

# WOKING COLLEGE

## REPORT OF GOVERNANCE ANNUAL CONFERENCE HELD ON WEDNESDAY 20 SEPTEMBER 2017

Chair: - Mr R. Volo\*  
Vice Chair: - Mrs G. Mather\*

Mr B Freeman\* - Principal  
Dr M. Mulheron\*  
Mr J. Moffat\*  
Mr T. Stokes\*

\* Present

### In Attendance:

Jason	Bagshaw	Head of Mathematics
Colin	Barnard	Director of Learning and Teaching
Liz	Bentley-Pattison	Head of Humanities
Jamieson	Brown	Head of Vocational Business
Laura	Cook	Director of Support for Learning, Safeguarding
Karen	Foan	Director of Vocational Qualifications and Head of Health Social Care
Steve	Fuller	Head of PE
Rob	Harris	Head of Science
Emma	Hobbs	Head of Art & Design, Textiles
Nilesh	Jogoo	Head of ICT and Computing
Elvira	Mackay	Joint Head of Languages, French, Italian
Claire	Nevers	Head of Performing Arts
Anna	Power	Head of Music
Nuweed	Razaq	Assistant Principal, Support for Learning
Lisa	Ross	Acting Head of Health and Social Care Course
Rachel	Simpson	Head of Essential Skills, ESOL
Rebecca	Stratton	Assistant Principal, Curriculum and Quality
Maggie	Tate	Head of Social Sciences
Richard	Vardy	Head of English
Terry	Wilks	Head of Media & Film Studies
Anne	Jackman	
Gina	Marshall	Heads and Deputy Heads of Years 12 and 13 and Level 2
Sophie	Mngoma	
Daniel	Guyte	
Helen	Meredith	Clerk to the Trustees

Governors and Heads of Department were welcomed to the conference by the Chair, Roberto Volo who congratulated the College on the success of the summer examination results and enrolments in a year of significant change for the College with a new Principal, changes to the SLT, new linear A levels and conversion to an Academy.

### OPPORTUNITY TO MEET COLLEGE HEADS OF DEPARTMENT

The College Heads of Department gave a brief introduction to their department and their successes and presented their plans for their department's key focus for the year. The Chairman, on behalf of the Corporation, thanked the HoDs for their presentations and for taking the time to come to the conference. This was preceded by an opportunity for governors and HoDs to chat informally over a tea break and for Trustees to meet with the Heads of Departments to which they are linked and with a number of new Heads of Department.

The Heads of Department left before the following presentations to the Board.

## **UPDATE BRIEFING FROM FINANCE DIRECTOR**

The Finance Director, Kathryn Mercer presented a Finance Briefing paper including updates on September 2017 enrolments, cash position, July 2017 full year results and conversion to an Academy Trust.

Members noted that the briefing took the place of a separate Finance Committee meeting originally scheduled for 27<sup>th</sup> September.

Members noted that the number of students enrolled at the date of the meeting was 1320 and the impact of this number on the two year forecast for 2018-19.

Cash at bank as at 31<sup>st</sup> August was artificially high due to positive timing differences for the college arising from the date of conversion to an Academy on 1<sup>st</sup> September.

The July 2017 full year results indicated an unaudited July result of a surplus of £105k against a budget deficit of £98k. The Finance Director reported that there will be an extended year end to 31 August 2017 for the college (pre-conversion to an academy) and that the 13 month accounting period will show a larger surplus.

In response to questions from the Board about the VAT treatment of the new buildings the Finance Director reported that there had been a last minute change of position by HMRC and that the College has as a result been able to transfer the buildings to the Academy without any VAT implications- so long as the buildings continue to be used for the same purpose.

The Finance Director is on schedule to complete all key actions for new academies within the prescribed timetable so long as this is possible. However access had been denied for the College to the new portal which replaced Edubase ("Getting Information About Schools" – GIAS) and this difficulty had been reported by the College to the ESFA.

The Finance Director asked all Directors to send an email confirming their agreement to having personal credit searches carried out by Lloyds Bank as a requirement of the Bank to enable the College to set up a Wisepay facility for use by students and staff.

The Chair, Roberto Volo, congratulated the College on the success of the financial performance for 2016-17 and the turnaround of the college finances from deficit to surplus.

*The Finance Director left the meeting at 5:50pm*

As an item of 'Any other business' at the end of the meeting the Chair asked whether in the light of this surplus the Principal wanted to consider employing some additional support and the Principal reported that plans are already underway for buying in additional external MIS / Data support.

