

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 19 DECEMBER 2018
IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE

| | | | ATTENDED | ATTENDANCE 2018/19 |
|------------------------|---|--|----------|-----------------------|
| GOVERNORS: | Dr Nick England | Chair | ✓ | 2 of 3 |
| | Prof. Nigel Hastings | Vice Chair | ✓ | 2 of 3 |
| | Mrs Debbie Lavin | Principal | ✓ | 3 of 3 |
| | Mrs Christina Conroy | | ✓ | 2 of 3 |
| | Mr Graham Cooper | | ✓ | 3 of 3 |
| | Mr Steve Corbett | | 0 | 1 of 3 |
| | Dr Kavita Hayton | | ✓ | 1 of 1 |
| | Mr David Hodgkins | | ✓ | 3 of 3 |
| | Mr Ryan Kimber | Student Governor | 0 | 2 of 3 |
| | Mrs Sheila Paul | | 0 | 2 of 3 |
| | Mr Gordon Pownall | | 0 | 2 of 3 |
| | Mr Martyn Pearl | | ✓ | 3 of 3 |
| | Mr Finn Ratsey-Woodroffe | Student Governor | ✓ | 3 of 3 |
| | Dr Nick Sinnamon | | ✓ | 3 of 3 |
| | Mr Aaron Townsend | Student Governor | 0 | 2 of 3 |
| | Dr David Wake | | ✓ | 3 of 3 |
| Mr Steve Winfield-Hunt | | ✓ | 3 of 3 | |
| IN ATTENDANCE: | Ms Lynne Christopher | Special Project Advisor | | ✓ |
| | Mr Peter Thompson | Assistant Principal – Finance & Resources | | 0 |
| | Miss Fidelma Washington | Assistant Principal – Quality Improvement | | ✓ |
| | Mr Roland White | Assistant Principal – Students, Teaching & Learning and HR | | ✓ |
| | Mrs Tracy Bull | College Accountant | | ✓ |
| | Mr Brian Bowker | Clerk to the Corporation | | ✓ |
| APOLOGIES: | Steve Corbett, Ryan Kimber, Sheila Paul, Gordon Pownall, Aaron Townsend, David Wake, Peter Thompson | | | |

The Chair introduced Dr Kavita Hayton to Members and, with their agreement, brought forward the item relating to her appointment as a Governor.

318/18 DECLARATIONS OF INTEREST

Dr Nick England in relation to work currently being undertaken with Island schools. Prof Nigel Hastings, whose wife is a governor of the Innovation Trust. Dr David Wake as a member of the UKSA Advisory Board.

319/18 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2018

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

320/18 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2018

It was noted that one of the matters arising had been addressed and the other was on the meeting agenda for consideration.

321/18 APPROVAL OF COMMITTEE MINUTES

Members NOTED the draft Audit Committee minutes of 28 November 2018 and draft Search & Governance minutes of 5 December 2018.

322/18 APPOINTMENT OF NEW GOVERNOR

The Corporation APPROVED the appointment of Dr Kavita Hayton as a Governor for a four-year term commencing 19 December 2018.

323/18 CHAIR'S BUSINESS RATIFICATION OF CHAIR'S ACTION

The Chair explained that he has started the practice of visiting the Head of Department, who is to make a presentation to the Governors, on the morning of that meeting. Having missed the November meeting, he visited Rob Mew and Land based studies two weeks ago, and this morning met Paul Buckland to discuss Hospitality.

The Chair thanked the following for their work over the last month: the Vice-Chair, for covering last month's meeting and for reformatting the Governors' SAR; the five Governors who sat on SAR panels last month (Nigel Hastings, Nick Sinnamon, Sheila Paul, Martyn Pearl and Graham Cooper).

The Chair also commented on the hard work done by the Principal, Peter Thompson, Tracy Bull and Graham Cooper to finalise the audit and to sign off the year's accounts.

