

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 17 JUNE 2015
IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2014/15
GOVERNORS:	Mr Peter Conway	Chair	✓	7 of 8
	Dr Nick England	Vice Chair	✓	6 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Miss Yasmin Bahyan	Student Governor	✓	8 of 8
	Ms Michelle Campbell	Support Staff Governor	✓	7 of 8
	Mr Steve Corbett		✓	3 of 4
	Mrs Jan Gavin		0	5 of 8
	Mr Mateusz Grzegorzewski	Student Governor	0	6 of 8
	Mrs Jessica Garbett		✓	8 of 8
	Prof. Nigel Hastings		✓	6 of 8
	Mr Mike Hosking		✓	8 of 8
	Ms Ginnie Orrey		✓	6 of 8
	Mrs Sheila Paul		✓	6 of 8
	Dr Nick Sinnamon		✓	8 of 8
	Mr Phil Truckel	Teaching Staff Governor	✓	7 of 8
	Dr David Wake		✓	8 of 8
Attendance % this meeting:		87.50%	Present at this meeting:	
Attendance % year to date:		85.27%	Total attendance year to date:	
			14 of 16	
			110 of 129	

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	✓
	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 David Richardson	Prospective Student Governor	✓
	Mr Brian Bowker	Clerk to the Corporation	0
	Miss Diane Revill	Minute taker	✓
APOLOGIES:	Mrs Jan Gavin (personal), Mr Mateusz Grzegorzewski (study), Mr Brian Bowker (conference), Tracey Bull (unwell)		

Members held a minute's silence in remembrance of Mr Roy Bromley.

The Chair informed members that the Clerk is absent due to being inducted into the AOC Hall of Fame for 30 years contribution to FE College sport. Congratulations were offered to the Clerk.

ACTION

84/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA advisory board and Mr Stephen Corbett as an employee of Portsmouth University.

85/15 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 20 MAY 2015

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

86/15 MATTERS ARISING FROM THE MINUTES OF THE 20 MAY 2015

Minutes from the sub-group were distributed earlier in the day and Members unanimously agreed with the recommended actions.

The Principal gave an update regarding Island Post 16 provision consultation during her report.

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

87/15 ELECTION OF VICE CHAIR OF CORPORATION***Dr Nick England left the meeting at this point***

Dr England has expressed his willingness to continue in the role of Vice Chair. No other nominations were received. Members unanimously agreed for Dr Nick England to continue in the role of Vice Chair for the 2015/16 academic year.

Dr Nick England re-joined the meeting at this point

The Corporation APPROVED the election Dr Nick England as Vice Chair of Corporation for the 2015/16 academic year.

88/15 CORPORATION COMPOSITION/COMMITTEE MEMBERSHIP/COMMITTEE CHAIRS AND COMMITTEE TERMS OF REFERENCE

Members agreed that Corporation is to be made up of 18 members. The Chair asked Members to recommend suitable individuals for the 2 current external governor vacancies. The Membership of Committees and Chairs and the Committee Terms of Reference were unanimously agreed.

The Corporation APPROVED the report.

89/15 COMMITTEE MINUTES**DRAFT SEARCH & GOVERNANCE COMMITTEE MINUTES OF THE MEETING HELD ON 3 JUNE 2015*****Mr Phil Truckel left the meeting at this point***

Members approved the appointment of Phil Truckel for a further 2 year term in the role of Staff Governor until 31 July 2017.

Mr Phil Truckel re-joined the meeting at this point

The Corporation NOTED the S&G Committee minutes.

DRAFT AUDIT COMMITTEE MINUTES OF THE MEETING HELD ON 3 JUNE 2015

Minute 24/15 regarding the re-appointment of SIAP was considered and Members supported the recommendation.

The Corporation APPROVED the reappointment of Southern Internal Audit Partnership for the 2015/16 academic year.

90/15 GOVERNANCE SELF-ASSESSMENT PROCEDURE SEPTEMBER 2015

A Member noted that the Self-Assessment Procedure needs to focus on Ofsted requirements in the latest CIF.

