

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 17 JULY 2019
IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2018/19
GOVERNORS:	Dr Nick England	Chair	✓	7 of 8
	Prof. Nigel Hastings	Vice Chair	✓	6 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Mrs Christina Conroy		✓	6 of 8
	Mr Graham Cooper		✓	6 of 8
	Mr Steve Corbett		0	4 of 8
	Dr Kavita Hayton		✓	5 of 6
	Mr David Hodgkins	Support Staff Governor	✓	8 of 8
	Mr Ryan Kimber	Student Governor	✓	7 of 8
	Mrs Christine Palmer		✓	3 of 4
	Mr Gordon Pownall		0	5 of 8
	Mr Martyn Pearl		0	7 of 8
	Mr Finn Ratsey-Woodroffe	Student Governor	0	4 of 8
	Dr Nick Sinnamon		✓	8 of 8
	Mr Aaron Townsend	Student Governor	0	3 of 8
	Dr David Wake		✓	8 of 8
	Mr Steve Winfield-Hunt	Teaching Staff Governor	✓	7 of 8

IN ATTENDANCE:	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Mr Steve Corbett, Mr Martyn Pearl, Mr Gordon Pownall, Mr Finn Ratsey-Woodroffe, Mr Aaron Townsend		

The meeting commenced with a congratulatory address to the 2019 Isle of Wight Education Award recipients, Pat Suttman and Lindsay Davies. The College submitted five staff for consideration for the Education Awards, which resulted in three winners out of eight categories. Katy Edmunds was the third award winner but, unfortunately, she was unable to attend the Corporation meeting.

The Chair of Corporation thanked Ryan Kimber for his contribution as a Student Governor during the 2018/19 academic year and congratulated him for the award of the National BTEC Engineering Student of the Year. The Chair then thanked Mr Steve Winfield-Hunt for his contribution over two years as a Staff Governor.

The Chair of Corporation thanked Dr David Wake for his outstanding contribution to the College over a 14-year term as a governor. Members fully endorsed this statement and Dr Wake was presented with a gift.

72/19 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. Dr David Wake as a member of the UKSA Advisory Board.

73/19 APPROVAL OF THE NON-CONFIDENTIAL AND STAFF, STUDENT & SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22 MAY 2019

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

74/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 22 MAY 2019

It was noted that all the matters arising have been addressed.

75/19 CALENDAR OF CORPORATION MEETINGS 2019/20

The Corporation APPROVED the calendar of meetings subject to an open evening date amendment.

76/19 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

The Chair provided Members with an update of his and the Clerk's visit to Fareham College to observe a Corporation meeting. He stated that the visit had been useful and he had enjoyed a brief tour of the college and its facilities. With regard to the Corporation meeting, it was conducted professionally although he felt that the level of engagement by individual Governors was not as great as that exhibited by Governors at the Isle of Wight College.

There was then a discussion regarding the size and composition of the Corporation and the Clerk reminded Members that a review of membership had been prompted by discussion at the June Search & Governance Committee meeting. Written communication from Members unable to attend the meeting supported retention of the current Corporation size and composition and this view was endorsed by Members at the meeting.

A brief discussion then took place regarding the production and circulation of electronic meeting papers and it was agreed that a further review should take place in September 2019.

Clerk

The Corporation CONSIDERED the report.

77/19 DRAFT TWO YEAR FINANCIAL FORECAST AND 2019/20 BUDGET

The Assistant Principal (Finance & Resources) presented his report. A Member said that in previous years reducing College pay costs has been a challenge and given the need to reduce by £470k how and when will this be achieved? The Principal said that this would be addressed when considering

the latest estimate in the Staff and Student Confidential part of the meeting. It was noted that the forecast and budget will need to be reviewed and resubmitted to the ESFA in January 2020. A Member asked if this January review was linked to a potential change in public expenditure and whether consideration should be given to the impact of a significant fall in the value of the UK pound. The Assistant Principal stated that there was currently no ESFA guidance on this.

The Corporation APPROVED the two-year financial forecast and 2019/20 budget.

