

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 17 OCTOBER 2018
IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE

| | | | ATTENDED | ATTENDANCE 2018/19 |
|-------------------|------------------------|------------|----------|-----------------------|
| GOVERNORS: | Dr Nick England | Chair | ✓ | 1 of 1 |
| | Prof. Nigel Hastings | Vice Chair | 0 | 0 of 1 |
| | Mrs Debbie Lavin | Principal | ✓ | 1 of 1 |
| | Mrs Christina Conroy | | 0 | 0 of 1 |
| | Mr Graham Cooper | | ✓ | 1 of 1 |
| | Mr Steve Corbett | | 0 | 0 of 1 |
| | Mr David Hodgkins | | ✓ | 1 of 1 |
| | Mrs Sheila Paul | | ✓ | 1 of 1 |
| | Mr Gordon Pownall | | ✓ | 1 of 1 |
| | Mr Martyn Pearl | | ✓ | 1 of 1 |
| | Dr Nick Sinnamon | | ✓ | 1 of 1 |
| | Dr David Wake | | ✓ | 1 of 1 |
| | Mr Steve Winfield-Hunt | | ✓ | 1 of 1 |

| | | | |
|-----------------------|--------------------------|--|---|
| IN ATTENDANCE: | Ms Lynne Christopher | Special Project Advisor | ✓ |
| | Mr Peter Thompson | Assistant Principal – Finance & Resources | ✓ |
| | Miss Fidelma Washington | Assistant Principal – Quality Improvement | 0 |
| | Mr Roland White | Assistant Principal – Students, Teaching & Learning and HR | 0 |
| | Mrs Tracy Bull | College Accountant | ✓ |
| | Mr Brian Bowker | Clerk to the Corporation | ✓ |
| | Mr Ryan Kimber | Student Governor | ✓ |
| | Mr Finn Ratsey-Woodroffe | Student Governor | ✓ |
| | Mr Aaron Townsend | Student Governor | ✓ |
| | APOLOGIES: | Prof. Nigel Hastings, Mrs Christina Conroy, Mr Steve Corbett | |

The Chair commenced the meeting by bringing forward item 3(d), the appointment of Student Governors (see below). He then asked all Members to provide a brief summary of their background and career roles and responsibilities to date.

ACTION

281/18 DECLARATIONS OF INTEREST

Dr Nick England in relation to work currently being undertaken with Island schools. Dr David Wake as a member of the UKSA Advisory Board.

282/18 APPROVAL OF THE NON-CONFIDENTIAL, STAFF & STUDENT CONFIDENTIAL AND STAFF, STUDENT & SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 11 JULY 2018

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

283/18 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 11 JULY 2018

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

284/18 COMMITTEE MINUTES**Draft non-confidential Audit Committee minutes of 3 October 2018**

The Chair of Audit drew attention to minute 35/18 where it was noted that the audit feedback was very positive, with the lead auditor commenting that he would consider the College to be in the top quartile of GFE colleges nationally. He then drew attention to minute 37/18 where the internal audit representative reminded Members that the “adequate” rating for the College was the second highest audit opinion and that the College is at the higher end of that rating.

The Corporation NOTED the minutes.

285/18 APPOINTMENT OF STUDENT GOVERNORS

The Corporation APPROVED the appointment of Mr Ryan Kimber, Mr Aaron Townsend and Mr Finn Ratsey-Woodroffe as Student Governors for a period of one academic year commencing 17 October 2018.

286/18 COLLEGE CODE OF CONDUCT FOR GOVERNORS

The Corporation APPROVED the Code of Conduct.

287/18 REVIEW OF CONFIDENTIAL MINUTES

The Corporation APPROVED the publication of minutes of meetings that were previously designated as confidential, following their review by the Clerk to the Corporation.

288/18 ANNUAL GOVERNOR ATTENDANCE 2017/18

Average attendance at Corporation meetings met the 80% target. Audit and Remuneration Committee meeting attendance was slightly below target and the Clerk explained the reasons for that. Governor training sessions had an average attendance of 63%, with a target of 75%. The Chair thanked Members for their ongoing commitment to the College.

The Corporation NOTED the report.

289/18 CORPORATION COMPOSITION/COMMITTEE MEMBERSHIP/COMMITTEE CHAIRS AND COMMITTEE TERMS OF REFERENCE

The Corporation APPROVED

- (i) The Corporation membership as a total of 19 Members
- (ii) The Committee membership and Chairs for 2018/19
- (iii) The Committee terms of reference for the Audit, Search & Governance and Remuneration Committees.

290/18 CHAIR'S BUSINESS AND RATIFICATION OF CHAIR'S ACTION

The Chair informed Members that he had recently attended an Audit Committee meeting and a meeting of the Student Voice and had found both to be a very useful experience. He stated that he had completed all the annual Governor reviews and that note had been taken of any suggestions made and these would be actioned by the Clerk. He requested Governors to give consideration to future agenda items and thanked them for their contribution to the governance SAR, adding that a draft document will be circulated shortly for comment.

