4	5.4	5.3	5.1	4.9	4.5	5.4	5.4	5.3
	Attendance (%)	96.1	97.4	97.6	94.6	95.3	94.1	96.1	97.4	97.5
	Retention (%)	96.2	95.2	95.2	95.4	94.1	94.4	96.2	95.1	95.2
	Punctuality (%)	97.7	98.2	97.6	97.4	98.0	98.4	97.7	98.2	97.7
	High Pass rate (%)	39.4	43.2	55.9	25.0	29.8	21.2	38.4	42.5	54.0

There was an issue with the data in relation to the overall achievement rate showing a slight reduction and a review of this was awaited which should result in a significant increase.

There was a slightly higher level of dropout in the second year possibly due to there no longer being AS exams which were used as an end point by some students.

LEVEL 1

By Level - Success/Achievement Rate		16-18			19+			Total		
		15/16	16/17	17/18	15/16	16/17	17/18	15/16	16/17	17/18
L1	Starters	513	655	137	97	73	74	610	728	211
	Achievement (%)	96.2	96.3	72.8	82.2	88.9	91.8	94.1	95.6	79.4
	Pass rate (%)	96.2	97.2	78.0	82.2	88.9	91.8	94.1	96.4	83.0
	GCSE Average	5.3	5.2	3.2	5.3	4.8	3.2	5.3	5.2	3.2
	Attendance (%)	90.1	94.8	95.1	94.6	90.1	95.6	90.8	94.7	95.1
	Retention (%)	100.0	99.1	93.4	100.0	100.0	100.0	100.0	99.2	95.7
	High Pass rate (%)	7.9	3.7	0.0	3.3	0.0	0.0	7.2	3.3	0.0

The significant drop in Level 1 pass rates (from 96.4% to 83%) was due to the college having discontinued a Level 1 Finance Qualification which used to be taken by all students.

GCSE High Grades

English: Up 12.4% to 54.2% (NA 50%)

Maths: Up 9% to 38% (NA 40%)

Italian: 100% A*-A

Science: Up 30% to 80%

LEVEL 2

By Level - Success/Achievement Rate		16-18			19+			Total		
		15/16	16/17	17/18	15/16	16/17	17/18	15/16	16/17	17/18
L2	Starters	424	531	534	154	134	80	578	665	614
	Achievement (%)	83.2	92.0	92.4	85.6	88.1	81.0	83.9	91.2	90.9
	Pass rate (%)	89.3	98.0	96.8	94.9	95.9	91.4	90.8	97.6	96.2
	GCSE Average	4.0	4.0	3.9	4.0	3.8	3.9	4.0	4.0	3.9
	Attendance (%)	91.8	95.7	94.7	92.3	93.9	87.3	91.8	95.5	94.5
	Retention (%)	93.2	94.0	95.5	90.3	91.8	88.7	92.4	93.5	94.6
	High Pass rate (%)	35.3	45.8	51.4	23.2	34.1	24.3	32.1	43.5	48.1

There was a significant drop in Adult Level 2 Achievement rates from 88.1% to 81% for GCSE Maths and English.

Trustees noted that overall the Level 2 results for 16-18 are very pleasing including:

- a significant increase in the overall high pass rates (from 43.5% to 48.1%);
- 4 CTEC courses with 100% achievement (Ext. Certificate Art & Design, Certificate Business, Extended Certificate IT, Extended Certificate Performing Arts)
- All CTEC courses above national average;
- 40% of all level 2 students progress to university after three years at Woking College after having started at College not even qualified to take A levels.

LEVEL 3

By Level - Success/Achievement Rate		16-18			19+			Total		
		15/16	16/17	17/18	15/16	16/17	17/18	15/16	16/17	17/18
L3	Starters	3157	3327	3375	73	47	26	3230	3374	3401
	Achievement (%)	90.4	89.5	91.4	97.2	91.5	95.7	90.5	89.5	91.5
	Pass rate (%)	94.2	95.3	98.3	97.2	100.0	100.0	94.3	95.4	98.3
	GCSE Average	5.6	5.6	5.6	5.6	5.5	4.6	5.6	5.6	5.6
	Attendance (%)	96.6	97.7	98.0	96.0	96.3	96.9	96.6	97.6	97.9
	Retention (%)	96.0	94.6	95.3	100.0	91.5	96.2	96.1	94.6	95.3
	High Pass rate (%)	45.4	52.1	60.3	55.6	67.4	81.8	45.6	52.3	60.5

Trustees noted:

- a significant increase in the overall high pass rates (from 52.3% to 60.5%);
- retention will be an area for focus in the QIP;
- 32 A levels had 100% pass rates with several showing significant increases in high grades;

ALPS VALUE ADDED GRADES

ALPS Value Added Grade			
	15/16	16/17	17/18
A-level	4	4	3
A-level High Grades	4	5	3
Vocational	5	4	3

The ALPs grades were 3 for each of the three areas of provision- A- level, A Level High Grades and Vocational which are all the best ever value added grades achieved at the college.

