

**Minutes of a Meeting of the CORPORATION held on
Wednesday 23 March 2022**

Room A34 4pm-6.30pm

16/22 DECLARATIONS OF INTEREST

Dr Nick England in relation to work currently being undertaken with Island Schools.

17/22 APPROVAL OF THE NON CONFIDENTIAL MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2022

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

18/22 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2022

It was noted that all matters arising had been addressed.

19/22 COMMITTEE MINUTES:

AUDIT COMMITTEE MINUTES OF THE MEETING HELD ON 2 MARCH 2022

The Chair of the Audit Committee informed Members that it had been a positive meeting and he drew attention to the 'substantial assurance' given in two challenging areas (Single Central Record/capital project works) which is an excellent outcome. The Corporation NOTED the minutes.

20/22 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

Governing body approval to submit two bids for T Levels Wave 4 funding

The Corporation RATIFIED the following decision:

- a. Submission of the T Levels Wave 4 bids by 11 March 2022;
- b. An application for the Construction Building Services Engineering T Level for T level funding of £1,251,740 (with the College contributing a match of £125,174);
- c. An application for the Hair & Beauty and Creative & Design T Levels for T Level funding of £995,100 (with the College contributing a match of £99,510).

The Chair congratulated Roland White on his recent appointment and wished him well in the future. This was endorsed by all governors. He then updated the meeting on progress with appointing the replacement for the Principal. He had held several positive telephone conversations with prospective candidates and had spelt out that governors are looking for an individual with the determination to drive up current high standards, prepare for inspection, develop a clear understanding of the College and promote its values.

21/22 MONTHLY FINANCE REPORT AND LATEST ESTIMATE

The Director of Finance presented her report and said that the College is currently showing an operating surplus of £322k (versus a budget forecast surplus of £241k) excluding staff restructuring. This results in a £81k year to date favourable variance. She added that pay costs are showing a favourable variance of £104k for the year to date, due to non recruitment into budgeted posts, although this is causing some additional non pay spend. She then drew attention to the five key priorities for the College over the next few months and responded clearly to several questions relating to these priorities.

Further questions were asked about Erasmus funding and whether the payments were in euros and similarly whether the expenditure was in euros. A question was asked about staff vacancies and whether

the College was actively recruiting to the vacant posts. A final question was asked regarding whether, to combat the impact of inflation, purchases could be brought forward. The Director of Finance responded in full to the above questions. The Corporation CONSIDERED the report.

22/22 FINANCIAL REGULATIONS AND FINANCE PROCEDURES

Members noted that the financial regulations and financial procedures had been considered by the Audit Committee and were recommended for approval. The Corporation APPROVED the revised regulations and financial procedures.

23/22 AUDIT COMMITTEE TERMS OF REFERENCE

Members noted that the updated terms of reference had been considered in detail by the Audit Committee at its March 2022 meeting and were recommended for approval by Corporation.

The Corporation APPROVED the updated Audit Committee Terms of Reference. Tracy Bull left the meeting at this point.

24/22 PRINCIPAL'S REPORT

The Principal presented her report which focused on the UK National Digital Twin program, a capital projects update and general college news.

The Chair asked how teaching staff were responding to the introduction of T-Levels and the Assistant Principal (Curriculum) responded in detail, concluding that staff are generally very positive. The Chair then asked where the £2 million pound funding is being allocated. The Assistant Principal said that, for example in the Care department, staff will be able to purchase hospital ward grade facilities. Significant improvement in the quality of the resources will be implemented and the aim is to ultimately enable student progression into higher education. The Chair then commented that it is very important to communicate the vocational opportunities presented by T-Levels to school pupils. The Assistant Principal responded that College staff have visited all relevant Island schools and a specific T-Level open evening has been held.

A member asked for clarification on the IT proposal from Fujitsu, which was provided. It was pointed out that Fujitsu were the contractors behind the failed Post Office technology and the College should be cautious.

The Principal said that the financial contribution to IOT of £25k was a contribution that the College was required to make. A member then asked how the College was planning to adapt the buildings to respond to the new Care developments, particularly the advances in technology. She was advised that the Care department is being relocated to ensure that new developments can be incorporated in an effective manner. The Chair concluded the discussion by thanking the students for their work in support of Ukraine. The Corporation CONSIDERED the report.

25/22 HIGH LEVEL PERFORMANCE INDICATORS 2021/22

The Deputy Principal took members through her report, drawing particular attention to Appendix 1, which details the nine performance measures, with associated targets, set by Corporation for 2021/22. She then provided an update made on the progress towards the targets to March 2022 and also drew

attention to progress to date on 2021/22 targets where they are considered to be risk rated as amber or red. Members noted the positive progress and commented that it was important to understand the challenges presented to students and staff by the Covid pandemic, when trying to manage teaching and learning. This was endorsed by senior members of the College who provided specific examples of issues that students have struggled to cope with.

