

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 27 MARCH 2019
IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2018/19
GOVERNORS:	Dr Nick England	Chair	✓	4 of 5
	Prof. Nigel Hastings	Vice Chair	✓	4 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Mrs Christina Conroy		✓	4 of 5
	Mr Graham Cooper		✓	4 of 5
	Mr Steve Corbett		✓	3 of 5
	Dr Kavita Hayton		✓	3 of 3
	Mr David Hodgkins		✓	5 of 5
	Mr Ryan Kimber	Student Governor	✓	4 of 5
	Mrs Christine Palmer		✓	1 of 1
	Mrs Sheila Paul		✓	4 of 5
	Mr Gordon Pownall		✓	4 of 5
	Mr Martyn Pearl		✓	5 of 5
	Mr Finn Ratsey-Woodroffe	Student Governor	0	4 of 5
	Dr Nick Sinnamon		✓	5 of 5
	Mr Aaron Townsend	Student Governor	0	3 of 5
	Dr David Wake		✓	5 of 5
Mr Steve Winfield-Hunt		✓	5 of 5	

IN ATTENDANCE:	Ms Lynne Christopher	Special Project Advisor	✓
	Mr Peter Thompson	Assistant Principal – Finance & Resources	✓
	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:	Mr Finn Ratsey-Woodroffe, Mr Aaron Townsend		

Prior to the meeting commencing, the Chair of Corporation informed Members that Mrs Sheila Paul was retiring as a Governor of the College. He stated that her contribution to the College for over ten years had been significant and he thanked her and wished her well in her future endeavours. These sentiments were fully endorsed by all Governors.

17/19 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. Mr Steve Corbett as an employee of Portsmouth University and a Governor at St Francis Primary School.

18/19 APPROVAL OF THE NON-CONFIDENTIAL AND STAFF & STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2019

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

20/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2019

The HR Manager provided an update on a recent meeting about NHS information that is available for mental health support and definitions around stress and depression. It was noted that all other matters arising had been addressed or were on the meeting agenda.

**21/19 APPROVAL OF COMMITTEE MINUTES
DRAFT SEARCH & GOVERNANCE MINUTES OF 13 MARCH 2019**

The Corporation NOTED the minutes.

DRAFT AUDIT COMMITTEE MINUTES OF 6 MARCH 2019

The Corporation NOTED the minutes.

22/19 RE-APPOINTMENT OF GOVERNOR

The Corporation RE-APPOINTED Mr Steve Corbett for a four-year term, with effect from 1 April 2019.

23/19 APPOINTMENT OF CHAIR AND VICE CHAIR OF CORPORATION

The Corporation unanimously APPROVED the appointment of

- i) Dr Nick England as Chair of Corporation and
- ii) Professor Nigel Hastings as Vice Chair of Corporation for a further 12 month period.

Professor Hastings explained to Members the rationale for appointing the Chair and Vice Chair of Corporation annually and he informed Members that he will stand down as Vice Chair in July 2020.

24/19 CHAIR'S BUSINESS RATIFICATION OF CHAIR'S ACTION

The Chair informed Members that he had no specific items of business but commented on his enjoyable experience when lunching in the refectory that day and observing groups of pleasant and well-mannered students.

25/19 MONTHLY FINANCE REPORT AND LATEST ESTIMATE

The College Accountant informed members that the management accounts for the seven months to February show an operating surplus of £222k (budget forecast of £101k surplus) excluding staff restructuring. This results in a £121k year to date favourable variance. She added that the adverse variance at the end of February 2018 was £178k, primarily due to apprenticeship income not being achieved to target. She identified the key variances in the month and stated that control of non pay, achievement of income, control of sessional pay spend and full deployment of under-deployed staff remained critical areas for attention. Questions were then asked regarding potential income from international work (£60k) and income from the maths and English grant (£80k forecast to be received by the end of March 2019).

The Corporation CONSIDERED the report.

26/19 LATEST ESTIMATE AT FEBRUARY 2019

Members were informed that bank covenant modelling continues to be undertaken and discussions on the application of the working capital facility have been undertaken with RMS, with positive outcomes. The College Accountant added that Barclays Bank have been notified of the termination of the overdraft facility, due to end in April 2019 and the latest estimate has been modelled into the finance record and shows a financial health of Good.

The Chair thanked the Assistant Principal (Finance & Resources), the College Accountant and the rest of the finance team for their clear and comprehensive reporting of College finances. The Vice Chair of the Audit Committee endorsed these comments and reported on a very professional presentation by the College Accountant at a meeting with the external auditors.

The Corporation CONSIDERED the report.

27/19 INTERNAL AUDIT CONTRACT

The Assistant Principal (Finance & Resources) took Members through his performance review of the Southern Internal Audit Partnership (SIAP) and stated that, following discussion at the recent Audit Committee meeting, it was recommended that SIAP be re-appointed. The Chair of the Audit Committee supported this recommendation and added that the College receives a very professional and cost effective service from SIAP, particularly when compared to costs paid by other sector colleges for their internal audit service.

The Corporation APPROVED the appointment of Southern Internal Audit Partnership as College internal auditors for a five-year period to July 2024.

28/19 AMENDMENT TO BANK SIGNATORIES

The Corporation APPROVED the updated list of signatories held by Barclays Bank.

