

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 11 JULY 2018
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

| | | | ATTENDED | ATTENDANCE 2017/18 |
|-----------------------|--|--|----------|-----------------------|
| GOVERNORS: | Dr Nick England | Chair | ✓ | 6 of 8 |
| | Prof. Nigel Hastings | Vice Chair | ✓ | 7 of 8 |
| | Mrs Debbie Lavin | Principal | ✓ | 8 of 8 |
| | Mr Graham Cooper | | ✓ | 6 of 8 |
| | Mr Steve Corbett | | ✓ | 1 of 1 |
| | Mr Robert Davies | | 0 | 4 of 8 |
| | Ms Lisa Flaherty | | ✓ | 6 of 8 |
| | Mr Matt Grzegorzewski | | ✓ | 6 of 8 |
| | Ms Catherine Jackson | | ✓ | 6 of 8 |
| | Mr Ben Lyon | | ✓ | 7 of 8 |
| | Ms Ginnie Orrey | | ✓ | 8 of 8 |
| | Mrs Sheila Paul | | ✓ | 6 of 8 |
| | Mr Gordon Pownall | | 0 | 5 of 7 |
| | Mr Martyn Pearl | | ✓ | 6 of 8 |
| | Dr Nick Sinnamon | | ✓ | 8 of 8 |
| | Dr David Wake | | ✓ | 8 of 8 |
| | Mr Steve Winfield-Hunt | | 0 | 3 of 6 |
| IN ATTENDANCE: | Ms Lynne Christopher | Special Project Advisor | ✓ | |
| | Mr Peter Thompson | Assistant Principal – Finance & Resources | ✓ | |
| | Miss Fidelma Washington | Assistant Principal – Quality Improvement | ✓ | |
| | Mr Roland White | Assistant Principal – Students, Teaching & Learning and HR | 0 | |
| | Mrs Tracy Bull | College Accountant | ✓ | |
| | Mr Brian Bowker | Clerk to the Corporation | ✓ | |
| | Ms Christina Conroy | Observer | ✓ | |
| APOLOGIES: | Mr Gordon Pownall (W), Mr Steve Winfield Hunt (CW), Mr Robert Davies | | | |

The Chair requested that the item relating to the appointment of new governors be considered before the start of the formal meeting. This was agreed and addressed (see below).

The Chair thanked Catherine Jackson for her very good contribution to the Corporation during her two-year term as Support Staff Governor. He thanked the three Student Governors, Lisa Flaherty, Ben Lyon and Robert Davies, for their excellent contribution and presented them with a token of thanks from the College. The Chair then thanked Ginnie Orrey for her significant contribution to the College and Corporation during her eight years as a Governor and he wished her well in the future.

256/18 DECLARATIONS OF INTEREST

Dr Nick England in relation to work currently being undertaken with Island schools. Prof Nigel Hastings, whose wife is a governor of the Innovation Trust. Dr David Wake as a member of the UKSA Advisory Board. Mr Steve Corbett as an employee of Portsmouth University and a Governor at St Francis Primary School.

257/18 APPROVAL OF THE NON-CONFIDENTIAL, STAFF & STUDENT CONFIDENTIAL AND STAFF, STUDENT & SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 23 MAY 2018

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

258/18 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 23 MAY 2018

There were no matters arising.

259/18 APPOINTMENT OF NEW GOVERNORS

The Corporation APPROVED:

- (i) The appointment of Ms Christina Conroy to the Corporation for a period of four years commencing 1 September 2018 and
- (ii) The appointment of Mr David Hodgkins for a period of two years, commencing 1 September 2018.

260/18 FINAL CALENDAR OF CORPORATION MEETINGS 2018/19

The Clerk asked Members to note the visit from Mr David Hughes, the AoC Chief Executive, on Wednesday, 7 November 2018.

The Corporation APPROVED the calendar of meetings for 2018/19.

261/18 COMMITTEE MINUTES

Draft Search & Governance Minutes of 6 June 2018 and draft confidential Audit Committee minutes of 13 June 2018

The Corporation NOTED the minutes.

262/18 CHAIR'S BUSINESS AND RATIFICATION OF CHAIR'S ACTION

There were no items of business.

263/18 FINANCE AND RESOURCES (*Staff & Student Confidential*)**268/18 PRINCIPAL'S REPORT**

The Principal took Members through the six strategic updates identified in her report, drawing particular attention to the positive Ofsted initial teacher

training inspection at the University of Portsmouth. The Chair requested further information on T Levels and the Assistant Principal (Finance & Resources) provided an update on progress, implementation date and programme content. The Chair asked a question about replacing qualifications in vocational areas the College currently delivers and the need for careful monitoring of students on current programmes was agreed. Following further discussion, it was noted that to ensure the success of T Levels, it was vital that employer awareness should be raised at a national level. Further questions were asked regarding the AoC's projections to 2020 and the forecast reduction in funding and student numbers was noted with some concern. In conclusion, the Principal encouraged Members to carefully consider the contents of the FE Commissioner's June 2018 letter.

The Corporation CONSIDERED the report.

