

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 20 MAY 2015
IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2014/15
GOVERNORS:	Mr Peter Conway	Chair	✓	6 of 7
	Dr Nick England	Vice Chair	0	5 of 7
	Mrs Debbie Lavin	Principal	✓	7 of 7
	Miss Yasmin Bahyan	Student Governor	✓	7 of 7
	Ms Michelle Campbell	Support Staff Governor	✓	6 of 7
	Mr Steve Corbett		0	2 of 3
	Mrs Jan Gavin		✓	5 of 7
	Mr Mateusz Grzegorzewski	Student Governor	0	6 of 7
	Mrs Jessica Garbett		✓	7 of 7
	Prof. Nigel Hastings		0	5 of 7
	Mr Mike Hosking		✓	7 of 7
	Ms Ginnie Orrey		✓	5 of 7
	Mrs Sheila Paul		✓	5 of 7
	Dr Nick Sinnamon		✓	7 of 7
	Mr Phil Truckel	Teaching Staff Governor	✓	6 of 7
	Dr David Wake		✓	7 of 7
Attendance % this meeting:		75.00%	Present at this meeting: 12 of 16	
Attendance % year to date:		84.96%	Total attendance year to date: 96 of 113	

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	✓
	Mr David Richardson	Prospective Student Governor	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Dr Nick England (Holiday), Mr Steve Corbett (Work), Mr Mateusz Grzegorzewski (Personal), Prof Nigel Hastings (Holiday)		

The Chair of Corporation introduced Jo Matthews, an AoC Governance consultant who would be observing the meeting and providing feedback. He also informed members that Roy Bromley had received his gift and was very appreciative, however, it was noted that his health was deteriorating.

ACTION

66/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA advisory board.

67/15 APPROVAL OF THE NON-CONFIDENTIAL AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22 APRIL 2015

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

A Member thanked Dr Nick England for his post-meeting reflection notes regarding

future AS and A Level developments.

68/15 MATTERS ARISING FROM THE MINUTES OF THE 22 APRIL 2015

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

69/15 COMMITTEE MINUTES

DRAFT CONFIDENTIAL EXTRAORDINARY CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 28 APRIL 2015

The Chair informed members that the minutes had yet to be finalised and stated that the proposal to take a £300,000 loan from Barclays Bank would not be pursued as the terms were unacceptable and would lead to a breaking of bank covenants. The Chair informed the meeting that alternative options are being considered.

Clerk

The Corporation NOTED the minutes.

70/15 GOVERNOR CONTACT DAY 2015: REPORT AND ACTION PLAN

The Assistant Principal - Teaching, Learning and Students drew Members attention to the actions arising from the 2015 Governor Contact Day. He stated that the outcomes of the focus group discussions have now been refined and clear priorities for action identified. The actions will now be taken forward and progress reported to the Corporation in 6 and 12 months' time.

RW

Positive feedback was received from Governors regarding the event, particularly from those attending for the first time. The Chair suggested the need for more engagement from some students but recognised that this is a challenge, given the wide range of participating students. Members felt that the subject matter was timely, topical and the level of debate was very good. A student representative suggested that the language, phrasing and question terminology be reviewed to facilitate better understanding of the questions.

The Chair thanked members for their participation in the Contact Day and following brief discussion it was agreed that a similar event should be held in April 2016.

The Corporation APPROVED the 2015 Contact Day action plan and APPROVED a similar event be held in April 2016.

71/15 GOVERNOR STRATEGY DAY: ACTION PLAN

The Chair asked for a progress update regarding a communication with the EFA. The Principal provided an update and informed members that Philip Walker is now scheduled to visit the College. Following further questions the Principal provided a detailed update on the Sixth Form consultation exercise and the Chair thanked Governors for individually responding to the consultation exercise.

The Corporation NOTED the Strategy Day Action plan.

72/15 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS

The Chair reminded members of the Awards Ceremony on 9th July and asked them to prioritise attendance, either for half a day or preferably the full day.

73/15 PRINCIPAL'S REPORT

The Principal took members through her report which provided updates on Ofsted's FES

Stakeholder Reference Group; potential for collaboration with the Studio School; an update on capital builds and E block and background detail on the ministerial appointments following the recent general election.

