

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 26 FEBRUARY 2020
IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2019/20
GOVERNORS:	Dr Nick England	Chair	✓	3 of 4
	Prof. Nigel Hastings	Vice Chair	✓	4 of 4
	Mrs Debbie Lavin	Principal	✓	4 of 4
	Mr Graham Cooper		✓	4 of 4
	Mr Steve Corbett		0	1 of 4
	Mr James Dziuba	Student Governor	0	3 of 4
	Ms Vicky Egerton	Teaching Staff Governor	0	3 of 4
	Dr Kavita Hayton		✓	3 of 4
	Mr David Hodgkins	Support Staff Governor	✓	4 of 4
	Mrs Christine Palmer		✓	4 of 4
	Mr Gordon Pownall		0	1 of 4
	Mr Martyn Pearl		✓	4 of 4
	Dr Nick Sinnamon		0	3 of 4
	Mr Josh Wyatt	Student Governor	0	2 of 4

IN ATTENDANCE:	Mr Brian Bowker	Clerk to the Corporation	✓
	Mrs Tracy Bull	Director of Finance & Curriculum Planning	✓
	Ms Lynne Christopher	Special Project Advisor	✓
	Mr Peter Thompson	Assistant Principal (Finance & Resources)	✓
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)	✓
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)	✓
	Mr Albert Bargery	New Governor	0
	Ms Charmian Messenger	New Governor	✓
	Mr Peter Sewell	New Governor	0

APOLOGIES:	Mr Albert Bargery, Mr Steve Corbett, Mr James Dziuba, Ms Vicky Egerton, Mr Gordon Pownall, Dr Nick Sinnamon, Mr Josh Wyatt
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With the approval of Members, it was agreed that the item regarding the appointment of new Governors should be brought forward on the agenda.

1/2020 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 Trust.

2/2020 APPOINTMENT OF NEW GOVERNORS

The Corporation APPROVED the appointment of Ms Charmian Messenger; Mr Albert Bargery and Mr Peter Sewell to the Corporation for a period of four years, commencing 26 February 2020.

3/2020 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 18 DECEMBER 2019

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

4/2020 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 18 DECEMBER 2019

It was noted that all the matters arising had been addressed or were in hand for future meetings.

HEAD OF DEPARTMENT UPDATE: ART & DESIGN, MEDIA, PERFORMING ARTS, COMPUTING AND CHILDCARE

The Chair reminded Members that following a presentation by the Head of Department at an earlier meeting, a request was made for a progress update at the February 2020 Corporation meeting.

Following discussion, Members stated that they felt that further work was required to clarify what action is being taken to address the quality issues identified in the report.

The Corporation CONSIDERED the report and asked the Principal to deal with this matter.

DL

5/2020 APPOINTMENT OF NEW GOVERNORS

Addressed earlier in the meeting.

6/2020 GOVERNOR CONTACT DAY: DRAFT AGENDA 2020

The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the purpose of the Governor Contact Day is to provide them with an opportunity to talk to students and staff and learn about their experience of studying and working at the College. He added that the information and insight gained during the day should help inform decision-making as Members of the College Corporation.

The Corporation CONSIDERED and APPROVED the Governor Contact Day programme.

7/2020 NON-CONFIDENTIAL MINUTES OF THE GOVERNORS STRATEGY SESSION 15 JANUARY 2020

The minutes and associated actions were agreed as a true record of the meeting.

8/2020 INSTRUMENT AND ARTICLES OF GOVERNMENT

The Chair stressed the importance of the document and Members then spent time reviewing their key responsibilities identified in the document, noting in particular the responsibilities which must not be delegated by the Corporation.

Members CONSIDERED and APPROVED the updated Instrument and Articles of Government 2020.

9/2020 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

The Chair informed the meeting that earlier that day he had visited the Childcare/Art & Design and Media departments and found the students to be engaged, well behaved and courteous. Two other Members then provided feedback of their recent lesson observation visits and stated that they found them extremely valuable in expanding their knowledge of the teaching and learning process.

The Chair suggested that consideration should be given to developing a "gallery" of previous students who have progressed to successful careers.

DH

The Chair concluded by informing Members that the Isle of Wight MP, Mr Bob Seely, is visiting the College to meet a few governors and senior staff on 27 March 2020. He added that the Lord Lieutenant has also requested a visit to CECAMM and the Principal agreed to arrange a visit.

DL

With the agreement of Members, the meeting agenda was taken out of order and moved to the Head of Department report.

Mr Richard White, Managing Director of CECAMM, joined the meeting at this point.

10/2020 HEAD OF DEPARTMENT REPORT: ENGINEERING

The Chair welcomed the Managing Director of CECAMM to the meeting and asked him to identify the areas of strength, areas for development and action planned to develop the CECAMM provision.

