

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 27 FEBRUARY 2019
IN ROOM PG11 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2018/19
GOVERNORS:	Dr Nick England	Chair	✓	3 of 4
	Prof. Nigel Hastings	Vice Chair	✓	3 of 4
	Mrs Debbie Lavin	Principal	✓	4 of 4
	Mrs Christina Conroy		✓	3 of 4
	Mr Graham Cooper		0	3 of 4
	Mr Steve Corbett		✓	2 of 4
	Dr Kavita Hayton		✓	2 of 2
	Mr David Hodgkins		✓	4 of 4
	Mr Ryan Kimber	Student Governor	✓	3 of 4
	Mrs Sheila Paul		✓	3 of 4
	Mr Gordon Pownall		✓	3 of 4
	Mr Martyn Pearl		✓	4 of 4
	Mr Finn Ratsey-Woodroffe	Student Governor	✓	4 of 4
	Dr Nick Sinnamon		✓	4 of 4
	Mr Aaron Townsend	Student Governor	✓	3 of 4
	Dr David Wake		✓	4 of 4
Mr Steve Winfield-Hunt		✓	4 of 4	
IN ATTENDANCE:	Ms Lynne Christopher	Special Project Advisor		0
	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		0
APOLOGIES:	Graham Cooper, Lynne Christopher, Roland White, Brian Bowker			

Due to the Clerk's absence, Members were informed that the meeting would be recorded to facilitate the production of the minutes; no objections were raised.

ACTION

1/19 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.

2/19 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 19 DECEMBER 2018

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

3/19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 19 DECEMBER 2018

There were no matters arising.

4/19 APPOINTMENT OF NEW GOVERNOR AND CHANGE OF GOVERNOR STATUS

APPOINTMENT OF NEW GOVERNOR

The Corporation APPROVED the appointment of Mrs Christine Palmer as a Governor for a four-year term commencing 27 February 2019.

Aaron Townsend left the meeting at this point.

CHANGE OF GOVERNOR STATUS

Members were informed that Aaron Townsend (Student Governor) had changed his status as he had secured a part-time post with the College as a Learning Support Assistant (LSA) and approval was sought for him to remain on the Board.

The Corporation APPROVED Aaron Townsend's continuance on the Board as a Student Governor.

Aaron Townsend rejoined the meeting.

5/19 GOVERNOR CONTACT DAY: DRAFT AGENDA

The Principal informed Members that the College would try to accommodate any requests they had in respect of curriculum areas they would like to visit, otherwise they would be determined by the Assistant Principal (Students, Teaching & Learning and HR).

The Corporation NOTED the Governor Contact Day draft agenda.

6/19 APPROVAL OF CONFIDENTIAL MINUTES AND ACTION PLAN FROM THE 2019 GOVERNORS' STRATEGY SESSION

The Corporation APPROVED:-

- (i) The confidential minutes from the 2019 Governors' Strategy Session
- (ii) The ongoing use of the Sancus working capital facility

(iii) The principle of changing the staff pay date.

7/19 CHAIR'S BUSINESS RATIFICATION OF CHAIR'S ACTION

The Chair reported that he was successfully using the new College Governors' SharePoint and annotating his papers and hoped that Members would also be able to further develop their skills.

8/19 MONTHLY FINANCE REPORT AND LATEST ESTIMATE

The College Accountant took Members through the report and informed them that the management accounts show the actuals for six months to date (end of January) and reports against the budget that was set in July 2018. In terms of the operating surplus before restructuring costs to January, there is a result of £148k (budget forecast of £137k surplus). This results in a favourable variance of £11k. The key variances relate to income as the management accounts are now only showing a small adverse variance on tuition fees and advance learner loans income. With regard to pay, whilst it continues to be higher than predicted for the year to date, as previously discussed, this is as a result of savings not currently made and other costs are broadly in line with the budget.

The College Accountant then drew Members' attention to the balance sheet. The total debtor days now stand at 88, compared to 91 this time last year, thereby showing a positive variance. In relation to cash, which is primarily the College's own funds, with the exception of a retainer which has to be paid on the CECAMM build, there is a balance of £1.4m as at the end of January; this equates to 67 cash days.

With regard to monitoring the bank covenants, the College would be unable to meet the cash flow covenant at this stage but, as previously discussed, these are only recorded in July.

In terms of the financial health of the College, this remains at Good.

The College Accountant finally reported that having reviewed the latest estimate for the year, the College is expecting an operating deficit of £34k at year end.

The College Accountant summarised that full cost income had been increased at CECAMM and International and there is a reduced depreciation charge for the year. However, there has been some increase in non-pay costs in other areas and a forecast reduction of income in Hair & Beauty and on the Maths Project.

When a Member queried whether there was a plan to lose the overdraft, the College Accountant confirmed that there was. However, the Principal stated

that, despite the above, the cash flow was still a cause for concern. When questioned as to how the cash flow issue would be resolved, the College Accountant reported that this would be done through; the use of the Sancus facility, albeit at a lesser rate this year; the introduction of the revised pay date and continuing with strong controls on operating costs to ensure that the cash flow covenant would be met. It is hoped that by implementing these measures, progress would be made to reduce the working capital facility over time.