A question was asked regarding the Ofsted decision not to inspect "Outstanding" colleges unless their data changes. The Principal clarified this by explaining that data changes relating to significant negative variance in areas like learner numbers, volumes and financial data may trigger an inspection. Questions were asked regarding the use of destinations data as a measure of evaluating a college's curriculum provision and the Principal stated that collecting this data would be a challenge for all colleges.

Discussion took place regarding the most effective way of lobbying the government regarding the significant funding matters and a range of options was considered, including inviting Andrew Turner MP into the College; lobbying through the AoC or Hampshire Principals Group; obtaining the support of the Local Council leader and utilising other significant Island leaders. It was agreed that a sub group of 7 Governors should meet to identify the most effective way of taking this forward and the Clerk was asked to co-ordinate a meeting. It was agreed that Andrew Turner MP should be invited into the College for a tour of the site and meeting with students at an appropriate time, possibly the opening of the SLDD building.

Clerk

The Principal informed members that the College has been invited to present two capital-building options to the LEP finance committee.

The Corporation CONSIDERED the Principal's Report.

Mr Rob Mew joined the meeting at this point.

74/15 HEAD OF DEPARTMENT REPORT: LAND AND FITNESS

The Head of Department stated that the purpose of his report was to provide an update for Members on the performance of Land Based Studies and highlight the department's position in the current year. The report also details areas for improvement identified in the 2013/14 SAR and summarises progress made to date.

The HOD was thanked for the tour of Land Based Studies and a question was asked regarding why it is a challenge to recruit students to land based subjects and how the recent open evening had progressed. Members were informed that there was good employer representation at the evening and this was facilitating further networking. To date employer support has been good and requests for apprentices are being received by the department. Members raised questions about what action is being taken to contact employers who did not attend the evening and who the main training competitors are and how the department is meeting the challenges from them. The HoD provided a detailed and satisfactory response.

Specific questions were asked about the poor retention on Level 3 Animal Management, the low student satisfaction levels in Animal Care and the below QDP average in land based studies and the HOD was asked what action was being taken to address these quality issues. The HoD described the detailed action being taken to address these concerns and was confident that there would be an improvement.

A lengthy discussion took place regarding functional skills and how the department was

addressing the teaching of maths and English. The HOD responded that the department performed well in this area because maths and English form an integral part of garden design, where areas, perimeters, volume, costing and weight are constantly being addressed. Members referred to the 'areas for improvement' section of the report and noted that "functional skills success rates need improvement" and asked why, if maths and English is being effectively embedded in the curriculum, the success rates need improvement? The HOD replied that there is an issue regarding examination culture and students have a difficulty in understanding exam questions when presented in a different context i.e. a leap from embedded skills to a more formal maths test. He stated that although the section results are on a par with national functional skills averages, this is not acceptable and a significant improvement in functional skills examination results has been targeted for 2015.

Members noted the significant number of contacts and networks developed by the department and questioned the difficulties in recruiting students. The HOD informed them that recruiting to Animal Care is not a problem but Horticulture recruitment is an issue, even though there are employment opportunities. Members asked what action was being taken to address this and were informed that the department is targeting school advisors and will be liaising with them to inform them of the range of opportunities for school pupils.

The Chair thanked the Head of Department for a comprehensive report and for detailing the specific action being taken to address areas for improvement.

The Corporation CONSIDERED the report.

Mr Rob Mew left the meeting at this point.

75/15 RESULTS OF TEACHING AND LEARNING SURVEY

The Assistant Principal - Teaching, Learning and Students introduced the report and informed Members that this year the First Impressions Survey and the Teaching and Learning Survey were combined into one Learner Survey to simplify the process for students. He stated that 2128 learners completed the survey out of a possible 2903. The overall response rate of 73% is slightly lower than the rate of 75% in 2013/14. There was, however, a decrease in the response rate for school links students from 93% in 2013/14 to 76% and for work based learners from 72% to 66%.

Members focused on the areas with poor student feedback and results below QDP average. The Assistant Principal stated that there is a robust action plan in place to address areas for improvement and took Members through the 9 specific actions identified in response to student feedback.

A question was asked regarding computer access and the Assistant Principal stated that the College is working hard to facilitate and maximise access to technology, including a significant upgrade to the IT system infrastructure. Members requested that where there is reference to benchmarks, but no benchmark data is given, that this be included in future reports.

