

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 24 APRIL 2019**  
**IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2018/19
<b>GOVERNORS:</b>	Dr Nick England	Chair	✓	5 of 6
	Prof. Nigel Hastings	Vice Chair	✓	5 of 6
	Mrs Debbie Lavin	Principal	✓	6 of 6
	Mrs Christina Conroy		0	4 of 6
	Mr Graham Cooper		✓	5 of 6
	Mr Steve Corbett		✓	4 of 6
	Dr Kavita Hayton		✓	4 of 4
	Mr David Hodgkins		✓	6 of 6
	Mr Ryan Kimber	Student Governor	✓	5 of 6
	Mrs Christine Palmer		0	1 of 2
	Mr Gordon Pownall		0	4 of 6
	Mr Martyn Pearl		✓	6 of 6
	Mr Finn Ratsey-Woodroffe	Student Governor	0	4 of 6
	Dr Nick Sinnamon		✓	6 of 6
	Mr Aaron Townsend	Student Governor	0	3 of 6
	Dr David Wake		✓	6 of 6
	Mr Steve Winfield-Hunt		0	5 of 6

<b>IN ATTENDANCE:</b>	Ms Lynne Christopher	Special Project Advisor	0
	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	0
	Mr Brian Bowker	Clerk to the Corporation	✓

<b>APOLOGIES:</b>	Mrs Christina Conroy, Mrs Christine Palmer, Mr Gordon Pownall, Mr Finn Ratsey-Woodroffe, Mr Aaron Townsend, Mrs Tracy Bull, Mrs Lynne Christopher		
-------------------	---	--	--

**ACTION**

**40/19 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.

**41/19 APPROVAL OF THE NON-CONFIDENTIAL, STAFF & STUDENT CONFIDENTIAL AND STAFF, STUDENT & SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 27 MARCH 2019**

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

**42/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27 MARCH 2019**

There were no matters arising.

**43/19 CHAIR'S BUSINESS RATIFICATION OF CHAIR'S ACTION**

The Chair thanked Members for their contribution to the Contact Day, which everyone agreed had been an enjoyable and productive event, particularly in relation to placing College activity into context. It was agreed that a similar event should be held in 2020 and, if possible, further student involvement be encouraged.

**44/19 MONTHLY FINANCE REPORT AND LATEST ESTIMATE**

The Assistant Principal (Finance & Resources) took Members through the management accounts for the eight months to March 2019, which show an operating surplus of £85k (budget forecast £102k surplus) excluding staff restructuring. This results in a £17k year to date adverse variance. He stated that the key variances in the month can be attributed to funding body income showing a minor adverse variance; invoiced international income being higher than budgeted; pay costs now including the additional staff payment (as a result of rescheduling salaries) and bid income achieved this year not yet being shown in the budget. The Assistant Principal added that work has begun on the financial planning model for 2019/20, which will help to inform discussions with Barclays and Lloyds banks. Members noted that Barclays Bank has been notified of the termination of the overdraft facility which is due to end in April 2019. Also, the latest estimate has been modelled into the Finance Record and shows a financial health category of Good.

The Corporation CONSIDERED the report.

**45/19 ANNUAL VAT AND DELAMITE REPORT**

The Assistant Principal (Finance & Resources) reminded Members that Delamite is a wholly owned subsidiary of the Isle of Wight College. It holds the legal title to the construction department building (previously Multi Skills) and was established to allow the recovery of VAT. It charges rent to the College at a commercial rate but is wholly dependent upon the College for its financial resources.

Members noted that the lease expires naturally on 27 September 2021 and it was agreed that annual updates should be provided until that date.

The Corporation CONSIDERED the report.

#### **46/19 ESFA FINANCIAL HEALTH ASSESSMENT**

The Assistant Principal (Finance & Resources) drew attention to the March 2019 letter from the ESFA which confirmed that following a review of the College's audited financial statements, finance records and the annual report of the Audit Committee, the College's financial health status is Good. He reminded Members that the previous assessment in 2016/17 was Satisfactory.

The Assistant Principal responded to requests for clarification on some of the complex data contained within the tables and graphs. He responded to their satisfaction and a discussion then took place regarding the overly optimistic view of sector colleges regarding their financial plans. These indicate a marked reduction in the number of colleges assessed as being less than Good, predicting an improvement to their financial health. However, the ESFA view was that, in light of their experience, the sector is being excessively optimistic. The Assistant Principal concluded that the Isle of Wight College has learned from experience and is now more accurate in developing its finance plans.

The Corporation CONSIDERED the report.

Arlene Cooper joined the meeting at this point.

#### **47/19 REAPPOINTMENT OF EXTERNAL AUDITORS**

Members noted the recommendation of the Audit Committee to reappoint RSM Tenon Audit Limited and the Chair of the Audit Committee provided the criteria for that recommendation.

The Corporation APPROVED the reappointment of RSM Tenon Audit Limited for a further year.