Mrs Jess Garbett joined the meeting at this point

The Corporation APPROVED the Self-Assessment Procedure.

91/15 COLLEGE AND GOVERNOR EVENTS

The Chair reminded Members that responses were still required for attendance at the awards ceremony.

The Assistant Principal – Curriculum and Quality Improvement asked Members to speak to Chris Harpum, Head of Academic Studies, if they wished to speak at the Sixth Form Transition event.

The Corporation NOTED the Governor Events Report.

92/15 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS

The Chair brought Members' attention to an article regarding Totton College in the Lymington Times citing the financial difficulties the college is facing. All Members agreed that the article should be distributed for information. A brief supporting background paper would also be provided.

Clerk

The Chair thanked all Members for feedback on electronic documents. All comments will be taken into account so that an effective system can be implemented.

93/15 PRINCIPAL'S REPORT

The Principal presented to Members the bid for STEM2 that was previously presented to Solent LEP.

The Chair noted one of the employers shown in the presentation as a supporting employer has previously commented that they do not use the College as it does not offer the qualifications it requires. The project will address this issue.

Solent LEP has committed £3.8m to the project. The Chair asked Members for approval to sign a contract for £28,000 with Belfour Beatty in respect of preliminary preparation work. All Members agreed and the contract was signed by the Chair and one other Member.

A Member asked if this would bring new students on to the Island and the Principal said that it would not as there are centres on the mainland. In order to pull in students from the mainland the centre would need to offer something very unique.

Members discussed budget cuts that have been publicised recently. The Principal will inform members as soon as any further information is available. A Member asked a question regarding the needs from large local employers and training requirements and if employers are aware of what College offers. The Principal confirmed that the College has good links with major employers on the Island. A Member questioned the staffing plan and ways of attracting staff to the new centre. The Principal is aware that there may be the need to pay a market premium to recruit the appropriate engineering staff.

The Chair made Members aware that the Pathways build is running behind schedule due to electrical contractors not being on site. The Principal discussed the plan to move students across to the new building due to the vulnerability of the students. A meeting between the Principal and the Managing Director of Stoneham Construction Limited to discuss the unsatisfactory situation with the completion of Pathways is to be urgently arranged.

The outcome of Post 16 provision consultation is that in principle nothing is being changed. At a recent meeting between the Principal, Vice Chair and leader of the Council the Vice Chair expressed a need for sixth forms to have a critical mass of students in order to function effectively. The Principal confirmed that the Council had not discussed this previously. A Member noted that their letter to the Council had been published but not redacted, retaining the Member's role as a Governor of the Isle of Wight College in part of the letter. The Chair confirmed that the Consultation will be kept very much in view and if there is any benefit in inviting Philip Walker from Hampshire County Council to come to Corporation again then that will be done.

The Principal made Members aware that there has been no further progress on E block, however the deadline for a decision is the end of June.

The Corporation CONSIDERED the Principal's Report.

94/15 LEARNER INVOLVEMENT ANNUAL UPDATE 2015-19

The Assistant Principal – Teaching, Learning and Students discussed the report.

Members noted that the position looked very positive. A Member questioned the involvement of HE students in the Student Voice group. The Assistant Principal confirmed that due to the difficulties in recruiting HE students to the Student Voice group any issues are now captured through the Academic Standards Panel.

The Corporation CONSIDERED the report.

95/15 RISK REGISTER/REVIEW OF HIGH LEVEL RISKS: ANNUAL REPORT

The Risk Register and Review of High Level Risks has been approved by the Audit Committee and is supported by Southern Internal Audit Partnership.

A Member questioned the policy for addressing the issue of students requiring a grade C or above. The Principal went through risk management on this issue to show why it is high risk. A Member noted that from a student point of view the College has a good maths and English programme which works well.

The Corporation CONSIDERED the Report.

96/15 COLLEGE RISK POLICY

The Corporation APPROVED the College Risk Management Policy.

Mr Paul Buckland joined the meeting at this point.

