

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 25 APRIL 2018**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2017/18
<b>GOVERNORS:</b>	Dr Nick England	Chair	0	4 of 6
	Prof. Nigel Hastings	Vice Chair	✓	6 of 6
	Mrs Debbie Lavin	Principal	✓	6 of 6
	Mr Graham Cooper		✓	5 of 6
	Mr Steve Corbett	Approved leave of absence		
	Mr Robert Davies	Student Governor	✓	4 of 6
	Ms Lisa Flaherty	Student Governor	0	5 of 6
	Mr Matt Grzegorzewski		✓	4 of 6
	Ms Catherine Jackson	Support Staff Governor	✓	5 of 6
	Mr Ben Lyon	Student Governor	✓	6 of 6
	Ms Ginnie Orrey		✓	6 of 6
	Mrs Sheila Paul		0	4 of 6
	Mr Martyn Pearl		0	4 of 6
	Mr Gordon Pownall		0	4 of 5
	Dr Nick Sinnamon		✓	6 of 6
	Dr David Wake		✓	6 of 6
	Mr Steve Winfield-Hunt	Teaching Staff Governor	0	2 of 6
<b>Attendance % this meeting:</b>	<b>66.67%</b>	<b>Present at this meeting:</b>	<b>10 of 15</b>	
<b>Attendance % year to date:</b>	<b>82.61%</b>	<b>Total attendance year to date:</b>	<b>76 of 92</b>	

<b>IN ATTENDANCE:</b>	Ms Lynne Christopher	Deputy Principal	✓
	Mr Peter Thompson	Assistant Principal – Finance & Resources	0
	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	✓
<b>APOLOGIES:</b>	Dr Nick England (W), Mrs Sheila Paul (H), Mr Martyn Pearl (U), Mr Gordon Pownall (W), Mr Steve Winfield-Hunt (CW), Ms Lisa Flaherty (W), Mr Peter Thompson (CW)		

The meeting was chaired by the Vice Chair of Corporation in the absence of the Chair of Corporation and he thanked the Assistant Principal (Students, Teaching & Learning and HR) and all staff involved in the successful Governor Contact activity.

**215/18 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.

**216/18 APPROVAL OF THE NON-CONFIDENTIAL, CONFIDENTIAL AND STAFF & STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 MARCH 2018**

The minutes were approved as a true record of the meeting. However, a Member queried the level of detail provided in the minutes, particularly with regard to Governor discussion. It was agreed that this should be considered outside the meeting.

**Chair****217/18 MATTERS ARISING FROM THE MINUTES OF 22 MARCH 2018**

It was noted that the matters arising had been addressed.

**218/18 CHAIR'S BUSINESS**

The Chair informed Members that the Latest Estimate and a tabled finance paper would be considered at the end of the meeting as staff and student confidential items. The awarding of the catering contract would also be considered at the same time.

**219/18 MONTHLY FINANCE REPORT**

The College Accountant took Members through the management accounts for the eight months to 31 March 2018, identifying and explaining variances. She stated that the College's management accounts show an operating surplus of £146k (budget forecast of £152k surplus) excluding staff restructuring. This results in a £260k year to date adverse variance. She stated that the key variances in the month can be attributed to funding body income, apprenticeship growth not achieved and full cost income not achieving the planned growth. The non-pay contingency remains unspent and lower non-pay costs, including exams, are evident for the month. Control of non-pay, achievement of income, control of sessional pay spend and full deployment of under deployed staff remain the priority areas for attention. She then went through income, pay, non-pay and depreciation in more detail.

A question was asked regarding the VAT refund due to a Hampshire college and whether the Isle of Wight College would benefit from the vat challenge outcome. Members were informed that a net payment of circa £11,000 was anticipated. Clarification was sought regarding "trade debtors" and the College Accountant reminded the meeting that this relates to corporate debt (from the Student Loans company) and not student debt and was being effectively managed. A further question was asked regarding apprenticeships and whether apprenticeship funding is an FE sector issue. The Principal

responded that it was but the College is reviewing and managing its own apprenticeship processes in light of the fact the EFSA reports are inaccurate. A further question was asked regarding staff costs as a percentage of income and the College Accountant clarified the matter.

The Chair reminded Members that further consideration would be given to finance and the latest estimate in the staff and student confidential item at the end of the meeting.

The Corporation CONSIDERED the report.

**220/18 LATEST ESTIMATE (*Staff and Student Confidential*)**

**221/18 RE-APPOINTMENT OF EXTERNAL AUDITORS**

The Chair of Audit said that at the last Audit Committee meeting the Assistant Principal (Finance & Resources) informed Members that the senior management of the College was of the view that RSM Tenon Audit Limited delivered a robust assessment of College accounts. Management were also of the view that recent changes in audit team personnel has proved beneficial by bringing in a refreshed level of scrutiny. This assessment was supported by Members of the Audit Committee.

The Corporation APPROVED the re-appointment of RSM Tenon Audit Limited for the 2017/18 academic year.

**222/18 GENERAL DATA PROTECTION REGULATION (GDPR)**

The Principal introduced the report by reminding Members that the GDPR is the most significant change to data protection since the introduction of the Data Protection Act in 1988. She added that GDPR aims to make data processing more transparent and give data subjects greater control over how their data is handled. She recommended that Governors should be provided with GDPR guidelines from the Assistant Principal (Finance & Resources) and should also undertake online GDPR training.

**PT  
Clerk**

The Principal was asked who will externally assess the College's progress with regard to GDPR compliance and she responded that the internal auditors would have this role but the true test of organisations' systems only arises when they are challenged. Governors recognised the importance of the new legislation and of ensuring full compliance and were reassured by the progress outlined in the GDPR updating report.

