

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 21 MARCH 2018
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2017/18
GOVERNORS:	Dr Nick England	Chair	0	4 of 5
	Prof. Nigel Hastings	Vice Chair	✓	5 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Mr Graham Cooper		✓	4 of 5
	Mr Steve Corbett	Approved leave of absence		
	Mr Robert Davies	Student Governor	0	3 of 5
	Ms Lisa Flaherty	Student Governor	✓	5 of 5
	Mr Matt Grzegorzewski		✓	3 of 5
	Ms Catherine Jackson	Support Staff Governor	✓	4 of 5
	Mr Ben Lyon	Student Governor	✓	5 of 5
	Ms Ginnie Orrey		✓	5 of 5
	Mrs Sheila Paul		✓	4 of 5
	Mr Martyn Pearl		✓	4 of 5
	Mr Gordon Pownall		✓	4 of 4
	Dr Nick Sinnamon		✓	5 of 5
	Dr David Wake		✓	5 of 5
	Mr Steve Winfield-Hunt	Teaching Staff Governor	✓	2 of 3
Attendance % this meeting:	86.67%	Present at this meeting:	13 of 15	
Attendance % year to date:	83.54%	Total attendance year to date:	66 of 79	

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	✓
	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 Robert Davies (CW)		

The meeting was chaired by the Vice Chair of Corporation in the absence of the Chair of Corporation.

198/18 DECLARATIONS OF INTEREST

Prof Nigel Hastings, whose wife is a governor of the Innovation Trust.
Dr David Wake as a member of the UKSA Advisory Board.

199/18 APPROVAL OF THE NON-CONFIDENTIAL, CONFIDENTIAL AND STAFF & STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 28 FEBRUARY 2018

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

200/18 MATTERS ARISING FROM THE MINUTES OF 28 FEBRUARY 2018

It was noted that the two matters arising had been addressed. The Clerk
agreed to circulate the revised table relating to public sector equality duty.

Clerk**201/18 COMMITTEE MINUTES****DRAFT SEARCH & GOVERNANCE MINUTES OF 21 FEBRUARY 2018**

The Corporation NOTED the minutes.

DRAFT AUDIT COMMITTEE MINUTES OF 7 MARCH 2018

The Chair of Audit informed Members that the internal auditors had given “substantial assurances” to all of the areas audited during their recent visit. The auditors had commented that this was an excellent outcome and highly unusual.

The Corporation NOTED the minutes.

202/18 APPOINTMENT OF CHAIR AND VICE CHAIR OF CORPORATION

Dr Nick England was proposed by Sheila Paul and seconded by Ginnie Orrey for the role of Chair of Corporation.

Professor Nigel Hastings left the meeting at this point.

Professor Nigel Hastings was proposed by Graham Cooper and seconded by David Wake for the role of Vice Chair of Corporation.

The Corporation unanimously APPROVED the appointments of Dr Nick England and Professor Nigel Hastings as Chair and Vice Chair of Corporation respectively for the 2018/19 academic year.

203/18 CHAIR'S BUSINESS

The Chair informed Members that the three key areas of focus for the meeting were; the high level performance indicators, the quality of teaching and learning report and the CECAMM progress report.

204/18 MONTHLY FINANCE REPORT: LATEST ESTIMATE AND MANAGEMENT ACCOUNTS

The College Accountant took Members through the management accounts for the seven months to 28 February 2018, identifying and explaining the variances. She stated that the management accounts show an operating surplus of £163k (budget forecast of £341k surplus) excluding staff restructuring. This results in £178k year to date adverse variance. She added that an important factor is that whilst pay is within budget, the level of budget income has not been achieved and actual pay costs as a percentage of income are 57.7%, whilst the budget ratio for the year to date planned for 55.6%. The College Accountant then identified the key risks and outlined the action being taken to mitigate them. She stated that the College is forecasting a year end position of -£119k after mitigations, which is a worsening position since the last report which forecast a year end position of -£49k, which is largely due to a lower than forecast anticipated take up of 24+ student loans.