VOCATIONAL

Final BTEC	Starters	805	1010	1085	35	22	18	840	1032	1103
	Achievement (%)	92.5	90.6	92.2	97.1	95.5	100.0	92.7	90.7	92.3
	Pass rate (%)	99.9	99.6	99.9	97.1	100.0	100.0	99.7	99.6	99.9
	GCSE Average	4.9	4.9	4.9	4.8	4.7	4.2	4.9	4.9	4.9
	Attendance (%)	95.5	96.7	97.1	94.9	95.3	96.1	95.5	96.7	97.0
	Retention (%)	92.7	91.0	92.3	100.0	95.5	100.0	93.0	91.1	92.4
	Punctuality (%)	97.5	98.0	97.3	97.8	97.8	98.5	97.5	98.0	97.3
	High Pass rate (%)	63.3	74.1	74.4	48.6	66.7	83.3	62.6	73.9	74.5

Vocational Level 3 results were very strong with:

- overall pass rates at 99.9%;
- 17 courses with high grades of 75% and above and overall 74.5% of all vocational achieved high grades

Strengths

- Continued growth in number of 16-18 starters at all levels
- Continued improvement in Pass Rate overall from 95.9 to 96.9 %
- Continued improvement in High Pass Rate overall from 42.5 to 54.0%
- Further Improved High Grades in Vocational Courses to 74.5%
- Pass Rate in Vocational Courses
- Value Added across all provision

Significant Improvements

- High Grades in GCSE Maths and English. (9-4)
- A-Level High Grades
- A-Level Value Added

Areas for development

- GCSE Maths 9-4 grades
- Individual A Level subjects with weaker Value Added, High Grades or Achievement
- Level 2 pass rate
- A Level retention.

SAR Validation

Trustees were invited to attend the SAR validation on Thursday 4th October. It was **agreed** that the Chair would attend the validation and the clerk would also invite other Trustees who were unable to attend this conference.

UPDATE BRIEFING BY THE PRINCIPAL

The Principal updated Trustees and Members highlighting the following:

- The positive culture and strategy at college of having high expectations for students due to the college focus on learning and teaching as evidenced by the significant increase in high grades and value added results;
- Healthy financial position of the College despite the number of students who are not funded due to the lagged funding model; the Principal had written again to ESFA to make a case for exceptional growth funding.
- The smooth enrolment process with particular credit given to the Deputy Principal for his work in timetabling classes managing in an even distribution of students across classes so that only one or two exceed 20 students
- High number of applications already received for 2019 and strategic decision making needed in relation to continued growth of the college and accommodation strategy;
- Summer building works. New front gates to be installed after half term. Progress being made in relation to 3G Football pitches by Woking Borough Council;
- 14 new staff and performance management action to support them;
- Visits by the Principal to eight local schools leading assemblies and meeting heads and key staff in recent weeks;
- Visits to the College by the DfE as part of their review of BTECs and vocational provision;
- S7 – the Principal is Chair of the S7 Principals' Group and S7 continues to provide excellent CPD training and a leadership programme which is well used by the College.

The Members Revd Dr Marks and Mr Oates left the meeting at 6:20pm.

GOVERNORS' SELF ASSESSMENT(SAR) REPORT

The draft Governance SAR was discussed at the meeting. It was suggested that the success criteria in the governance improvement plan should have more measurable targets and it was **agreed** that the Clerk would revise this and incorporate any further comments from Trustees and circulate a revised version after the meeting.

FINANCE AND AUDIT COMMITTEE

The Finance Director's report was presented earlier in the meeting.

After discussion it was **resolved** to name the Committee the Finance and Audit Committee.

The Clerk had asked for Trustees to volunteer to join the committee. At the date of the meeting the members comprised Mr Miles, Mr Moffat, Mr Stokes, the Principal and an external co-opted

committee member Mr Stickland. The Clerk explained that one or two more Trustees are needed to join the committee and invited Trustees to contact her if willing to join the committee.

It was **resolved** to note the letter from the Chief Executive of ESFA to the Accounting Officer at college reminding the Board of their duties in relation to the management of the trust's money.

DATE OF NEXT MEETING OF BOARD OF TRUSTEES

The next meeting of the Board will be on Wednesday 12 December November 2018 at the earlier start time of 5:00 p.m. at the College. The conference closed at 6:35 pm.

Signed **Dated**.....

Chair