269/18 LEARNER INVOLVEMENT POLICY AND PROGRESS UPDATE

The Head of Safeguarding and Student Advocacy took Members through the report and informed them that during the last 12 months students have been involved in decision making across a range of activities within the College, including staff appointments, giving their views in surveys, taking part in Student Voice meetings, participating in the contract review for the catering services at the College and contributing to focus groups.

The Chair asked a question about the complaints procedure, asking at what stage an issue became a formal complaint? This was satisfactorily explained by the Head of Safeguarding and Student Advocacy.

Discussion then took place regarding the importance of the accessibility of information to students, the arrangements for CECAMM students and the possibility of adding a students' comments section on the website to supplement the box by the LRC.

DL

Members agreed that the metrics were very positive but requested a review of the impact section of the Student Involvement Policy and Procedure where it was requested that there should be specific reference to "how the impact will be assessed".

RW

The Corporation CONSIDERED the report and APPROVED the updated Student Involvement Policy and Procedure for 2018/20.

270/18 SAFEGUARDING TERMLY REPORT

The Head of Safeguarding and Student Advocacy took Members through the report and then responded to a number of questions. It was recommended that where there was reference to police *possibly* being involved in an incident, it should be made clear where police action *actually* took place.

RW

Further information was then requested on the age range of home educated students and the type of courses being undertaken.

The Corporation CONSIDERED the report.

271/18 COLLEGE CHARTER

The Corporation APPROVED the College Charter (Our Promise – You and Your College) 2018/19.

The Head of Safeguarding and Student Advocacy left the meeting at this point.

272/18 RESULTS OF PARENTS' SURVEY

Members considered the report and the Chair noted that the response rate was very low and although there were a number of negative comments, which have been addressed by the College, the overall feedback was positive. Members requested that in future reports the number of respondents by age range (14-16 and 16-18) and the percentage response rate should be included in the headlines section of the report.

RW

The Corporation CONSIDERED the report.

273/17 FINAL QUALITY OF TEACHING & LEARNING REPORT INCLUDING EFFECTIVENESS OF IMPROVEMENT MEASURES

Members considered the report in detail and a number of questions were asked, including how many staff rated red in June 2017 were still rated red; do teaching staff know if they are going to be observed; what action is being taken to address under-deployed staff; following observation of best practice what action is taken by the College to disseminate it; based on the information in the report, what is the College's focus for 2018/19 and has the College linked with ETF?

The Principal responded in detail to these questions and with regard to the final question informed Members that the College has submitted a £91,000 bid to ETF.

The Corporation CONSIDERED the report.

274/18 RISK REGISTER/SUMMARY OF HIGH LEVEL RISKS

The Assistant Principal (Finance & Resources) informed Members that the Audit Committee had considered the risk register and, in particular, the high level risks in detail at its June 2018 meeting and no material concerns had been raised.

The Corporation NOTED the report.

275/18 COLLEGE HIGH LEVEL PIs AND TARGETS**2017/18 Monitoring Report**

Members considered the report and the Assistant Principal (Quality Improvement) responded to a request for clarification on the PI “to measure the extent to which the College offers value for money”. Members congratulated the Assistant Principal on the report format and suggested an amendment on page 4 (5a) to read “... no more than one loss ...”.

FW

The Corporation CONSIDERED the performance against 2017/18 targets.

High Level Measures and Key Performance Indicators 2018/19

The Assistant Principal (Quality Improvement) took Members through her report and drew attention to the proposed new performance indicators and those highlighted and identified for removal. The 12 proposed changes were considered in detail and, following lengthy discussion, which included reference to space/staff utilisation and implications of the changes for maths and English monitoring, they were agreed.

The Corporation APPROVED the 2018/19 high level measures and key performance indicators.

276/18 PAY POLICY FRAMEWORK 2018/19 / MARKET SUPPLEMENT POLICY 2018/19 AND PAY RECOMMENDATIONS

Members noted that there were no significant changes being proposed and were reminded that in 2017/18 the first stage of a two-part review of the pay framework was implemented in response to the increase in the national minimum and national living wage rates. It was noted that a second stage of the review will be conducted and will focus on measures to ensure the pay framework, at all pay grades, is able to respond in future years to changes in statutory minimum pay rates. An interim report will be presented to Corporation in January 2019 with any final recommendations proposed to Corporation in July 2019.

Members considered the Market Supplement Policy and noted that no changes were proposed for the 2018/19 academic year. The Chair asked for clarification of the range within the framework policy and the criteria for progression. The Assistant Principal (Finance & Resources) took Members through the relevant pay scale and the significant differential with pay in the school sector was noted.

The Corporation APPROVED the Pay Framework and Market Supplement Policies for 2018/19.

Ginnie Orrey left the meeting at this point.

277/18 ANY OTHER BUSINESS

There were no items of any other business.

278/18 DATE OF NEXT MEETING

Wednesday 17 October 2018 at 16.00hrs – 18.30hrs in room TBC.

Chairman: _____ Date: _____

MISSION STATEMENT

Putting Students First | Working for Employers | Supporting Our Community