78/19 MONTHLY FINANCE REPORT AND LATEST ESTIMATE

The College Accountant took Members through the management accounts for the 11 months to June, which show an operating surplus of £140k (budget forecast of £52k surplus) excluding staff restructuring. This results in an £87k year to date favourable variance. She stated that the key variances in the month can be attributed to; funding body income showing a minor adverse variance; international income showing an £82k favourable variance for the year to date, in line with the latest estimate, and pay costs being higher than budget but in line with the latest estimate. She added that control of non-pay, achievement of income, control of sessional pay spend and full deployment of under-deployed staff remain the critical areas for attention.

A question was asked regarding the debtors position and the College Accountant provided a reassuring response. A Member commented on the positive debtors' position and stressed how challenging the current financial position is and congratulated the Finance team on their excellent work.

The Corporation CONSIDERED the report.

79/19 LATEST ESTIMATE (*Staff & Student Confidential*)

80/19 AUDIT COMMITTEE REPORT

The Corporation CONSIDERED the Audit Committee report and APPROVED the

- i) College Accounting Policies
- ii) Internal Audit Plan 2019/22
- iii) External Planning Memorandum
- iv) Financial Regulations and Procedures.

81/19 RESULTS OF FE CHOICES EMPLOYERS' SURVEY 2018/19

It was noted that survey results are not currently available and this will be addressed at the October 2019 Corporation meeting.

82/19 TUITION AND OTHER FEES POLICY (INCLUDING FEE REMISSION)

It was noted that this would be circulated by the Clerk during the summer recess for approval by Corporation.

Clerk**83/19 CLEANING CONTRACT RENEWAL (Confidential)**

The Assistant Principal (Finance & Resources) informed Members that the College cleaning is a contracted out service and the current contract is now due for renewal. He added that the College has a well-established relationship with its current contractors, KGB Cleaning Limited, who have serviced the College for the last five years. With the contract ending, an opportunity has arisen to explore possible changes to cleaning specifications, leading to savings without jeopardising the overall cleanliness of the estate.

The Assistant Principal then took Members through the action taken by the College during the last four months. This included meetings with KGB Cleaning Limited to discuss the current contract and cleaning specification, with a view to identifying an alternative approach that might lead to significant financial savings. He then presented four options to Members for consideration and a number of questions ensued. He was asked if he was confident that there would not be a challenge regarding operating outside OJEU regulations and the Assistant Principal responded that he felt that the risk was low given the significant effort that had gone into trying to identify potential tenderers.

The Corporation APPROVED the letting of the cleaning contract to KGB Cleaning Limited based on Final Option 1 at a saving of £62,826 on current cost.

The Chair commented that the current standard of internal cleaning was good. He added that thanks should be given to Graham Crouch for his excellent work on the College grounds.

84/19 PRINCIPAL'S REPORT

The Principal commenced her report by informing Members of the death of a former Pathways learner, Michelle Herbert-Smith, who had recently passed away. It was noted that the Principal had written a letter of condolence to Michelle's family and Members offered their sympathy. The Principal then thanked Student Governor, Ryan Kimber, who has won the National BTEC Engineering Student of the Year 2019 and also informed the meeting that the Isle of Wight College Finance team has been shortlisted for "Finance Team of the Year" in the 2019 British Accountancy Awards. A further success was noted, namely that the College has been successful in an Erasmus+ international bid worth €772k.

The Principal then addressed the following; the post 18 education review (the Augar review); social mobility; technical levels and the independent panel report to the Review of Post 18 Education and Funding (May 2019). A question was asked regarding T Levels and whether an appropriate level of funding will be provided to deliver them effectively. The Principal responded that funding levels are unclear at the current time.

The Corporation CONSIDERED the report.

85/19 AOC SENIOR POST HOLDER REMUNERATION CODE

The Corporation ADOPTED the AoC Senior Post Holder Remuneration Code.

86/19 COLLEGE RISK REGISTER

The Assistant Principal (Finance & Resources) provided a brief summary of the current key risks identified in the College risk register and Members noted that careful scrutiny of the register had been undertaken by the Audit Committee at its June 2019 meeting.

The Corporation NOTED the report.

87/19 PERFORMANCE INDICATORS AND TARGETS

2018/19 MONITORING REPORT

The Assistant Principal (Quality Improvement) took Members through her report identifying progress against the 2018/19 high level measures and targets and drew attention to concerns relating to retention, particularly in maths and English and income/learner numbers for 16-18 and 19+. A number of questions were asked by Members and the Assistant Principal replied to their satisfaction.