29/19 PRINCIPAL'S REPORT

The Chair of Corporation informed Members that the Principal's report would be taken in two parts, with a number of confidential items to be considered at the end of the meeting. The Principal drew Members' attention to the report appendices regarding the financial position of colleges and the impact of Brexit on colleges. The Chair commented on the decline in sector funding and the reduced number of colleges and Members noted the financial case study of West Nottinghamshire College.

The Corporation CONSIDERED the non-confidential items in the Principal's Report.

30/19 HIGH LEVEL PERFORMANCE INDICATORS 2018/19: MONITORING REPORT

The Assistant Principal (Quality Improvement) took Members through her report and the Chair thanked her for a comprehensive set of complex data that was accessible and that clearly identified key areas of concern.

The Vice Chair of Corporation reported on a maths and English sub group meeting held earlier that day, stating that five of the red rated quality outcomes relate to maths and English. However, he added that the problem relates to retention not progress and attainment. The policy of recruiting students onto two year programmes has not been successful due to the number of students who did not return to the second year of their programme. This has adversely affected 18/19 retention data and will impact this year's results. This practice has been discontinued as a consequence of this impact.

The Corporation CONSIDERED the report.

31/19 HUMAN RESOURCES ANNUAL REPORT

The HR Manager took Members through his report, stating that it provides an overview of HR activities at the College across four themes; recruitment and retention; workforce development; managing organisational change and development and managing people and compliance. He explained the rationale for presenting the report in such a format and then drew attention to the key risks facing the College.

A number of questions were asked including how many staff would receive the minimum pay rate increase (circa 40), is there a narrowing of the band between higher and lower paid staff? The HR Manager stated that the band

is narrowing and a range of options are being considered to accelerate this and will be presented to Corporation in a pay structure report. The Chair commented that this is another example of government pressure, to improve the minimum wage but without providing additional resources.

A Member said that he was reassured to see a commitment to middle manager training and further questions were asked regarding training managers to ensure timely succession planning. The HR Manager stated that the College is very active in mapping areas of current and future need and responding with appropriate training.

A question was asked regarding the local employment market and where the College is attracting applications from. Members were informed that the College does not often receive applications from the mainland and, where they do, the applicants often have Island links.

Steve Winfield-Hunt joined the meeting at this point.

Further questions were asked and discussion took place regarding the potential for the College developing consultancy roles, for example with regard to apprenticeships. The Chair said that he was interested in the reference to promoting health and wellbeing and the HR Manager expanded on the work being done within the College and, in response to a question, added that this provision could be open to Governors.

The HR Manager was thanked for providing a very comprehensive and well-written report and was commended on his commitment to integrating HR into College activity.

The Corporation CONSIDERED the report.

Samm Rooney joined the meeting at this point.

32/19 HEAD OF DEPARTMENT: FOUNDATION LEARNING AND HIGH NEEDS

The Head of Department took Members through her report providing an update on the current performance of the Foundation Learning and High Needs Department, including cross-College additional learning support in relation to Special Educational Needs (SEN) legal duties.

A Member commented that he had recently sat in on High Needs teaching sessions and considered the work to be outstanding. A number of questions were asked, including how the EHCP reviews were co-ordinated, how the department links with other organisations on the Island to ensure smooth transition for students leaving College, how the service to students was likely to evolve and develop over the next five years and why the Island could possibly be considered a “net importer” of students with high needs and what the reasons for that were. Further questions were asked including the benefits of the Duke of Edinburgh Scheme on students and the Head of

Department responded in detail to all questions to the satisfaction of Members.

The Corporation CONSIDERED the report.

Samm Rooney left the meeting at this point.

33/19 GUIDANCE FOR STUDENTS WITH A DISABILITY ANNUAL UPDATE

The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the aim of the document was to provide helpful information on the education opportunities available at the College for students with disabilities. The updates to the document were noted and a Member provided the Assistant Principal with written comments for consideration.

The Corporation APPROVED the March 2019 update to the Guidance for Students with a Disability.

34/19 TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Students, Teaching & Learning and HR) stated that the purpose of the report was to provide Members of the Corporation with an evaluation of the quality of teaching, learning and assessment at the College and an update on work to further enhance standards in these key areas.

Members noted the strengths listed in the report but focused on the areas for improvement which included the use of ILT to support learning and the quality of learning. The Assistant Principal drew particular attention to “stretch and challenge” as an area where significant work has been done and is now appearing as an emerging strength. A question was then asked regarding the total number of lecturers observed and the Assistant Principal responded that it was not so much the number of lecturers observed as the context and he expanded on the detail and nature of the College’s approach to lesson observations. He informed members that different approaches are adopted for different members of staff, depending on previous observation outcomes and whether there are causes for concern.

The Student Governor was asked for his experiences of lesson observations and he stated that they were conducted professionally but inevitably had an impact on classroom dynamics.

The Corporation CONSIDERED the report.

35/19 EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIPS LOG

Members considered the log of projects and partnerships and questions were asked about the logging of work sub contracted both in and out of the College, the age of students participating in school programmes and the nature of that provision.

The Corporation CONSIDERED the report.

36/19 PRINCIPAL'S REPORT PART TWO (*Staff & Student Confidential*)

37/19 PROPOSED CHANGES TO THE SENIOR AND MIDDLE MANAGEMENT STRUCTURE (*Staff, Student and SMT Confidential*)

38/19 ANY OTHER BUSINESS

There were no other items of business.

39/19 DATE OF NEXT MEETING

Wednesday, 24 April 2019 Corporation meeting at 1600hrs – 1830 hrs in room PG11.

Chairman: _____ Date: _____

MISSION STATEMENT

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