

**Minutes of a Meeting of the CORPORATION held on
Wednesday 16 February 2022
Room A34 4pm-6pm**

01/22 DECLARATIONS OF INTEREST

Dr Nick England in relation to work currently being undertaken with Island schools. Prof Nigel Hastings, whose wife is a co-chair of the Innovation Federation.

02/22 APPROVAL OF THE NON CONFIDENTIAL MINUTES OF THE MEETING HELD ON 15 DECEMBER 2021

The Minutes were **APPROVED** as a true record of the meeting.

03/22 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 15 DECEMBER 2021

It was noted that all matters arising had been addressed.

With the agreement of the meeting, the agenda items were taken out of order.

04/22 RESULTS OF FE CHOICES EMPLOYER SURVEY 2020/21

The Assistant Principal (Curriculum) took members through his report and informed them that a total of 101 employers had responded to the survey, out of 338 employers that work with the College through apprenticeships and short courses.

He drew particular attention to the strengths and weaknesses identified in the survey results, outlining the areas for improvement and the associated key performance indicators. A number of questions were asked regarding how challenging the areas of weakness will be to rectify, how difficult it is to establish effective customer relationships and a bespoke service, and why the response rate from employers was so poor. The Assistant Principal responded in detail to the above questions.

A Member questioned the accuracy of the report, particularly regarding the identified strengths, asking how, when data was below the national average, they could be considered a strength. He added that, there was an overwriting of the positives, in that the report did not accurately reflect the current position. The Principal noted the comments and responded that this area will be carefully reviewed. A further question was asked regarding what action has been taken to address levels of employer dissatisfaction, with particular concern that the same issues are being raised by different employers. Following discussion, it was agreed that Carrie Heath, Head of Apprenticeship should be invited to a Corporation meeting to provide relevant detail on this area of activity. The Corporation **CONSIDERED** the report. Ben Sheridan left the meeting at this point.

05/22 GOVERNOR CONTACT DAY DRAFT AGENDA

The Assistant Principal (Students Teaching & Learning and HR) reminded members that the purpose of the Governor Contact Day is to provide governors with an opportunity to talk to students and staff and learn about their experience of studying and working at the College. The Corporation **CONSIDERED** and **APPROVED** the Governor Contact Day agenda for 2022

06/22 MINUTES OF THE GOVERNOR STRATEGIC SESSION HELD ON 13TH JANUARY 2022

The minutes were APPROVED as a true record of the meeting.

07/22 CHAIRS BUSINESS/RATIFICATION OF CHAIRS ACTION

The Chair provided members with an update on progress for the replacement of the Principal.

RECOMMENDATION

Members APPROVED:

1. The appointment of the Association of Colleges recruitment service, to manage and oversee the appointment of a new Principal for the College.
2. The allocation of a £13k budget to support the recruitment process; and
3. The appointment of the Chair and Vice Chair of Corporation, the three external governor members of the Search and Governance committee, including its Chair and Vice Chair and the Chair of the Audit Committee to form a selection panel to:
 - a. Decide on the arrangements for selecting the applicants for interview.
 - b. Interview the applicants and

Where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.

08/22 MONTHLY FINANCE REPORT AND LATEST ESTIMATE

The Director of Finance and Curriculum Planning presented her report and said that the College is currently showing an operating surplus of £357k (versus a budget forecast surplus of £288k) excluding staff restructuring. This results in a £69k year to date favourable variance.

She added that pay costs are showing a favourable variance of £82k for the year to date, due to non-recruitment into budgeted posts. However, non-pay costs are £232k adverse to the budget, which includes £66k for subcontract costs being accrued to contract and £140k for direct learning costs above budget.

The Director was asked to add a note into the report to clarify the year end and was also asked why depreciation is coming through later than expected. Members thanked the Finance Team for their hard work and such a positive report.

The Corporation CONSIDERED the report. Tracy Bull left the meeting at this point.

09/22 HEALTH & SAFETY ANNUAL REPORT 2020/21

The Campus and Health & Safety Manager presented her Health & Safety report, including incident statistics from the previous academic year. She said that COVID 19 has again been the main factor in the reporting year. Managing safety processes, such as the introduction of the COVID 19 action flowchart and reviewing protocols alongside DFE and government guidance has been the functions overriding priority.

Members focused on the priorities for action identified in the 2019/20 report and noted the excellent progress in achieving all objectives.

The Campus and Health & Safety Manager then identified a number of upcoming issues, for example demolition works and risks associated with building construction. She concluded her report by drawing attention to the three key priorities identified for the Health & Safety function in the year ahead.