He added that he had spoken to the external auditors who had stated that the SMT are very professional, helpful, open and honest. They are doing an excellent job in difficult circumstances, at a time when many other sector colleges are struggling. SMT remains focused on quality, but is mindful of costs and Governors should be reassured by that. It had been agreed that it is an

important part of good governance for the Chair to be in regular contact with the auditors to ensure prompt notification of any audit concerns.

The Chair encouraged all Members to support the College's move towards paperless meetings, as this would have both time and financial savings.

324/18 MONTHLY FINANCE REPORT AND LATEST ESTIMATE

The College Accountant took Members through the report and informed them that the College's management accounts for the four months to November show an operating surplus of £192k (budget forecast of £272k surplus) excluding staff restructuring. This results in an £80k year to date adverse variance. She stated that the adverse variance was primarily due to apprenticeship income not fully achieving its target. Other key variances relate to funding body income showing a minor adverse variance, tuition fee income lower than profiled and pay costs showing slightly higher costs than planned.

The College Accountant then drew Members' attention to the income and expenditure account, noting in particular that tuition fees and advance learner loans are now showing a smaller adverse variance, debtors is reducing, as debt is being collected, and a key financial action remains the rigorous pursuit of outstanding debt. She then completed the report by addressing the key critical sensitivities; staff costs, non-pay costs, income and cash flow.

With regard to the latest estimate, it is showing a minor improvement on October and the College is forecasting a £6k deficit. The current financial health of the College (based on a rolling year of income) would be Good.

A number of questions were asked; including the implications of the reclassification of retention monies in the accounts as trading turnover and whether it would adversely affect the 2018/19 year. The College Accountant confirmed it was a one off benefit, would not affect the current year and will continue to be treated this way in future. Further questions were asked, including clarification on the debtors' position and seeking reassurance that a precedent has been established for recognising Sancus funding as cash flow and not a loan.

The Corporation CONSIDERED the finance report and latest estimate.

Paul Buckland (Head of Enterprise, Enrichment and Schools) joined the meeting at this point. With the agreement of Members, the agenda items were taken out of order.

325/18 HEAD OF DEPARTMENT REPORT: ENTERPRISE, ENRICHMENT & SCHOOLS

The HoD presented his report, which provided Members with an update on the 2017/18 self-assessment report and highlighted best practice in collaborative and community work.

A Member asked if there are any significant competitors on the Island and whether the College is vulnerable to them. The HoD stated that the Hospitality Training Partnership (HTP) is a large organisation and a significant competitor. However, the College provision is different in that, off the job training can be offered. Further questions were asked regarding student progression rates and routes, whether there was a market for short courses, particularly for adults, and whether there was scope for providing training for the Island hospitality sector. The HoD provided comprehensive responses to the satisfaction of Members.

The Chair thanked the HoD for an excellent report and congratulated him on the good progress being made within the department.

The Corporation CONSIDERED the report.

David Hodgkins and Lynne Christopher joined the meeting at this point and Paul Buckland left the meeting.

326/18 COLLEGE ACCOUNTS 2017/18

The Chair reminded Members that the Audit Committee, at its November 2018 meeting, had scrutinised the accounts in detail, along with the lead external auditor. He added that the accounts had been circulated electronically prior to the meeting seeking the approval of Members.

Members thanked the finance team and relevant College officers for their hard work during the 2017/18 academic year.

College Accounts

1. College Accounting Policies
2. Statement of Corporate Governance and Internal Control
3. 2017/18 Financial Statements
4. Final Audit Findings Report
5. Letters of Representation
6. Finance Record
7. Self-Assessment Questionnaire for the Regularity Audit
8. Delamite Ltd: Financial Statements 2017/18
9. Delamite Ltd: Letter of Support
10. Annual Report of the Audit Committee 2017/18.

The Corporation APPROVED the College accounts for 2017/18.

The College Accountant left the meeting at this point.

327/18 INTERNAL AUDIT SERVICE ANNUAL REPORT: YEAR ENDING 31 JULY 2018

The Corporation APPROVED the report.