The Chair asked for the detail relating to the negative impact of the student loans issue. The College Accountant provided a response to the satisfaction of Members.

A Member questioned the value of the finance reports in terms of detail, particularly regarding targets and how effectively governors can monitor progress towards achieving identified targets. The Principal responded in detail and reminded Members of the monitoring role provided by the internal auditors, the banks and the ESFA in College financial processes and procedures. She added that further information regarding progress towards achieving identified actions could be provided. A further question was asked regarding the specific action being taken to improve the financial position by the year end and the Principal provided a detailed response.

DL

A Member stated that given the College's projected outturn, it was important that Governors continued to receive the information to enable them to provide effective scrutiny.

The Corporation CONSIDERED the report.

The College Accountant left the meeting at this point.

The Managing Director of CECAMM joined the meeting at this point.

205/18 PRINCIPAL'S REPORT (*Confidential*)**206/18 HIGH LEVEL PERFORMANCE INDICATORS 2017/18 MONITORING REPORT**

The Assistant Principal (Quality Improvement) took Members through her report and drew attention to the items listed in the headline summary. The Chair thanked her for a very clear and helpful report and said that it was good to see continued improvement in student results and attainment.

A number of matters were raised and questions asked, noting that student attendance at maths and English is an issue and asking what level of analysis is undertaken to ascertain from students what the significant attendance issues are. The Chair stated that the same issue arises in the quality of teaching and learning report and could be addressed at that stage of the meeting. The Assistant Principal clarified the wording relating to student satisfaction, regarding the teaching of functional skills and GCSE maths, and a question was then asked about what impact the electronic marketing is having with regard to full cost income. The Assistant Principal (Finance and Resources) explained that it was helping to speed up the enrolment processes and respond more quickly to needs, which may improve income generation.

The Chair concluded by thanking the Assistant Principal (Quality Improvement) for a good report and helpful comparative data with other institutions.

The Corporation CONSIDERED the report.

With the agreement of the meeting, the agenda was reordered to take the CECAMM report.

207/18 HEAD OF DEPARTMENT REPORT: CECAMM

The Managing Director of CECAMM took Members through his report and referenced the impact of a potential takeover of GKN on CECAMM activity. He outlined the excellent relationship with GKN Aerospace and MHI Vestas and the improving employer relationships with a range of Island engineering and technology employers. He stated that student feedback from Level 1/Level 2 courses was positive and there had been a significant increase in Level 3 recruitment for 2018/19. Primary and secondary schools are being engaged through a range of initiatives including taster sessions, invitations to Head Teachers to CECAMM and the F1 Challenge. Indirect links are also being developed, for example hiring out rooms to external organisations and providing access for GKN staff to CECAMM canteen facilities.

The Managing Director was asked about risks facing CECAMM and he identified the key risks as staff turnover, a national reduction in

apprenticeships, the implementation of T levels and associated work experience, Level 3 (Year 1) student retention due to poor maths ability and the potential inability to meet employer demand for higher level electronic engineering provision.

The Chair congratulated the Managing Director for the significant progress at CECAMM and noted that many of the risks identified were common nationally and within the HE sector. He then asked the two Student Governors, both CECAMM students, to outline their experiences of studying in the centre. Both students were very positive about their experience and felt that there was evidence of ongoing development and they encouraged further integration between different courses and student groups.

A range of questions was asked including; will CECAMM hit its projected student recruitment targets, has there been any change in employer response and willingness to support apprenticeships, have reasons been identified for inertia in some employer take up, will some of the student growth feed into the current financial position and are there any tangible benefits to the wider networking?

The Managing Director responded in detail to these questions and to Members' satisfaction.

The Chair thanked the Managing Director for the report and the excellent work being delivered and developed at the CECAMM centre.