A number of questions were asked, including the implications of heightened awareness amongst staff of spreading infection, how the College is managing international student visits to ensure compliance and whether the College has a road map out of Covid and has assessed any of the sick pay implications.

The Principal responded to the final question by stating that the College follows national guidelines and policy regarding a Covid road map and a common-sense approach is being adopted regarding pay.

A final question was asked about how the College has ensured the Health & Safety of staff and students working in an external environment, for example working from home or in work placements. Members noted that where the Health & Safety policy required off site assessments these had been carried out.

The Chair thanked the Campus and Health & Safety Manager for an excellent report and congratulated the College on the relatively few staff and student accidents and incidents. The Corporation APPROVED the Annual Health & Safety Report. Jenny Webb left the meeting at this point.

10/22 RESULTS OF FE CHOICES EMPLOYER SURVEY 2020/21

Addressed earlier in the meeting

11/22 PRINCIPAL'S REPORT

The Principal presented her report which included the Levelling Up White Paper, a Capital Projects update, the Erasmus systems check audit, the AoC Beacon Award 2021/22 and other College news.

Members noted the sad news regarding the death of two staff and two students and gave their sincere condolences to the families of the deceased.

Members focused on the Levelling Up Agenda and thanked the Principal for an excellent explanation of the issues involved. Regarding IOTs a Member asked if the College is concerned about the delay in its "partnership" IOT and whether there was a feeling that the power of the LEP's is declining.

The Principal responded that the IOT is now in pre-award stage so actions are being taken to ensure it is in place by September 2023. The delay has been generated by the DFE. A further question was asked regarding capital project budgets and whether the significant increase in building costs, due to the current inflationary climate, is raising concerns. The Principal responded in detail but concluded by saying that if significantly overbudget the scope of projects will need to be reduced.

The Chair concluded by saying that he hoped that the positive proposals identified in the Levelling Up White Paper come to fruition because they would have a very positive impact. The Corporation CONSIDERED the report.

12/22 HEALTH & WELLBEING STRATEGY UPDATE

The Assistant Principal (Students Teaching & Learning and HR) informed Members that a decision had been made to include both staff and students in the updated strategy, rather than just staff. The strategy now provides an overarching framework to inform the College's work to promote student and staff mental health and wellbeing.

The Chair thanked the Assistant Principal for an excellent document and this was endorsed by all members. Questions were then asked, including how the College was monitoring the effectiveness of action taken to date, whether the range of partners could be expanded, whether there were plans to further develop Health & Wellbeing practical sessions for staff and whether the mental health first aider qualification is renewable and whether there is an opportunity for students to become first aiders. The Assistant Principal responded in detail to all of the above questions.

A Member asked who the primary audience is for the strategy and the Assistant Principal responded that it is meant to be a document that raises awareness and encourages people to look after themselves but also look after others. The intention is to circulate it widely with electronic access.

A Member observed that it is good to see that staff and students have been closely involved in developing the strategy and it was important to keep expanding the vision. The Corporation APPROVED the updated Health & Wellbeing Strategy

13/22 PUBLIC SECTOR EQUALITY DUTY REPORT

The Assistant Principal (Students Teaching & Learning and HR) reminded members that the College produces an annual Public Sector Equality Duty (PSED) report and this year the style and format of the report has been significantly altered, with the aim of making it simpler and more succinct. Members considered the report and the Assistant Principal was asked whether an evidence base could be identified for some of the outcomes. The Corporation CONSIDERED the report.

14/22 STAFF SATISFACTION SURVEY

The Chair said that due to time constraints the survey report was not fully addressed at the January Strategy Session. He then asked the Principal to provide a summary of the areas not addressed in January and inform members of progress to date.

The Principal addressed 5 areas, workload, communication, annual appraisals, learning support staff issues and progression and promotion. She said that with regard to workload, teaching hours have been reduced and a review of the working week is being undertaken. She is currently carrying out individual staff reviews and timetables are being reviewed, including timetable weightings and departmental duties. To date, 32 individual staff meetings have been held by the Principal and 28 have been arranged.

The Principal said that there are some excellent examples of communication within curriculum departments but in some areas the communication is too informal and proves ineffective.

The purpose and nature of annual appraisals is being clarified, including the wellbeing strategy element of appraisals. With regard to learning support staff issues, this is largely about terms and conditions and is being addressed. Staff concerns about progression and promotion are presenting a greater challenge but work is ongoing in this area, this will form part of a larger review, which may involve structure changes.

The Chair thanked the Principal for a very clear exposition of the current situation and members were reassured that staff concerns identified in the survey are being taken seriously, with solutions being sought.

15/22 DATE OF NEXT MEETING

Wednesday 23rd March 2022