328/18 COLLEGE RISK REGISTER

The Chair of the Audit Committee informed Members that the risk register had been considered at the Committee's last meeting. It was agreed that by the March 2019 Committee meeting all risk descriptions would be amended (where required) to better describe the context of the risk; all financial values would be reassessed and consideration would be given to any additional risks arising from external change or the recent processes of organisational self-assessment.

The Corporation CONSIDERED this progress in the development and management of the College risk register.

329/18 PRINCIPAL'S REPORT

Members were saddened to learn of the death of Alayna Morris, a College student, and condolences were offered to her family.

Members considered the Principal's report, which addressed keynote speeches at the recent AoC conference, covering apprenticeships, Ofsted developments and college insolvency and how to avoid it. She also drew Members' attention to the FE Commissioner's letter and 2017/18 annual report, the DFE college staff survey for 2018 and general IoW College news.

Members congratulated the College on receiving a Beacon Commended College award for CECAMM and a City & Guilds College Engagement with Employers award. They also congratulated Keri Hughes, on winning the "Inspiring Education Excellence" award at the Isle of Wight Council's inaugural education awards. In response to a question, the Principal identified the development of T levels and the higher teacher pension contributions as significant current issues. She responded to a question regarding engaging with employers to develop T levels by reminding Members that the IoW is not a pilot college but has some development funding and is working hard to develop work placements.

The Chair commented on the AoC's college insolvency report and reminded Members of the importance of being diligent in monitoring College activity, particularly with regard to the curriculum, its delivery and College finances. He then asked a question regarding Ofsted's aim of improving the quality of teaching and learning outcomes. In response, the Assistant Principal

(Students, Teaching & Learning and HR) updated Members on the structural changes being made by Ofsted.

Further questions were asked regarding college insolvency, the outcomes to area reviews, Ofsted proposals and Independent Business Reviews (IBR). The Principal responded in detail to these questions to the satisfaction of Members.

The Committee CONSIDERED the report.

330/18 STRATEGY SESSION JANUARY 2019

The Chair updated Members on the agenda items and reminded them that these had emerged from the individual annual governor reviews. He asked them to contact the Clerk to the Corporation with requests for specific items for the agenda.

Clerk

The Corporation NOTED the strategy session agenda.

331/18 COLLEGE SELF-ASSESSMENT REPORT 2017/18

The Chair thanked Members who had participated in the SAR panels and stated that although the SAR process has been reduced in duration, it was still a robust and thorough review. A Member endorsed this and complimented the College staff on their rigorous approach to self-assessing College provision.

The Assistant Principal (Quality Improvement) took Members through the report, informing them that once the Corporation approved the final grades, the full College summary SAR will be completed and posted on the Ofsted gateway. She added that the College Quality Improvement Plan is currently being finalised and progress updates and monitoring for all QIPs will be undertaken in December 2018, March and June 2019, to ensure that the necessary progress is being made to secure improvements and maintain high standards. The Assistant Principal then drew attention to the report appendices that provided a summary of College grades, strengths and areas for improvement and a table of validated grades for all curriculum and cross-College areas.

Asked whether the revised process achieved what was planned, the Assistant Principal said that it did and the new approach would be retained next year. She added that there had been a small concern regarding not having an external chair of the SAR panels but the new arrangement had worked well and the external perspective provided by Governors had proved extremely helpful. A Governor who had participated in panel meetings said that it had been a very positive experience and provided an excellent opportunity to obtain a greater understanding of curriculum areas.

The Chair asked why, if College outcomes are graded 1, teaching and learning is not graded as a 1. The Assistant Principal (Students, Teaching & Learning and HR) explained that teaching & learning is very good at the College but there are areas for improvement and some inconsistency in the quality of teaching and therefore it is not graded a 1. Responding to further questioning, he added that all teaching has to be good, all curriculum areas need to be upgraded to good and there needs to be consistent stretch and challenge across all curriculum areas.

Discussion then took place regarding the criteria for determining outstanding teaching and a Student Governor provided his thoughts on outstanding teaching, and it was confirmed that the SAR process does involve talking to students.

The Chair thanked all College staff involved in the 2017/18 SAR process.