Clerk

Clerk

291/18 MONTHLY FINANCE REPORT

The College Accountant informed the meeting that a surplus of £100k had been generated at the 2017/18 year end and the financial audit team are currently completing their work but feedback to-date has been positive. Members congratulated the Assistant Principal (Finance & Resources), the College Accountant and the finance team for achieving a positive outcome in very difficult circumstances.

The College Accountant informed Members that the management accounts for the two months to September show an operating surplus of £370k (budget forecast of £541k surplus) excluding staff restructuring. This results in £170k year to date adverse variance. She then explained some of the factors contributing to the adverse variance, including reduced tuition fees, full cost and international income and pay and non-pay budgets showing slightly higher costs than planned. In terms of the bank covenants, she added that the cash flow covenant would not have met the bank criteria in July 2018.

The Vice Chair of the Audit Committee informed the meeting that College representatives had met with Lloyds Bank to consider the bank covenants and Lloyds have agreed to review the covenants but the cash flow covenant will remain, although it could reduce from 125% to 110%. They have also agreed to reduce the covenants to three. He stated that the redemption fee quoted by Lloyds was £1,234,000.

The Chair said that the College had made a positive start to the year but will

continue to operate in an extremely challenging financial environment.

A question was asked regarding the development of apprenticeships and the Principal provided a detailed response, including referencing the latest levy situation and the complexities of apprenticeship administration, which is proving demanding for employers. A further question was asked regarding the pension shortfall and the Principal stated that the significant effect will be felt from September 2019 when the government stops funding the shortfall in Colleges.

The Committee CONSIDERED the report.

The College Accountant left the meeting at this point.

292/18 2017/18 PARTNER CONTRACTS: PLATFORM ONE/UKSA

The Corporation CONSIDERED the report and ratified the partner contracts as detailed.

293/18 BUSINESS CONTINUITY PLAN

The Chair reminded Members that the Business Continuity Plan had been very thoroughly scrutinised at the October Audit Committee meeting. The Chair of Audit added that it is an evolving document and its compilation is a mammoth exercise, involving over 40 people.

The Assistant Principal (Finance & Resources) was asked if sections of the plan had been tested and he responded that they had, in conjunction with Zurich insurers. He stated that the high priority is to finalise a lock-down procedure and this was endorsed by all Members. Suggestions were then made regarding similar open site organisations that could perhaps be contacted for advice.

The Corporation APPROVED the Business Continuity Plan.

Rob Mew joined the meeting at this point and, with Members' agreement, item 6(a) was taken out of agenda order.

294/18 HEAD OF DEPARTMENT: LAND

The Head of Department took Members through his report, focusing on the areas for improvement identified in the 2017/18 self-assessment report and summarising progress made to-date.

A number of questions were asked regarding links with Island schools and prospective students; promotional activity to improve recruitment; the decline in students and progression rates into employment, self-employment

and further education; what the department is doing to move from a grade 2 to a grade 1; the potential for developing a trading wing for the department and what can be done by the College to assist the department's development. The Head of Department responded in detail and with regard to the last question, suggested that the College should hold a high profile event for relevant Island representatives and employers to stimulate recruitment.

The Special Projects Advisor joined the meeting at this point.

The HoD said that the department has a very clear focus on improving maths skills and to a lesser degree English skills. He added that the culture within the department is that improving maths and English is part of the overall programme and is embedded into the curriculum. This is stressed to students at open evenings and during interviews.

The Assistant Principal (Finance & Resources) elaborated on the excellent work in the department, particularly with regard to maths and English. He stated that Land is the smallest curriculum area in the College but the most efficient and that the HoD has very significant experience of programmes of study which assists student achievement and is an exemplar in the College.

The Chair thanked the HoD for his report and congratulated the whole team for their excellent work.

The Corporation CONSIDERED the report.

Rob Mew and the Assistant Principal (Finance and Resources) left the meeting at this point.

295/18 STUDENT ANTI BULLYING POLICY AND PROCEDURE ANNUAL REVIEW

Members considered the report and the Chair noted the strengthening of the wording regarding bullying potentially leading to suicide. He then asked the Student Governors for their views on the College environment, its safety and whether they had observed any bullying. They responded that in their view the College was a safe environment with very few incidences of bullying. They added that, where it had been observed, staff or other students have addressed it appropriately. They stressed the importance of educating the student body as a whole when tackling bullying.

The Corporation APPROVED the Student Anti Bullying Policy and Procedure.

296/18 LEARNING POLICY 2018/19

Members focused on the four themes identified for priority action and the Chair asked how "challenge" is being addressed. The Principal responded in detail stating that staff will build on existing work to ensure students are

stretched by the tasks they undertake and ensuring that activities set for students by teachers, across the ability range, are suitably challenging. Value added is excellent and graded 3, which shows that students on level 3 programmes are making excellent progress and are being stretched and challenged given their starting points.