The Managing Director (MD) took Members through his report and a number of questions were asked including where will the student growth come from; how does the department reach the small and medium size enterprises (SME's) that are the supply chain for the larger (GKN, Vestas) organisations; what plans are there for extending across the Solent and recruiting from the mainland; what are the potential areas for recruitment from the mainland and what does the College need to do to improve access. A Member then acknowledged the high quality of the CECAMM facilities but probed the MD on what accessible and affordable training provision is being developed for SME's.

The MD responded in detail to the above questions. He stressed that developing and retaining relationships with both large and small Island businesses was critical to the growth of CECAMM provision but mainland opportunities should also be identified and developed.

The Chair then raised the matter of retention and student satisfaction which was identified as an issue in the report for last year and the Principal provided a response to the retention matters and the associated remedial action being undertaken, also noting current retention is high at, all ages 95% and 16-18 94%. The MD then detailed a comprehensive list of action being taken to address student satisfaction.

The Chair said that he noticed in paragraph 5.1 of the report that there was no description of the quality of teaching and learning and asked for the MD's view of the quality. A supplementary question was asked by a Member regarding the quality of maths teaching and the MD stated that there was a challenge in supporting Level 3 students in this curriculum area. The Chair then asked for an addendum to paragraph 5.1 to specifically describe the quality of teaching and learning.

DL

The Corporation CONSIDERED the report.

The MD left the meeting at this point.

Jenny Webb (Campus and Health & Safety Manager) joined the meeting at this point.

11/2020 HEALTH & SAFETY 2018/19 ANNUAL REPORT

The College Campus and Health & Safety Manager took Members through her report and focused on learner feedback survey data which reported 97% of learners feel safe at College (4% above the national benchmark); 98% of learners are aware of their responsibilities to H&S (8% above the national benchmark) and 96% thought the H&S culture in the College helped them to lead a healthy lifestyle (8% above the national

benchmark). She also informed Members that during 2018/19 there were no RIDDOR accidents. The Chair commented on the high quality of the report and this was endorsed by all Members.

Questions were then asked about the coronavirus outbreak and Members were told that the College is monitoring the situation very carefully, working closely with all relevant organisations and following Public Health England guidelines. The potential financial impact on the College was noted and would be addressed later in the meeting.

A Member asked how Governors can gain assurance regarding testing for, and preventing legionella disease. The Health & Safety representative provided a comprehensive and reassuring response but Members asked for this to be separately identified in future annual reports.

PT

The Corporation APPROVED the Health & Safety Annual Report 2018/19.

The Health & Safety representative left the meeting at this point.

10/2020 MONTHLY FINANCE REPORT: MANAGEMENT ACCOUNTS

The Director of Finance & Curriculum Planning took Members through her report and informed them that the College's management accounts for the six months to January show an operating surplus of £142k (budget forecast of £206k surplus) excluding staff restructuring. This results in a £65k year to date adverse variance.

At the end of January 2020 there was a favourable variance of £11k, making a net difference of £76k.

She stated that the key variances in the month can be attributed to; international income (excluding grants) has an adverse variance of £4k; full cost income has an adverse variance of £7k; tuition fees income has reduced a little further during the month and is showing a £15k adverse variance; pay costs are currently £33k higher than budget and non-pay costs are showing an adverse variance of £57k for the year to date. It was noted that whilst the College has a significant inflow of funds as a result of the Erasmus bid, this money remains on the balance sheet until spent and the project only became active in January 2020.

Questions were asked regarding the risk associated with Erasmus funding and wider risks associated with students not undertaking planned overseas travel as part of contracted bids. Further questions were asked regarding the potential loss of international income and whether the College has identified any mitigating action or alternative sources of income to offset any shortfall. The Assistant Principal (Finance &

Resources) said that the coronavirus and its implications will have a negative impact on international income and this will be factored into future financial estimates. A further question was asked regarding the cleaning contract and whether the College is seeing any of the savings anticipated when the contract was let in 2019. The Assistant Principal responded that savings are being generated by the new contract.

A Member noted that the College is forecasting an end of year surplus of £13k but asked that if a shortfall was being predicted at this stage, what mitigating action would the College be taking and should the Corporation be presented with a plan of action in circumstances where less than, for example, a £50k surplus is being projected.

The Principal responded that very detailed work is currently being undertaken to quantify all financial risks and seek to mitigate them, as is the norm each month. She added that additional High Needs funding has recently been received from the local authority, with the potential for some additional funding from them.

The Corporation CONSIDERED the report.

11/2020 LATEST ESTIMATE

The Corporation CONSIDERED the report.

12/2020 ESFA INTEGRATED FINANCIAL MODEL FOR COLLEGES (IMFC)

The Director of Finance & Curriculum Planning informed Members that the introduction of the IMFC has proved to be a major distraction to the finance function, requiring a significant investment in time to overcome the inherent errors contained within it. As such, the time normally invested in finance activities has been negatively impacted.