## **UPDATE BRIEFING BY THE PRINCIPAL**

The Principal reported on the upwards trend in recruitment and that the most up to date figure for enrolments was 1328 students comprising: 115 Level 2, 677 Year 12 and 536 Year 13 students.

Trustees asked about the impact of this high number of students on teaching and social space and noted that there are now some times when every classroom is in use. The Principal indicated that it may become necessary next year to use some high quality mobile classrooms for overflow accommodation.

Changes being introduced this year include an Excellence Programme taking over from the previous Target A\* programme.

The Principal reported that the Right Hon Anne Milton MP, Minister of State for Apprenticeships and Skills and Minister for Women and MP for Guildford will be visiting the College on Thursday 7<sup>th</sup> December.

## **PRESENTATION ON EXAMINATION RESULTS 2017**

The Assistant Principal, Rebecca Stratton, gave a presentation of results for summer 2017 and tabled a summary paper with analysis of results and data across each curriculum level showing data comparisons with previous years and National Averages.

Key points which highlighted and discussed included:

- Overall achievement rate increased slightly to 90.5% (90.1%)
- Significant increase in attendance to 97.2% overall (96%)
- Good improvement in punctuality at classes to 98.2% (97.6%)
- Decline in Retention to 95.2% (96.2%)
- The decline in the GCSE average scores of incoming students to 5.2 ( 5.4)

Trustees heard about a new performance reporting data dashboard which the College has just commissioned which highlights poor attendance by students so that early intervention can be taken by the College. This is supported by additional members of the Heads of Year team being appointed so as to provide sufficient staffing to track and respond to this data.

### **Areas of significant success**

- Level 2 achievement with extremely significant increases in pass rates of 96.9% (90.8%) and high pass rates of 43.1 % (32.1%). The Principal confirmed how proud the college is with these results and the improvement in the life chances for these students which result from this set of results.
- High pass rate at Level 3 increased to 52.3 % (45.6%) – which the Principal pointed out is the first time that these rates have been higher than 50% at the College. High passes are grades A\* to B.
- Level 3 vocational BTEC – significant increases in results across the board –most notably high pass rate increased to 74.6% (62.6%) and a pass rate of 100%.

### **Areas for development**

- Level 3 Retention – dropped to 94.6% (from 96.1%) with a drop in A level retention from 99.3% to 97.2%.
- Level 3 Success Rate – dropped to 89.4% (from 90.5%) as a result of the drop in retention.

- A Level high pass rates – dipped in 2016-17 but overall still up significantly from 2 years ago and pass rates dipped slightly – but compared well with results from other S7 Colleges.
- Level 1 Retention and high pass rates
- GCSE English and Maths- 1% below SFC college results- Trustees discussed this and the steps being taken to support the maths team by the College.

**ALPS Value added Grades**

At the date of the meeting the ALPs grades were 4 for each of the three areas of provision- A- level, AS and Vocational.

The Principal reported that to become an Outstanding College ALPs scores need to move to 1, 2 or 3.

*Afternote: Following the meeting and further data analysis the ALPS scores for AS and Vocational both moved to 3.*

**GOVERNORS’ SELF ASSESSMENT(SAR) REPORT**

A draft SAR had been circulated by the Clerk. However after discussion with the Assistant Principal it was agreed that work should be done to align this more closely with the CIF and the new style of College SAR.

The Assistant Principal suggested some questions to address from the CIF on leadership and management. It was **agreed** that the Clerk would revise the draft to reflect this and Trustees agreed to email input to the Clerk with the revised Governance SAR to be agreed by the Board by email.

One area for development which Trustees discussed was how the Board can contribute to collaborative working through their contacts with local employers; for example by introductions leading to work experience opportunities for students.

One member commented on the length of this meeting and asked that, following the restructure of governance on conversion, there should be more focus at future meetings to try to prevent meetings from overrunning.

Trustees discussed the Link Governor scheme and it was agreed that with a smaller board a better way of carrying out this role might be for themed governor learning walks to take place, such as looking at excellence across the curriculum. It was **agreed** that this should be reviewed further.

**DATE OF NEXT MEETING OF BOARD OF TRUSTEES**

The next meeting of the Board will be on Wednesday 29 November 2017 at 6.00 p.m. at the College. The conference closed at 7:15 pm.

**Signed** ..... **Dated**.....  
**Chair**