The Chair noted that overall student recruitment numbers were down (1402 against an allocation of 1443) and asked if this is a result of inflated GCSE grades in 2021. The Deputy Principal said that this was possible and the College may be impacted if there are a high number of student withdrawals from their A-Level programmes at the start of year 2. The Corporation CONSIDERED the report.

Paul Buckland joined the meeting at this point and with the agreement of the meeting the agenda was taken out of order.

26/22 HEAD OF DEPARTMENT REPORT: HAIR & BEAUTY

The Head of Department (HOD) presented his report and focused on the key headlines, including the introduction of T-Levels and the key risks and areas for improvement. It was noted that attendance and achievement in hairdressing requires improvement and leadership and management are working hard to implement effective action to secure improvement.

A member congratulated the HOD on the progress made since the challenging self-assessment review in November 2021. The Chair then asked what specific action had been taken to introduce changes and improve performance. The HOD responded that a member of staff had left the department, other staff had received specific training and students are being monitored more regularly and more rigorously. The Chair thanked the HOD and congratulated him and his team for improving performance.

The Corporation CONSIDERED the report.

Paul Buckland left the meeting at this point and the meeting reverted to the agenda order.

27/22 PAY FRAMEWORK POLICY AND UPDATE ON PAY STRATEGY 2022/23

The Director of Human Resources asked members to consider and approve the revised pay framework for 2022/23 which has been updated to reflect the increase in the statutory living wage from April 2022. He added that his report provides an update on the commencement of a review of the pay strategy, including possible negotiations with trade unions and employees on possible changes to pay rates and terms of conditions. He said that the aim of this was to help address both the impact in increases in the cost of living as well as the reduction in pay differentials for higher pay rates.

A member asked if the changes to contracted working hours, for the same pay, is an attempt to effectively generate a salary increase, and whether the College felt this would be successful. The Director said that he believed it would be but it would not be a long term antidote to significant inflation.

The Principal said that there is a particular issue with support staff pay in comparison with other public sector pay on the Island and that the College is promoting the significant benefits offered by the College, for example pensions and holiday allowances. The Chair then asked for clarification on how the reduced teaching hours led to a saving and the Director of HR responded in detail.

The Corporation:

- 1) Ratified the changes to the pay framework highlighted in paragraph 3.4 to be implemented from 1st April 2022 and
- 2) Noted the current work to review the overall strategy for pay and terms and conditions.

28/22 GENDER PAY GAP STATUTORY REPORTING

The Director of HR reminded members that the College has a duty to report information on an annual basis regarding gender pay differences.

A member asked if the proposed framework will impact negatively, or differently, on staff across the College. The Director said that he felt that it would not and the Chair concluded discussion by saying that the College has a transparent pay policy and seeks parity of pay regardless of gender and age.

The Corporation CONSIDERED the report and approved the Gender Pay statement. Arlene Cooper joined the meeting at this point

29/22 HIGHER EDUCATION STRATEGY 2022/25

The Head of Academic Studies presented her report and members considered it in detail. The Chair asked whether the College was anticipating growth in Higher Education numbers and the Head of Academic Studies said that it was but not necessarily in full degrees. A member commented that she would check opportunities to network the College within the NHS to support training developments, particularly regarding training placements. This was supported by the College who welcomed enquiries regarding developing closer liaison to support students. The Corporation CONSIDERED the report and APPROVED the Higher Education Strategy 2022/25

30/22 TEACHING LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Students, Teaching and Learning and HR) presented his report and stated that the quality of teaching, learning and assessment at the College confirms that the overall learning experience of students remains very good. He added that overall student attendance is 87%, which is at the target of 87%. Retention is currently 97%, 2% below retention in December 2021, but this is expected for this time of the academic year. He added that to date 58% of observations of teaching and learning have been conducted and this is slightly behind the planned schedule.

A Member asked a question regarding AAT and referrals in exams and student complaints direct to AAT. She asked how the College is supporting these students, as some of them may require the qualification to progress in their roles. The Assistant Principal said that a new member of staff has been appointed; additional 1 to 1's with students have been arranged; with more face to face teaching, rather than the blended learning model. As a result, the College is expecting improvement in the summer exams.

The Chair asked what the difference was between 'effective' and 'highly effective' teaching was and the Assistant Principal provided an explanation. The Chair concluded by expressing that 'good teaching' leads to 'good learning', therefore there is a need for consistent 'highly effective' teaching.

The Corporation CONSIDERED the report

31/22 TERMLY SAFEGUARDING REPORT

Members CONSIDERED the report and it was suggested that Sue Churches should be invited to present the report at the next meeting.

A member expressed concern that the E&D training continues to lag behind the required updating schedule and that this has been the case for several years. He was reassured that the College takes the training seriously and would seek to ensure that this is addressed. The Corporation CONSIDERED the report.

32/22 EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIPS LOG

The Corporation NOTED the report.

33/22 AOB

The Chair of Corporation thanked all of the authors of meeting papers for their excellent quality and detailed information.

32/22 DATE OF NEXT MEETING

Wednesday 27th April Governor Contact Day at 9.30am- 13.00pm in Room PG11