RW

The Assistant Principal was asked to identify the areas of most significant concern and he responded that teaching and learning, careers advice and guidance, and work based learning overall satisfaction levels were the priority areas. He stated that robust action

plans were in place to address concerns in these areas and he was confident that they would prove effective. The Assistant Principal was asked to review last year's survey and the associated action plan and provide a report on their impact at the July Corporation meeting.

RW

The Corporation CONSIDERED the report

Mrs Tracy Bull joined the meeting at this point.

76/15 SAFEGUARDING – SECTION 175 AUDIT

The Assistant Principal took Members through the paper, informed them that this was a new process, and should be noted by Governors.

The Corporation NOTED the report.

77/15 ANNUAL HE STRATEGY AND ACTION PLAN REPORT

The Assistant Principal – Teaching, Learning and Students reminded Members that the HE Strategy plan had been approved in the 2014 Autumn term. Progress to date was considered and it was noted that there were no areas of concern.

The Corporation CONSIDERED the report.

78/15 LATEST ESTIMATE

The Assistant Principal – Resources and Finance took Members through the latest estimate. He stated that the forecast is accurate subject to nothing else changing but work to engender further improvements is ongoing. He reminded them that the last report forecast an end of year position, before additional actions, of a loss of £492,000. The current report, due to additional variances in income and forecasting is an end of year forecast loss of £483,000, an improvement in the forecast position. He stated that given the effort being extended to reduce the forecast deficit, the College is currently also developing the budget for 2015/16 where there is a need to manage increasing costs created by higher national insurance and pension contributions (worth circa 2-3% of staffing costs) and a reduction of £538,000 in ASB funding. Combined with inherited higher pay and non-pay costs, as described elsewhere in the report, more detailed work is currently being considered by SMT. This includes a significant review of the Sixth Form Curriculum, a structural review of staffing, a new curriculum planning mechanism using the new 4Cast planning software and Enhanced Assessor modelling tool to manage caseloads.

Members CONSIDERED progress and the developments in place to help secure the required financial position.

79/15 FINANCE REPORT

The College Accountant took Members through the report and drew attention to the key performance indicators in Section 4.1. She stated that there is concern regarding the 84 debtor days (student), despite auditors acknowledging the robustness of the current procedures. International income is also a concern but cash balance (supported by the capital projects) are good and most importantly the bank covenants (1-3) are well within agreed parameters, covenant 4 cannot now be broken this year but covenant 5 is below the required threshold and will be addressed.

Mrs Jan Gavin left the meeting at this point.

The current performance of the UK£ on international income was noted and the Assistant Principal was asked what action could be taken to mitigate this. Members were informed that the movement of the UK£ has made College courses more expensive and it is extremely difficult to anticipate or mitigate this.

Mrs Ginnie Orrey left the meeting at this point.

A Member raised 3 points, regarding the management accounts being presented to the SFA and banks who may not be aware of the underlying position; the need for a restructuring plan for the next 3 years and a potential overstated level of e-learning income.

The Assistant Principal – Resources and Finance said that both banks are fully aware of the position and the potential end of year £500,000 shortfall and dialogue with the SFA has been offered. With regard to a 3-year plan the 'further developments' section of the report identifies that the position in 3 years requires the need to find £1.5M. He stated that this would be extremely challenging and would require a review of the Sixth Form and its operation, which remains very costly. He added that a fundamental staffing review is taking place with a need to save £750,000 to break even.

Following extensive discussion regarding e-Learning, the Virtual College and its potential impact on the educational character and the mission of the College it was noted that any fundamental change to either of the above would need consideration by, and approval of, the full Corporation. However, the Principal stressed that staff hours, curriculum development and financing of student provision is a senior management matter.

The Principal referred to work being undertaken by the College Accountant, where the objective was to end the year with a minimal surplus, and will be further reviewed at the June meeting.

The Corporation CONSIDERED the report.

Mrs Tracy Bull left the meeting at this point.**80/15 TUITION AND OTHER FEES POLICY (INCLUDING FEE REMISSION)**

The Corporation APPROVED the Tuition and Other Fees Policy.

81/15 FRANCHISE ANNUAL REPORT

The Chair asked if the report signalled a plan to terminate franchise provision. The Principal stated that a review of some franchise activity was currently taking place and a further report will be provided to Corporation.

82/15 ANY OTHER NON CONFIDENTIAL BUSINESS

There were no items of any other business.

83/15 DATE OF NEXT MEETING:

Corporation meeting 17th June 2015 at 4.00pm in room L10.

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community