#### **48/19 HEAD OF DEPARTMENT REPORT: SCHOOL OF VISUALS ARTS**

The Head of Department responded to a number of questions, including opportunities for employment following completion of the course; the potential for integrating the Arts with alternative careers, for example Graphic Design; opportunities for realistic work experience for students and specific progression routes for students on completion of their course. Members stressed the importance of students gaining relevant work experience and suggested that the College should explore options more widely.

A Member expressed his concern that the quality grade for the provision had dropped from a 1 to a 3 and that the key risk is essentially about recruitment, but the report conclusion fails to indicate a clear plan for addressing these issues. He asked what specific action was being taken to mitigate these risks and the Head of Department outlined the plans for addressing the risks identified above. She was then asked if the curriculum offer, in its current form, was still relevant and Members made a number of recommendations regarding working more closely with employers, identifying meaningful work experience, building entrepreneurship and business skills into the curriculum to facilitate the development of self-employment skills and ensuring the College provision leads to employment. Following discussion, the HE Governor representative agreed to research the potential for College students visiting HE institutions.

**Clerk**

The Principal stated that a strategic review of the area and its curriculum will be undertaken.

The Corporation CONSIDERED the report.

Arlene Cooper and Martyn Pearl left the meeting at this point.

**49/19 PRINCIPAL'S REPORT PART 1**

The Principal expanded on the earlier discussion regarding the College's financial health grade and stated that the ESFA have confirmed that the College is no longer under "early intervention" monitoring.

The Corporation NOTED the report.

**50/19 PRINCIPAL'S REPORT PART 2 (Staff & Student Confidential)****51/19 NATIONAL ACHIEVEMENT RATES**

The Chair thanked the Assistant Principal (Quality) for her succinct summary of the headline issues and she then took Members through the report. A number of questions were asked regarding specific data contained within the report and the Assistant Principal responded to Members' satisfaction.

The Chair asked how the College would fare if inspected now and the Assistant Principal said that the College would be in a strong position but identified specific areas for improvement, for example, pockets of teaching and learning and Level 3 provision and she added that there were other, less significant, issues regarding maths and English and data.

In conclusion, Members thanked the Assistant Principal for a comprehensive report and congratulated the College on its very good performance.

The Corporation CONSIDERED the report.

**52/19 COLLEGE RISK REGISTER TERMLY REVIEW**

The Assistant Principal (Finance & Resources) informed Members that the risk register has been subject to the most rigorous review since its initial development in the current format. He stated that the purpose of the review was to moderate scoring, which, after a detailed analysis, seemed to “value” risks at a much higher level than was necessary or appropriate. As a result of this, there has been a deflation of scoring which is now considered to be at a more appropriate level, although the scoring should not infer the risk is any less serious.

The Chair of the Audit Committee stated that the full risk register had been scrutinised in detail at the March 2019 Audit Committee meeting and the Committee was reassured by the updated document.

A discussion then took place regarding risks 3i, 3l and 4a where the residual and inherent risk ratings were the same. The Assistant Principal provided a comprehensive response.

The Corporation CONSIDERED the report.

**53/19 REPORT FROM GOVERNORS’ ENGLISH AND MATHS SUB GROUP**

The Vice Chair of Corporation updated members on progress in maths and English and informed them that although progress is not uniform year on year, or between groups, the direction of travel in outcomes is positive in this crucial area for the College. Of particular note was the improved student attendance at classes.

When questioned by the Chair, the Student Governor representative said that he personally welcomed the opportunity for additional help with maths and stated that some students were challenged by applying their maths skills to the Engineering context.

The Corporation NOTED the report.

**54/19 ANNUAL COMPLAINTS REPORT**

The Assistant Principal (Students, Teaching & Learning and HR) presented the report, which was considered to be positive by Members, given the relatively few complaints from a large student body. When questioned, the Assistant Principal stated that although the number of complaints has declined in the last year, the complexity has increased.

A number of specific questions were asked regarding the timeframe for addressing complaints and the publishing of a list of formal complaints and the Assistant Principal responded satisfactorily.

The Corporation CONSIDERED the report.

**55/19 SAFEGUARDING: POLICY & PROCEDURES; SECTION 175 AUDIT; EMPLOYEE CODE OF CONDUCT**

The Chair asked the Assistant Principal (Students, Teaching & Learning and HR) to update Members on the single central record and staff safeguarding training. The Assistant Principal provided a summary and also informed Members that Mr Gordon Pownall has taken on the role of designated Safeguarding Governor and has considered and commented on the policies and section 175 audit document.

The Corporation APPROVED the Safeguarding Policy & Procedures and Employee Code of Conduct and NOTED the completion of the Section 175 Audit document.

**56/19 ANY OTHER BUSINESS**

The Chair thanked Mr Ryan Kimber, a Student Governor representative, for his attendance at and contribution to meetings for the year to date.

**57/19 DATE OF NEXT MEETING**

Wednesday, 22 May 2019 Corporation meeting at 1600hrs – 1830 hrs in room PG11.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

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