The Corporation CONSIDERED the report.

**223/18 PRINCIPAL'S REPORT**

The Principal took Members through her report which addressed apprenticeship monthly payments, the Integrated Communities strategy, English and maths attendance and an update on capital builds. The Assistant Principal (Quality Improvement) elaborated on the apprenticeship monthly payments. She informed Members that there are issues with the monthly payment reports, which the ESFA are working to resolve but this is causing difficulty for the College in reconciling income and cash.

The Principal informed Members that the Studio School is potentially closing, subject to a four-week consultation, with effect from the end of the 2019 academic year. This was a decision largely driven by the size of the school and she stated that there will be a negative impact on the College, both from finance and student progression, given the loss of Studio School students who attend for a range of courses.

The Corporation CONSIDERED the report.

**224/18 COLLEGE RISK REGISTER**

The Chair of the Audit Committee reminded Members that a fundamental component of the Audit Committee's responsibilities is the monitoring of the College's management of risk and the associated development of the College risk register. The Vice Chair of Audit added that the risk register was extensively interrogated at the March 2018 Audit Committee meeting.

The Principal stated that apprenticeships were currently a significant risk and then she responded to a question about staff turnover. She stated that there are concerns regarding recruitment of staff and staff turnover in some curriculum areas, for example construction and the risk is the negative impact on student learning. It was noted that this would be further considered in the HR annual report.

The Corporation CONSIDERED the report.

David Hodgkins (Human Resources manager) joined the meeting at this point.

**225/18 HUMAN RESOURCES ANNUAL REPORT**

The Human Resources Manager took Members through his report which covered staff turnover, specific issues relating to the recruitment and retention of Learning Support Assistants, staff sickness levels, organisational change and associated restructuring, continuous professional development and the streamlining of HR tasks by conducting a significant majority of HR administrative transactions online.

The Chair thanked the HR Manager for a very comprehensive report that

demonstrated good integration of HR with broader College activity and its strategic objectives. This was endorsed by Members who considered the report provided evidence of a holistic approach to HR.

A question was asked regarding the relationship between people returning from sick leave and the approaching end of sick pay. The HR Manager responded that he had looked at this but found no correlation. Further questions were asked regarding continuous professional development and whether statistics were based on FTEs or headcount; the use of market supplements, which the College regularly monitors to ensure equity and unintended consequences; and the minimum wage and its implementation and monitoring by the College. The HR Manager said that the minimum wage was being managed carefully with a view to future-proofing against further changes.

A further question was asked regarding succession planning and potential tensions with fair recruitment practice and equal opportunities in making appointments. The HR Manager stated that there is a focus on developing existing staff (whilst managing expectations) as a matter of good practice but also to address the constraints of being an Island college. Further questions were asked regarding the apprenticeship levy and the reduced ability to make effective use of the levy and why there appears to be higher levels of short term absence amongst staff during their probationary period. The HR Manager provided detailed answers to the satisfaction of Members.

The Corporation CONSIDERED the report.

With the agreement of Members, the Employee Code of Conduct was brought forward in the meeting.

## **226/18 EMPLOYEE CODE OF CONDUCT**

The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the Employee Code of Conduct was previously embedded in the Safeguarding Policy but was now a separate document. It was noted that there were no substantive changes to the previous code but it has been subject to minor revisions to reflect latest statutory guidance for keeping children safe in education and to reflect best HR practice.

A concern was expressed about the emphasis of the document, in particular the use of the words “should” and “must” and the HR Manager was asked to review the document to consider the appropriate use of these words. A further recommendation was made to include reference to GDPR in the document and the HR Manager agreed to action this.

**DH**

**DH**

Given the substantive nature of the recommended amendments it was agreed

the Code of Conduct should be considered again at the May 2018 Corporation meeting, prior to approval.

**Clerk**

The Corporation CONSIDERED the report.

David Hodgkins left the meeting at this point.

## **227/18 ANNUAL REPORT ON COMPLAINTS**

The Assistant Principal (Students, Teaching & Learning and HR) informed Members that they had received the full list of complaints. He added that the cover paper provided further detail on more complex complaints, particularly those involving protected characteristics.

The Assistant Principal was asked if the College receives 'serial ' or malicious complaints. He responded that the College has received very few over the last few years. However, there are complaints that become protracted in their resolution, where a complainant does not accept the investigation outcome. The Principal added that in such cases appeals are referred to Governors, independent experts and ultimately the ESFA.

The Corporation CONSIDERED the report.

## **228/18 SAFEGUARDING POLICY**

The Assistant Principal (Students, Teaching & Learning and HR) informed Members that the updated policy includes changes that will be required to respond to the amendments in "Keeping Children Safe in Education," due to come into effect in September 2018. In addition, advice received from the local safeguarding adults team has also been taken into consideration and a draft of the updated policy has been shared with the Governor with lead responsibility for safeguarding.

The Corporation APPROVED the Safeguarding Policy.

## **229/18 SECTION 175 AUDIT**

The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the College has a duty to complete the audit on an annual basis. He stated that the College is fully compliant in all substantive areas of the document, which has been considered by the governor with lead responsibility for safeguarding. Members considered the audit and it was noted that sections 3.4 and 3.7 required completion.

**RW**

The Corporation CONSIDERED the Section 175 Audit and NOTED that it would be submitted to the Isle of Wight Safeguarding Children's Board by 27 April 2018.

**230/18 CATERING CONTRACT (*Staff and Student Confidential*)**

**231/18 ANY OTHER BUSINESS**

There were no items of any other business.

**232/18 DATE OF NEXT MEETING**

Wednesday 23 May 2018 at 16.00hrs – 18.30hrs in room L8.

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

**MISSION STATEMENT**

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