The Corporation CONSIDERED and APPROVED the 2017/18 College Self-Assessment Report.

332/18 OUTCOMES FOR LEARNERS 2017/18

The Assistant Principal (Quality Improvement) presented her report and Members noted the significant progress. The Assistant Principal responded in detail to a number of questions regarding achievement rates, vocational qualifications, functional skills, achievement rates of 16-18 minority groups and levels of progression.

The Vice Chair of Corporation congratulated the College on an outstanding set of outcomes.

The Corporation CONSIDERED the report.

333/18 HIGH LEVEL PIs AND TARGETS 2018/19: MONITORING REPORT

The Assistant Principal (Quality Improvement) informed Members that the purpose of the report was to monitor outcomes against the high level performance indicators set by Corporation for 2017/18, approve the targets for the new KPIs for 2018/19 and to consider 2018/19 progress to December 2018. She added that the KPIs for 2018/19 had been updated following their review at Corporation in July 2018 where some indicators were removed and new indicators agreed.

Replying to a question regarding the most satisfying areas of progress, the Assistant Principal identified the 16-18 achievement rates and the performance of maths and English and its overall achievement. She was then asked what action had been taken to achieve these improvements and the

Assistant Principal listed the action taken. Further questions were asked on market share and recruitment against target and target setting criteria. A final question was asked regarding how the Governors know that the agreed targets are the right targets. The Assistant Principal responded in detail, citing national guidelines and the adopting of Ofsted best practice.

The Chair congratulated the College on the progress against 2017/18 and 2018/19 targets.

The Corporation REVIEWED the College's performance against 2017/18 targets, APPROVED the proposed targets for 2018/19 and NOTED current progress against 2018/19 targets.

334/18 GOVERNANCE REVIEW 2017/18

Members noted that a self-assessment of governance was undertaken in October 2018 and a draft report produced. However, following discussion at the November Corporation meeting, it was agreed that the report should be redrafted and presented to the December Corporation meeting as a "report on the 2018 review of governance". It was agreed that the revised report better captured the discussion at what had been a thorough review process meeting and a similar approach may be adopted for 2018/19.

The Corporation CONSIDERED the report.

335/18 HEAD OF DEPARTMENT: ENTERPRISE, ENRICHMENT AND SCHOOLS

It was noted that this item had been addressed earlier in the meeting.

336/18 TERMLY SAFEGUARDING REPORT

The Assistant Principal (Student, Teaching & Learning and HR) presented his report, which covered the period September to December 2018.

A question was asked regarding the backlog of 26 staff due to undertake E&D refresher training and the Assistant Principal assured Members that this was in hand. The Chair then asked the staff and student representatives present at the meeting for their thoughts on safeguarding. The student representative indicated that he personally had received excellent support from relevant staff and the staff representative stated that he deals with students with complex issues but the College system is both supportive and effective.

The Corporation CONSIDERED the report.

337/18 TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Students, Teaching & Learning and HR) said that a number of associated matters had been addressed in earlier discussions and he was happy to take questions.

A Member noticed the excellent attendance table on page 2 of the report and asked what action had been taken to generate the improvements. The Assistant Principal listed a wide range of actions that have been relentlessly pursued. Further questions were asked on the timing of lesson observations throughout the year and the linking of reports to include progress being made on stretch and challenge.

The Corporation CONSIDERED the report.

338/18 EQUALITY, DIVERSITY AND INCLUSION POLICY

The Assistant Principal (Students, Teaching & Learning and HR) thanked Governors who had contributed to the development of the policy and, in particular, the designated E&D Governor.

The Corporation APPROVED the updated Equality, Diversity and Inclusion Policy.

339/18 ANY OTHER BUSINESS

There were no items of any other business.

440/18 DATE OF NEXT MEETING

Wednesday, 16 January 2019 Governor Strategy Day at 0845hrs – 1300hrs in room PS11.

Wednesday, 27 February 2019 Corporation meeting at 1600hrs – 1830hrs in room PG11.

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First | Working for Employers | Supporting Our Community