The Corporation CONSIDERED the report.

2019/20 HIGH LEVEL MEASURES AND KEY PERFORMANCE INDICATORS (PI's)

The Assistant Principal (Quality Improvement) took Members through the report and reminded them that they were required to agree and approve the performance indicators for 2019/20.

The Assistant Principal stated that new performance indicators for discussion were highlighted in yellow and proposed that those highlighted in red be removed. PIs in blue denote wording changes/amendments to the existing key performance indicator. Purple is an early indicator of a potential future change. She added that once PIs are amended, the numbering will be re-ordered as appropriate.

Members carefully considered the summary of proposed changes and discussed them in detail. A number of questions were asked and the Assistant Principal provided comprehensive responses.

The Corporation CONSIDERED and APPROVED the 2019/20 High Level College Performance Indicators.

88/19 PAY FRAMEWORK AND MARKET SUPPLEMENT POLICIES

The Chair introduced this item by stressing the importance of this area of work and congratulated the HR Manager on a very clear and concise paper. The HR Manager then took Members through his report drawing particular attention to section 4, which provided an overview of the key risks and issues associated with the pay framework. In addition it was noted that there will be an additional increment introduced for each job family at AP04 and above from 1 August 2019.

A lengthy discussion took place which included a recommendation that a sub group should be established to oversee implementation of the framework and that a Governor should be a member of the group. A question was asked regarding part time staff pay rates and what other colleges were doing to address this area and whether the IoW College is actively networking. A further question was asked regarding managing staff workloads, particularly staff engaged in teaching maths and English, and whether the proposal will have a negative knock-on effect. The HR Manager, Special Projects Advisor and Principal responded in detail to Members' satisfaction.

Clerk

Further questions were asked, including what the impact on staff/student ratios might be, for clarification on the potential benefits or negative impact on full time staff and staff on 'half time' contracts.

A question was then asked regarding whether trade union representatives would be included on any working group and Members were informed that this would not be the case, as this would be a separate working management group. The Principal then said she would value a task and finish group to consider, for example, moving to a four day week, staff pensions, etc. The Chair then requested an update on progress at the November 2019 meeting, following further work on the pay framework.

Clerk/DH

The Corporation APPROVED the Pay Framework Policy 2019/20.

89/19 TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Students, Teaching & Learning and HR) took Members through his report. Members congratulated him on the significant improvement in student attendance at maths and English classes and the improvement in stretch and challenge.

The Chair thanked the Assistant Principal for his report and asked for evidence of improvement in teaching and learning from term to term in future reports. It was recognised that by comparing data from one report to another that progress could be monitored and that reports should clearly identify good progress.

RW

The Corporation CONSIDERED the report.

90/19 PARENTS' SURVEY 2019

The Assistant Principal (Students, Teaching & Learning and HR) presented his report which showed continuing high levels of satisfaction amongst parents of students at the College, as evidenced for example through their response to the question: "Overall I am happy with my child's experience at college" - 14-16 100%, 16-18 97%. Members agreed that the survey feedback was very positive but expressed disappointment at the low response rate by students.

The Corporation CONSIDERED the report.

91/19 DRAFT SEARCH & GOVERNANCE MINUTES OF THE MEETING OF 12 JUNE 2019

The Corporation NOTED the minutes.

92/19 DRAFT AUDIT COMMITTEE MINUTES OF THE MEETING OF 12 JUNE 2019

The Chair of the Audit Committee informed Members that two out of the three areas reviewed at the last audit received "substantial assurance", one of which was off-site activities which is a particularly demanding area to manage and monitor.

The Corporation NOTED the report.

93/19 LEARNER INVOLVEMENT POLICY AND PROGRESS UPDATE

The Corporation NOTED the report.

94/19 SAFEGUARDING TERMLY REPORT

The Corporation NOTED the report.

95/19 ANY OTHER BUSINESS

There were no items of any other business.

96/19 DATE OF NEXT MEETING

Wednesday, 16 October 2019 Corporation meeting at 1600hrs – 1830 hrs in room PG11 preceded by Governance SAR session.

Chairman: _____ Date: _____

MISSION STATEMENT

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