

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 25 MARCH 2015
IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2014/15
GOVERNORS:	Mr Peter Conway	Chair	✓	4 of 5
	Dr Nick England	Vice Chair	✓	4 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Miss Yasmin Bahyan	Student Governor	✓	5 of 5
	Ms Michelle Campbell	Support Staff Governor	✓	4 of 5
	Mr Steve Corbett		✓	1 of 1
	Mrs Jan Gavin		0	4 of 5
	Mr Mateusz Grzegorzewski	Student Governor	✓	5 of 5
	Mrs Jessica Garbett		✓	5 of 5
	Prof. Nigel Hastings		✓	4 of 5
	Mr Mike Hosking		✓	5 of 5
	Ms Ginnie Orrey		0	3 of 5
	Mrs Sheila Paul		✓	4 of 5
	Dr Nick Sinnamon		✓	5 of 5
	Mr Phil Truckel	Teaching Staff Governor	✓	5 of 5
	Dr David Wake		✓	5 of 5
Attendance % this meeting:		87.50%	Present at this meeting:	
Attendance % year to date:		87.65%	Total attendance year to date:	
			14 of 16	
			71 of 81	

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	0
	Mrs Tracy Bull	College Accountant (<i>part attendance</i>)	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Mrs Jan Gavin (work), Ms Ginnie Orrey (personal) and Mr Roland White (unwell).		

The Chair informed Members that due to ill health Mr Roy Bromley has tendered his resignation from the Corporation. Members wished him well in the future.

ACTION

22/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA Advisory Board made a declaration of interest and Prof Nigel Hastings informed Members that his wife works for the DFE and reports on Island education proposals. Also, Mr Steve Corbett as an employee of Portsmouth University.

23/15 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2015

The minutes of the meeting of the 25 February 2015 were APPROVED as a true record.

24/15 MATTERS ARISING FROM THE MINUTES OF THE 25 FEBRUARY 2015

It was noted that the two matters arising related to future reporting formats.

25/15 APPOINTMENT OF NEW GOVERNOR

The Clerk reminded Members that he had circulated governor application details from Mr Steve Corbett and had received positive responses. The Chair asked for confirmation from Members regarding their willingness to proceed with the appointment.

Mr Steve Corbett was APPOINTED as a Governor with effect from 25th March 2015 for a four-year term to 24th March 2019.

26/15 COMMITTEE MINUTES**DRAFT CONFIDENTIAL CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2015**

The Corporation NOTED the minutes.

DRAFT AUDIT COMMITTEE MINUTES OF THE 11 MARCH 2015

The Corporation NOTED the minutes.

27/15 GRIEVANCE PROCEDURE FOR SENIOR POST HOLDERS

Members considered the report and reminded report authors of the need to ensure track changes are incorporated into updated policies in future. **SMT**

The Corporation APPROVED the Grievance Procedure for Senior Post Holders.

28/15 COLLEGE AND GOVERNOR EVENTS

The Corporation NOTED the Governor Events Report.

29/15 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS

(Confidential Minute)

30/15 GOVERNORS' STRATEGY DAY: NOTES AND ACTION PLAN

The Chair reminded Members that this item had been carried forward from the February meeting and asked them to confirm the accuracy of the notes and associated action plan. The Clerk was asked to monitor the plan and provide a progress update in May 2015. **Clerk**

The Corporation CONSIDERED the Strategy Day Notes and Action Plan.

31/15 CAPITAL PROJECT: STEM BUILDING FINANCE

(Confidential Minute)

32/15 PRINCIPAL'S REPORT

(Confidential Minute)

33/15 ISLAND TRAINING EMPLOYER RESPONSIVE

The Assistant Principal - Curriculum & Quality Improvement took Members through her report, which provided an update on the performance of Island Training in 2013/14 and highlighted the department's progress in the current year. Members were informed that the 2013/14 Island Training Self-Assessment Report was validated as Grade 2, a decline from the 2012/13 validation of Grade 1. However, in 2013/14 both the overall

and timely success rates for the apprenticeship provision were above the national average, although this was a decline on the previous year with an overall success rate decrease of 9%, from 84% (12/13) to 75% (13/14) and a 'timely decrease' of 14% from 74% (12/13) to 60% (13/14). She informed them that Work Place Learning overall success rates were above the national average, as was the overall apprenticeship provision. However, Work Place Learning timely success rates decreased by 9% to 68% which is 12% below the national average. The Assistant Principal then informed Members that the 2014/15 academic year has seen some very positive outcomes for Island Training, including the implementation of an 'e' portfolio system, a more sophisticated and comprehensive monitoring and tracking system and the development of a Higher Apprenticeship within Health and Social Care.

Members interrogated the report and focused particularly on the decline from a validation grade of 1 to 2. The Assistant Principal stated that to drive improvement staff development is critical and a programme is being developed to support assessors with new ILT software, new ILT hardware and the continual development of best practice with regard to reviews, embedding Maths, English, Health and Safety and Equality and Diversity. Recommendations from the IQR's held to date have been action planned to drive continuous improvement, which should result in an improved learner experience. She stated that success rates are predicted to improve on 2013/14 and this will reverse the decline from the previous year. A question was asked regarding the table at 5.6 where the progress to date column reflected processes and procedures but not the impact of improvement action. The Assistant Principal was asked to identify what specific action had taken place. She stated that the College has implemented a series of taught functional skills and timetabled the sessions at either the start or the end of the day to facilitate better attendance. Intensive support is also in place prior to placing students on a functional skills framework.