The Corporation CONSIDERED the report.

The Managing Director and Assistant Principal (Finance & Resources) left the meeting at this point.

208/18 EQUALITY AND DIVERSITY

The Assistant Principal (Students, Teaching & Learning and HR) introduced his report and informed Members that its purpose was to provide an update on the College's progress regarding equality and diversity and approve revisions to related documents. He stated that the College continues to make good progress to positively promote equality and diversity and, once again, equality and diversity was judged to be outstanding in the 2016/17 SAR. He then took Members through the Equality & Diversity Policy, the Equality & Diversity Statement and the Supporting Students with a Disability document. He added that the College intends to review its E&D Policy during the next 12 months, with the intention of significantly simplifying and condensing it.

The Assistant Principal was asked if the College seeks feedback from students

and parents regarding the accessibility of the policy and he considered this a good suggestion and would be implemented. The designated E&D Governor asked if he could have sight of E&D papers prior to their submission to Corporation.

RW

Members identified a few minor accuracy issues and then questions were asked regarding marriage and gender references on pages 19 and 20 of the E&D Policy and the Assistant Principal agreed to check these and revise where appropriate.

RW

A Member raised the matter of what he considered to be unhelpful media wording regarding disabled access to the College during adverse weather and the Principal agreed to address this.

DL

The Corporation APPROVED:-

- (i) The Equality & Diversity Policy, including objectives
- (ii) The annual Equality & Diversity Statement
- (iii) Guidance for Students with a Disability.

209/18 QUALITY OF TEACHING AND LEARNING REPORT INCLUDING THE EFFECTIVENESS OF IMPROVEMENT MEASURES

The Assistant Principal (Students, Teaching & Learning and HR) provided Members with a summary of the quality of teaching, learning and assessments at the College and an update on work to further enhance standards in these key areas.

The Chair asked a question regarding the lack of evidence to identify the impact of actions identified in the report and how they relate to actions and progress identified in previous T&L quality reports. A specific question was asked regarding identifying the reasons why students do not attend English and maths as regularly as required and what action is being taken to address poor attendance. The Assistant Principal was asked what does the analysis of attendance data indicate and how does the College use that data in challenging poor attendance? Further questions were asked regarding staff attitude towards being observed and the limited reference in the report to “stretch and challenge”.

The Chair stated that regarding English and maths there is very good, imaginative and innovative work being undertaken by the staff but in other areas, where action is identified to address poor performance, there is a lack of evidence of impact evaluation in succeeding reports. The Assistant Principal agreed to address this.

RW

Members were then informed of the current procedures for recording,

analysing and monitoring student attendance at maths and English.

The Corporation CONSIDERED the report.

210/18 SAFEGUARDING REPORT

The Assistant Principal (Students, Teaching & Learning and HR) delivered his report and drew particular attention to the Children's Assessment and Safeguarding Teams (CAST) and its implementation by the local authority, the removal of the Social Care Education Professional (SCEP) role in the authority, the Local Area Designated Officer (LADO) and the current status of staff training within the College.

The Chair thanked the Assistant Principal for his report and congratulated the College on its continuing good work in the area of safeguarding.

The Corporation CONSIDERED the report and APPROVED an extension of the Safeguarding Policy to 30 April 2018.

211/18 EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIPS LOG

The Corporation NOTED the report.

212/18 ANY OTHER BUSINESS

The Chair informed Members that there was a staff and student confidential item to be considered.

The Chair reminded Members of the Governor Contact Day starting at 09.30hrs to 13.00hrs, followed by the Corporation meeting at 14.00hrs.

213/18 DATE OF NEXT MEETING

Wednesday 25 April 2018 at 14.00hrs – 16.30hrs in room L8.

Chairman: _____ Date: _____

<p style="text-align: center;">MISSION STATEMENT Putting Students First Working for Employers Supporting Our Community</p>
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