The Chair asked the Student Governors about the quality of the teaching they received and they responded positively. They were then asked what makes a good teacher and they said enthusiasm, a clear love of their subject, engaging with the students, dealing effectively with problems and making activities fun and interesting. One of the Student Governors noted that he had observed teachers changing their teaching styles to adapt to individual student needs and was impressed by that.

Further questions were then asked regarding the RAG rating of staff teaching performance, student attendance and punctuality and the importance of personal responsibility and the effect of the more adult learning environment in the College, as opposed to the school environment.

The Corporation APPROVED the Learning Policy 2018/19.

297/18 SAFEGUARDING ANNUAL REPORT

The report was considered and the Principal was asked whether the 402 recorded incidents in College with potential safeguarding implications was considered to be an excessively high number. The Principal responded that it was not and that the College has a significant number of students, from a wide range of backgrounds and with wide ranging issues, that fall within the safeguarding category.

The Corporation CONSIDERED the report.

298/18 STUDENT ENROLMENTS 2018/19

The Principal reminded Members that the current 16-18 funding methodology is based on funding per student and it is important to enrol and retain students on a full-time programme (over 540 hours) to maximise funding and achievement rates. It was noted that ensuring all 16-18 students are enrolled on, and attending, a suitable maths and/or English qualification if they do not have a GCSE pass at 4/9 is critical due to the funding rules. The importance of the College successfully recruiting additional student numbers throughout the year to protect its 2019/20 allocation was noted. Members were also informed that, to ensure that as many students as possible meet the full time threshold of 540 plus hours, much work has been undertaken to improve internal progression; this has helped secure enrolments for the start of the 2018 academic year.

The declining demographic trend in school leavers on the Island was noted and a Member asked if the College has information on the demographics relating to the total number of 16 year olds and breakdown by male and female. The Principal stated that the College does not have this detail but the local authority provides trend information. She added that it is important to try and break down stereotyping for recruitment to curriculum areas, for example Hairdressing and Engineering.

The Chair noted the year on year decline over the last ten years which contributes to the financial difficulties experienced by the College, and noted the positive and maintained market share.

The Corporation CONSIDERED the report.

299/18 PRINCIPAL'S REPORT

The Principal commenced her report by informing Members of the death of an ex-student, Christopher Davey, and condolences were offered by Members to the family and friends of Christopher.

The Principal's report addressed technical levels; College funding, teachers' pay and pensions; the AoC submission regarding the 2018 autumn budget; the call on government for a new post 18 education system and College bids.

Members congratulated the Special Projects Advisor on the success in generating external bid funding and a question was asked regarding the implications of staffing costs to deliver the bids. The Special Projects Advisor responded that staff costs would be mainly paid out of project funding and some project costs can be set against existing management costs. The bid to the Coastal Communities Fund to enable CECAMM to provide degree and higher level apprenticeship training and courses prompted a lengthy discussion on the viability of establishing a university on the Isle of Wight. The Principal stated that achieving this would be a challenge and the population size does not lend itself to developing university provision. She added that there are four universities in close proximity on the mainland and the College should focus on developing effective partnerships with them. The Chair concluded discussion by stating that the Island lacked the capacity to run a university effectively.

Further questions were asked by Members regarding training opportunities for Island employers and the Principal replied that good relationships were being developed with major employers with a view to providing training opportunities.

The Corporation CONSIDERED the report.

300/18 REPORT FROM GOVERNORS' ENGLISH AND MATHS SUB GROUP

The report was produced by the Vice Chair of Corporation and it was noted that, at its last meeting, the group determined to meet twice a year, in September and February, a reduction from the previous four meetings per annum.

The Special Projects Advisor provided an update on the positive progress and the improved outcomes for high grades was noted. However, she said that the numbers achieving the maths grade 4 threshold or above were disappointing, that many 19+ students struggled with the new specification for maths, hitting motivation, retention and therefore achievement rates. The College's performance on the maths progress measures remains positive, with the College being placed in the top 25% of colleges in 2016/17. A Student Governor informed Members that from his personal experience the new maths specification was particularly challenging. He added that consideration should be given to consulting with adult student groups to identify the best time to hold classes, to maximise attendance.

The Corporation CONSIDERED the report.

301/18 COLLEGE PROPERTY STRATEGY

The Chair informed Members that he had enjoyed reading the Property Strategy and found it to be an enlightening document. The Special Projects Advisor then provided background detail regarding the full campus plan, which the College is trying to achieve incrementally, whilst responding to the ever changing curriculum developments and needs.

The Corporation CONSIDERED the report.

302/18 ANY OTHER BUSINESS

There were no items of any other business.

303/18 DATE OF NEXT MEETING

Wednesday 21 November 2018 at 16.00hrs – 18.30hrs in room PG11, preceded by the Governor Updating Session at 14.30hrs – 15.30hrs.

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First | Working for Employers | Supporting Our Community