The Principal endorsed this comment and stated that a substantial amount of work has been undertaken by the Assistant Principal (Finance & Resources) and the Director of Finance in developing an understanding of the new model. She said that a high number of errors have been encountered and the ESFA have been notified of these and have acknowledged them. Members asked if other FE sector Colleges were experiencing these errors and were informed that they were. The Principal added that, despite these errors, the Corporation was being asked to approve the IFMC.

The Director of Finance stated that a model that balances and accurately reflects the College's current position is being presented and is showing a slightly improving position. She then took Members through the detail of

her report and the IFMC model. *The significant points regarding the IFMC are attached as an appendix to these minutes.*

Discussion then took place and Members thanked the finance staff for the significant amount of work undertaken but also for the clarity of the report and the identification of the specific issues and risks facing the College.

The Corporation APPROVED the Integrated Financial Model for Colleges (IFMC) but NOTED the (ESFA) model errors and expressed their concern about the volume of work required by College Finance staff and would like timely action by the ESFA to address the errors.

14/2020 RESULTS OF FE CHOICES EMPLOYER SURVEY FOR 2018/19

The Director of Services for Students and HR presented his report which provided the Corporation with a summary of the annual employer survey results from 2019. He stated that employer satisfaction remains high and is above the national average for the majority of the questions, however, there has been a decline in satisfaction rates compared to previous years. More detailed analysis of the responses has indicated that satisfaction is lower in the employment sectors for real estate/financial services, construction and agricultural/manufacturing. He added that to address these issues, the College has put in place a number of detailed measures to address employer concerns and improve satisfaction and drew attention to them in the relevant section of the report.

Members thanked the Director for his report and were pleased to note the positive comparison with national benchmarks. They also commented on the specific actions identified to address employer concerns and improve satisfaction and felt confident that they would be implemented.

A question was asked regarding whether there were any patterns to the employer concerns and the Director responded in detail. The Principal added that some employers are not comfortable with some of the off the job training and lack of specific sector related training i.e. engineering training as opposed to composites specific training (as opposed to the broader-based training provided by the College). It is important to note engineers will move around the sector. In addition, there is an issue with externally generated bureaucratic “sign-on” processes that the College is seeking to address.

A Member suggested that surveying employers after a specific activity would probably generate a better response and he stressed that peripheral matters have an impact and the College needs to improve in some areas, particularly in relation to communication.

The Principal stated that the College constantly seeks to improve in all areas of employer provision and welcomed any constructive criticism or notification of particular issues, so that they can be addressed in a timely manner.

The Corporation CONSIDERED the report.

Graham Cooper left the meeting at this point.

15/2020 PRINCIPAL'S REPORT

The Principal provided strategic updates relating to communication from the FE Commissioner; PLASC data analysis; Office for Students registration; "university centre" status; an update on Level 3 retention and College precautions with regard to coronavirus (COVID-19).

It was noted that discussion had taken place earlier in the meeting regarding the serious issue relating to the coronavirus. The Principal then focused on matters concerning the Office for Students (OfS) registration and "university centre" status. The Principal reminded Members that the College is in the process of consolidating all its HE provision with the University of Portsmouth and this process should be completed by the end of the 2020/21 academic year. However, the University of Portsmouth requires colleges who wish to run HLA programmes to do so through their own OfS registration. As a consequence, the College has begun the process of applying to join the OfS registry of higher education providers in England. An annual registration fee of £30,100 is payable to OfS and the Corporation will be notified once the College has successfully completed the registration process.

PUPIL LEVEL ANNUAL SCHOOL CENSUS (PLASC) DATA

The reduction in overall share of student numbers is due partly to a problem with retention on level 3 programmes as well as a small reduction in the share of school leavers. We are now at the low point of school demography, so the overall numbers are projected to increase in the years ahead. The Chair observed that the College has done well to cope with a reduction of full-time students from over 1,800 to about 1,500 over seven years.

The Corporation CONSIDERED the report.

16/2020 GENDER PAY REPORT

This was noted with thanks. The negative pay gap is due to a larger number of women who have jobs in the lower quartile. It was noted, however, that pay is fairly paid for each category of jobs.

The Corporation CONSIDERED the report.

17/2020 PUBLIC SECTOR EQUALITY DUTY REPORT

The Public Sector Equality Duty Report was noted. A governor remarked that the College goes well beyond its statutory requirement and that Equality and Diversity is a great strength of the College. The Chair asked the Assistant Principal (Students, Teaching & Learning and HR) to pass on the Board's thanks to Rosie Barnard for the excellent report and work done in this important area of the College's life.

The Corporation CONSIDERED the report.

19/2020 ANY OTHER BUSINESS

There were no items of any other business.

20/2020 DATE OF NEXT MEETING

Wednesday, 25 March 2020 at 1600hrs – 1830 hrs in room PG11.

Chairman: _____ Date: _____

MISSION STATEMENT

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