97/15 HEAD OF DEPARTMENT REPORT: FOOTBALL

The Head of Department introduced the report and highlighted key points in the report,

particularly the recent changes to the football academy. The department now has 2 tutors who are delivering literacy and numeracy, one of the tutors is on the maths development programme and success rates and attendance has improved since in-house delivery. A Member noted that during an observation of a lesson they were very impressed and engaged with the group. The Head of Department anticipates a grade 2.

The Chair asked what Futsal stands for, the Head of Department explained that Futsal is a worldwide game similar to 5-a-side with slightly different rules and a different ball. The Head of Department confirmed that there was no conflict with the FA as they are all FA accredited programmes. The property at Manners View is being converted at very low cost utilising students' practical skills where appropriate to create the Futsal arena.

A Member questioned the likelihood of AFC Bournemouth opening on the Island. The Head of Department noted that it is possible that they could find funding from another college. The department have highlighted to parents that if they go to AFC Bournemouth they would not be supported by the College. Portsmouth FC have met the parents and confirmed that the course priorities are academic activity first and football second.

A Member asked where the students will be recruited and trained. The Head of Department confirmed that students will train in East Cowes and Seaclose Park. Portsmouth will be responsible for transporting students to away games and a ground will be hired on the Island for home games. A Member questioned the HE programme for sport, it was confirmed that the relationship with the University of Chichester is still in place. The Head of Department stated that last year the success rate on functional skills was 8% as sport coaches were delivering maths and English. The expectation is that with the new arrangements in place these results will significantly improve.

The Corporation CONSIDERED the report.

Mr Paul Buckland left the meeting at this point.

98/15 APPROVAL OF COLLEGE CHARTER

Members approved the Charter subject to the correction of one typing error.

The Corporation APPROVED the College Charter.

99/15 SAFEGUARDING POLICY UPDATE

The Assistant Principal – Teaching, Learning and Students asked Members for any comments on the Policy. He confirmed that only small changes had been made due to the safeguarding audit reported at the May Corporation.

The Corporation NOTED the report.

100/15 MONTHLY FINANCE REPORT

The Assistant Principal – Resources and Finance reminded all Members that the finance report is made up of the management accounts, which are forwarded to the banks and so are a true record of the accounts at that time and the latest estimate which is a forecast for the end of the year. The forecast position has improved since last month as savings made will go through to the end of the year. The Assistant Principal stated that the July Corporation meeting will be provided with a recommendation for the 2015/16 annual budget.

Recommended changes and adjustments have been put forward to SMT for the 2 year forecast. The Assistant Principal has met with the external auditors who are aware of the College's position.

Members noted the significant financial issues and the very specific action being taken by the College to address them. Thanks were given for the clarity of the report.

The Corporation CONSIDERED the report.

101/15 ANNUAL REVIEW OF FINANCIAL REGULATIONS/PROCEDURE

It was noted the regulations had been considered by the Audit Committee and were recommended for approval.

The Corporation APPROVED the Financial Regulations.

102/15 PAY POLICY FRAMEWORK

A Member highlighted the removal of the word "ethical" in the framework. The Principal confirmed that document had only been tidied up and there was no meaning behind the removal of the word. The Member also requested clarification on spot salaries which was confirmed by the Principal. Members suggested making the wording clearer regarding "applies to all except those on spot salaries". Subject to clarification in the wording the Pay Policy Framework was approved.

LC

The Corporation APPROVED the Pay Policy Framework.

103/15 JOB EVALUATION REPORT

(Confidential Minute)

104/15 EXTERNAL PROJECTS/BUSINESS PARTNERSHIPS REGISTER

The Corporation NOTED the register.

105/15 ANY OTHER NON CONFIDENTIAL BUSINESS

There were no items of any other business.

106/15 DATE OF NEXT MEETING:

Corporation meeting 15th July 2015 at 4.00pm in room L10.

Chairman: _____ Date: _____

<p>MISSION STATEMENT Putting Students First Working for Employers Supporting Our Community</p>
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