

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 27 APRIL 2016**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2015/16
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	✓	6 of 6
	Dr Nick England	Vice Chair	✓	5 of 6
	Mrs Debbie Lavin	Principal	✓	6 of 6
	Ms Michelle Campbell	Support Staff Governor	✓	5 of 6
	Mr Steve Corbett		✓	5 of 6
	Mrs Jan Gavin		0	4 of 6
	Mrs Jessica Garbett		✓	4 of 6
	Prof. Nigel Hastings		✓	6 of 6
	Mr Mike Hosking		✓	5 of 6
	Ms Wallis Haywood		0	3 of 6
	Ms Ginnie Orrey		✓	5 of 6
	Mrs Sheila Paul		✓	4 of 6
	Dr Nick Sinnamon		0	4 of 6
	Mr Phil Truckel	Teaching Staff Governor	✓	4 of 6
	Dr David Wake		✓	6 of 6
	Mr Martyn Pearl		✓	1 of 6
	Mr Matt Grzegorzewski		0	
<b>Attendance % this meeting:</b>		<b>76.47%</b>	<b>Present at this meeting: 13 of 17</b>	
<b>Attendance % year to date:</b>		<b>81.31%</b>	<b>Total attendance year to date: 87 of 107</b>	

<b>IN ATTENDANCE:</b>	Ms Lynne Christopher	Deputy Principal	0
	Mr Peter Thompson	Assistant Principal – Resources & Finance	✓
	Miss Fidelma Washington	Assistant Principal – Curriculum & Quality Improvement	✓
	Mr Roland White	Assistant Principal – Teaching, Learning & Students	✓
	Mrs Tracy Bull	College Accountant	0
	Mr Brian Bowker	Clerk to the Corporation	✓
<b>APOLOGIES:</b>	Jan Gavin (P), Matt Grzegorzewski (W), Wallis Haywood (W), Dr Nick Sinnamon (P), Lynne Christopher (CW), Tracy Bull (CW)		

**ACTION**

**239/15 DECLARATIONS OF INTEREST**

Dr David Wake as a member of the UKSA Advisory Board. Prof Nigel Hastings as married to a governor of the Innovation Trust. Dr Nick England in relation to work currently being undertaken at Sandown and Ryde Academies and Mr Steve Corbett as an employee of Portsmouth University.

**240/15 APPROVAL OF THE NON CONFIDENTIAL MINUTES OF THE MEETING OF THE 23 MARCH 2016**

The minutes were APPROVED as a true record.

**241/15 APPROVAL OF THE SMT/STAFF/STUDENT CONFIDENTIAL MINUTES OF THE MEETING OF 23 MARCH 2016**

The minutes were APPROVED as a true record.

**242/15 MATTERS ARISING FROM THE MINUTES OF THE 23 MARCH 2016**

It was NOTED that all Matters Arising had been addressed.

**243/15 DRAFT CONFIDENTIAL COMMITTEE MINUTES OF THE MEETING HELD ON 23 MARCH 2016**

The Corporation NOTED the draft Committee minutes.

**244/15 COLLEGE AND GOVERNOR EVENTS**

The Corporation NOTED the events.

**245/15 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION**

The Chair informed members that there had not been a meeting of the Committee during April but snagging works were progressing satisfactorily. He also informed them that a "golden bolt" ceremony would be held for the CECAMM building at Whippingham at 11.30 am on Monday, 6 June 2016. Specific details will be provided nearer the time.

With Members' agreement, the Chair brought forward Item 5a, Annual Report on Complaints, for consideration.

**246/15 ANNUAL REPORT ON COMPLAINTS**

The Assistant Principal (Teaching, Learning and Students) reminded Members that the report focuses on complaints received by the Principal's Office through the Complaints Procedure.

The Corporation CONSIDERED the report.

**247/15 PRINCIPAL'S REPORT**

The Principal presented her report, which provided strategic updates on the Solent Area Review; Transition Grants; Academisation; Maths and English; High Needs Learners; the Adult Education Budget and Capital Bids.

The Principal expanded on recent activity relating to the Area Review and reminded Members that the College would be represented at the Area Review Steering Group meeting on 28 April 2016 at Highbury College. Members questioned what would happen after the announcement of the final recommendations and the Principal stated that the College would be expected to deliver the actions identified in the Implementation Plan. She added that although the recommendations could be challenged, this could only happen if the Review panel reject the College's proposals and the College would then proceed without Area Review Steering Group support.

Discussion took place regarding the Adult Education Budget and the Principal stated that the College has done better than expected with Adult Education Funding and general finances. The College had recently undergone a rigorous financial review by the SFA, which had proved positive. During meeting discussion, a request was made for the Principal to provide more information on the demographics for potential students. **DL**

The Corporation CONSIDERED the Principal's report.