The Corporation CONSIDERED the report.

Mrs Tracy Bull joined the meeting at this point.

34/15 LATEST ESTIMATE FOR THE 6 MONTHS TO FEBRUARY 2015

The Assistant Principal – Resources & Finance took Members through the Latest Estimate and informed them that there has been a deterioration in-month due to reduced income and some higher forecasts of expenditure.

Members considered the report in detail and asked what specific action was being taken to address the shortfall. The Assistant Principal stated that action in a number of critical areas was being taken, including full deployment of teaching staff and a further review of timetables; critical review of assessor workloads to identify excess capacity; ongoing interrogation of all non-pay expenditure; excessive curriculum costs being tested and eroded; close monitoring of examination costs and non-replacement of vacant posts. He stated that increasing income remains the highest priority and the College is currently agreeing new course offers across the curriculum to support additional income, especially in traineeships and apprenticeships. One hundred new vacancies for apprenticeships were established in February.

In addition to the action described above the Assistant Principal said that the College was extending on line learning courses through a joint venture with the Virtual College, eroding some provision where ASB Funding is focused (given that income targets are

close to being achieved) and introducing new Traineeships, with June starts, to support school leavers transition to employment/apprenticeship. Governors supported these developments although the need to ensure that online training did not have a negative impact on the quality of provision was noted.

Members commended the action being taken and stressed the need for rigorous monitoring and action, however the question of managing budget reductions and ongoing limited funding in future years was raised. The Principal stated that the Director of People and Organisation Development was undertaking a detailed review of College staffing structures with a view to generating significant savings and enabling the college to achieve a balanced budget on reduced funding. Members stressed the importance of this review and the need for a balanced budget in 2015/16 and subsequent years.

The Corporation CONSIDERED the Latest Estimate.

35/15 MONTHLY FINANCE REPORT

It was noted that all relevant finance matters had been addressed when considering the Latest Estimate.

Mrs Jessica Garbett and Mr Mike Hosking left the meeting at this point.

36/15 SALIX LOAN ARRANGEMENT

The Corporation CONSIDERED the report and APPROVED the SALIX funding for a third voltage optimiser and new gas fired heating boilers to replace the existing oil fired boilers.

Mrs Tracy Bull left the meeting at this point.

37/15 BRANNON COLLECTION

This proposal was carefully considered and provoked a strong debate where views both for and against the placement of this collection at the College were expressed. The Assistant Principal (Resources) said that his initial view was to oppose bringing the collection to the College but having reviewed, he saw that the significant benefit outweighed potential disadvantages. After further discussion, members agreed that the College should allow the Collection to come to the College.

The Corporation APPROVED the housing of the Brannon Collection at the College at zero cost to the organisation.

38/15 GOVERNOR CONTACT DAY 2014: ACTION PLAN FINAL REPORT

The Corporation NOTED the successful outcomes to the 2014 Governor Contact Day.

39/15 SAFEGUARDING TERMLY REPORT

The Corporation CONSIDERED the Safeguarding Board Termly Report.

40/15 SAFEGUARDING POLICY AND PROCEDURES ANNUAL UPDATE

Members considered the report and noted that the key areas of updating have been the

inclusion of material related to tackling radicalisation in response to the Government's "Prevent" agenda. These changes ensure continued compliance with statutory requirements and best practice in the sector. Members asked what consultation had taken place as part of the review process and were told that the updates had been informed by information obtained at a recent training update, views of members of the College Safeguarding Board and guidance related to tackling extremism and the Government's Prevent agenda. Governors raised a number of questions and the Assistant Principal – Teaching, Learning & Students was asked to respond following the meeting.

RW

The Corporation APPROVED the Safeguarding Policy and Procedure 2014/15.

41/15 TEACHING AND LEARNING IN YEAR UPDATE

It was agreed that in the absence of the Assistant Principal – Teaching, Learning & Students that this item would be carried forward to the next meeting.

42/15 EQUALITY & DIVERSITY POLICY/GUIDANCE FOR STUDENTS WITH A DISABILITY

Members were reminded that they annually approve the:

- Equality & Diversity Policy
 - Incorporating approach to single equality
 - Equality and diversity statement
- Support for students with a disability statement.

These documents have been reviewed and following careful consideration have been merged into a single Equality Policy that continues to reflect the high priority the College has for this area of responsibility. A number of questions were asked regarding the policy and these were satisfactorily addressed by members of the SMT.

The Corporation APPROVED the Equality and Diversity Policy including Equality Objectives 2015-18.

Miss Fidelma Washington left the meeting at this point.

43/15 EXTERNAL PROJECTS/BUSINESS PARTNERSHIPS REGISTER

The Corporation NOTED the Register.

44/15 ANY OTHER NON CONFIDENTIAL BUSINESS

There were no items of any other business.

45/15 DATE OF NEXT MEETING:

Governor Contact Day in Room L8 commencing at 9.30 am followed by the Corporation meeting at 4.00 pm.

MISSION STATEMENT
Putting Students First

**Working for Employers
Supporting Our Community**

Chairman: _____ Date: _____