***Roland White left the meeting at this point.***

**248/15 COLLEGE RISK REGISTER: TERMLY REVIEW**

The Assistant Principal (Resources and Finance) took members through his report and reminded them that the Audit Committee reviews the full Risk Register termly and a summary of key risks is then presented to Corporation. He stated that the College was working closely with Southern Internal Audit to develop a more robust Board Assurance Framework. The purpose of reconceiving the Risk Register was to incorporate a framework that firstly accounted for existing controls (and the location and frequency of review) and, secondly, to discriminate between three levels of assurance for Governors, which could be seen as departmental (first level), collegiate (second level) and independent (third level). A first draft revised Risk Register was presented to the Audit Committee in March 2016 but the register is still evolving, reflecting both the transition to a more comprehensive mechanism of assurance and a more responsive approach to emerging risks.

The Chair of Audit said that she was pleased with progress, although it was recognised that further work was required and the register would be reviewed again at the June Audit Committee meeting. Members asked a number of questions regarding the register detail and the Assistant Principal replied to their satisfaction and reminded them that the full Risk Register is available on the College intranet. In conclusion, the Assistant Principal stressed the need for the Risk Register to be considered alongside the College Strategic Plan to ensure it is being reviewed in context.

A number of specific amendments were requested, including changing the HR Manager title, amending 3c on page 5, checking the risk allocations for items 1b/2a and adding a date for when the register was last reviewed on the summary document.

PT

**249/15 HIGH LEVEL PERFORMANCE INDICATORS 2015/16: MONITORING REPORT**

The Assistant Principal (Curriculum and Quality Improvement) took Members through her report, which monitors outcomes against the performance indicators set by Corporation for 2015/16 and considers progress to the end of March 2016.

Members noted that the majority of PIs for 2015/16 are performing well against targets set, where it is possible to measure progress at this point in the year. Most retention rates are high, learner satisfaction results are above target, progress is positive for most financial health indicators and the College is forecast to meet all bank covenants for the year, based on the current latest estimate.

Members targeted their initial questions to the four high-risk indicators identified in the report and then focused on the six medium risk indicators. The Assistant Principal was asked what action is being taken to address the issues and mitigate the risk and she drew members' attention to the "Actions underway/Taken to date" section of the report contained in the Summary of Progress of performance indicators.

Members focused questions on the 6% shortfall in the target for part-time staff working towards a relevant teaching qualification and the action being taken to address this was discussed at length. The Assistant Principal (Curriculum and Quality Improvement) to confirm college policy for new staff who do not have a teaching qualification on entry.

FW

The Vice Chair congratulated the College on its good progress, positive results and improvement on A Level outcomes but expressed his concern regarding poor outcomes in the Island schools in general.

Attention was drawn to Appendix 2 of the report, where the significant improvement in attainment, particularly when compared to neighbour GFE colleges, should be considered outstanding progress.

The Corporation CONSIDERED the report.

#### **250/15 MONTHLY FINANCE REPORT**

The Assistant Principal (Resources and Finance) took members through the College's management accounts for the eight months to March 2016 which show an operating surplus of £159k (budget forecast of £221k surplus), excluding staff restructuring. This results in a £62k year to date adverse variance (in February 2016 this was a £58k favourable variance). He stated that the key variances in the month could be attributed to funding body income being behind profile and the non-pay contingency being unspent.

Members questioned the funding body issue and were informed that no ESF income had been received to date and it was unlikely that any would be received in- year. He informed Members that Eastleigh College had not been successful in ESF bids, although they had a good previous record for winning contracts. With regard to the reduced schools' income, the Assistant Principal stated that this was a reflection of difficulties with school budgets and not a reflection on the quality of provision delivered by the College.

Overall, the financial health of the College at March 2016 is Good, based on the 2014/15 SFA funding methodology and, as at 31 March 2016, all bank covenants have been met.

The Corporation CONSIDERED the report.

#### **251/15 LATEST ESTIMATE**

The Assistant Principal (Resources and Finance) informed members that the College is still showing a small surplus, assuming all mitigations, but it is a reduced surplus compared to the previous month, due to no ESF income and increased non-pay costs. Members questioned the increased non-pay costs and were informed that these related to trade assessments; IT licences; Eversheds' legal costs; exam, staff development and facilities costs. The loss of £73k schools' income was further questioned and the Principal stated that there are problems with funding in the respective schools and they are therefore not in a position to purchase College services.

The Chair asked what action was being taken to address the shortfall and the Assistant Principal responded with a list of measures, including reviewing staff timetables and suppressing purchase orders.

The Corporation CONSIDERED the report.

#### **252/15 DEBT WRITE-OFFS**

These write offs had already been incorporated into the College 'Bad and doubtful debt provision'.

The Corporation APPROVED a debt write-off of £14,964.

#### **253/15 ANNUAL REVIEW OF SERVICE CONTRACTS**

The Assistant Principal (Resources and Finance) provided members with an updating report

on banking, insurance and legal services and associated tendering requirements. Members noted the report and asked that the Assistant Principal give careful consideration to reviewing legal services provision.

PT

The Corporation CONSIDERED the report.

**254/15 ERASMUS+ STEPPING STONES PROJECT**

The Corporation CONSIDERED the report.

**255/15 ANY OTHER BUSINESS**

There were no items of any other business.

**256/15 DATE OF NEXT MEETING**

Wednesday 25 May 2016 at 16.00hrs – 18.30hrs in room L8.

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

<p><b>MISSION STATEMENT</b> Putting students first Working for employers Supporting our community</p>
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