The Assistant Principal (Finance & Resources) reiterated that although the College did not break any banking covenant, irrespective of the definition of the Sancus facility, he still intends to meet again with the external auditors in order to clarify the College's understanding of the definition. In the event that the definition is changed from "working capital" to "loan", the College will break a covenant, it is important that the external auditors remain true to the College's understanding that the Sancus facility would be treated as a working capital facility as long as it was used regularly.

The Assistant Principal (Finance & Resources) stated that at recent informal meetings, the auditors were advised, and accepted, that the College intended to use the Sancus facility at least twice per annum and one of the reasons for dispensing with the bank overdraft was that it was no longer required and saved the College £3k per year.

The Corporation CONSIDERED the finance report and latest estimate.

9/19 SOLAR PANELS FOR CECAMM

The Assistant Principal (Finance & Resources) reported that the College had been approached by Guinness Asset Management who offered a number of solar panel schemes to the College for CECAMM. He then explained in detail the options that were being offered and the advantages/disadvantages of each option. Following discussion with the SMT, the Assistant Principal was seeking approval to pursue the option of the CECAMM solar panels being funded by Guinness Asset Management, which would save the College a sum of money over the next 25 years commensurate to circa £100k plus.

Questions were asked about the lifespan of solar panels and the length of the contract, which the Assistant Principal answered to the satisfaction of Members. He also stated that the contract would be subject to due diligence before it was signed. Although acknowledging the benefit of pursuing the installation of solar panels, one Member stated that he felt unsettled as this matter was being progressed after an approach from one organisation and suggested that other suppliers should be contacted before a final decision was reached. He also expressed concern about the company, its management and liability for the repair, installation and removal of the solar panels.

The Assistant Principal agreed to carry out more in-depth research on the offer, the companies/individuals affiliated to the scheme offered through Guinness Asset Management before presentation to the Capital Committee.

PT

The Corporation AGREED that after further in-depth research, the paper should be submitted to the Capital Committee for consideration before resubmission to the Corporation for further consideration and approval.

10/19 HEALTH & SAFETY 2017/18 ANNUAL REPORT

The Campus Manager delivered her report and resulting questions on the hydrotherapy pool, fire safety eLearning, staff sickness and accidents and Personal Emergency Evacuation Plans (PEEPs) were answered to Members' satisfaction.

One Member had information to share that is available to both staff and students on mental health support, definitions around stress and depression, which will be promulgated to the HR Manager outside of the meeting.

GP/DH

The Chair thanked the Campus Manager for the detailed and helpful report.

The Corporation CONSIDERED the Health & Safety 2017/18 Annual Report.

Jenny Webb, the Campus Manager, left the meeting at this point and Rosie Barnard, Equality & Diversity Manager, joined the meeting.

11/19 GENDER PAY GAP STATUTORY REPORT

The HR Manager reminded Members that reporting on the gender pay gap is a statutory duty, introduced in 2018, for all organisations with more than 250 employees, with an additional requirement to report within the organisation.

Whilst the mean gender pay gap has remained static at 8.9% lower for females, there has been an increase in the median gender pay gap of 16.2% lower for females and a detailed explanation is contained in the report.

A Member stated that the Education Training Foundation's (ETF) annual workforce data report shows that the gender pay gap in FE colleges is currently 10.3% nationally, which demonstrates that the College exceeds national benchmarking and suggested that this be referenced in the report. The HR Manager agreed to consider this.

DH

Another Member pointed out that a key message that should be promoted is that regardless of gender, the College exercises a policy of equality of employment. During discussion, it was also brought to Members' attention that data for the Isle of Wight data shows that although it has the lowest pay

gap in the country between males and females, it also has the lowest pay for all.

The Chair congratulated the College on the detailed nature of the data which will continue to be monitored.

The Corporation CONSIDERED the Gender Pay Report.

12/19 PUBLIC SECTOR EQUALITY DUTY REPORT (PSED)

The Equality & Diversity Manager informed Members that under the Public Sector Equality Duty the College is required to produce a report to demonstrate that it is meeting both staff and student needs. Following feedback from Members, the format of the report had been changed slightly, which met with their approval.

The Chair thanked the Equality & Diversity Manager for attending today's meeting.

The Corporation CONSIDERED the Public Sector Equality Duty Report.

The Equality & Diversity Manager left the meeting.

13/19 HADLAND CARE GROUP NURSERY EXTENSION (TOPPS NURSERY)

The Assistant Principal (Finance & Resources) summarised the paper and the impact that extending the nursery facility would have on the College.

Questions were asked in respect of planning and architectural implications, who would cover any costs incurred and the nursery capacity? The Assistant Principal responded that Hadland would cover all costs incurred for the extension and that the capacity of the nursery would increase by approximately 10 to 20. One Member asked how the nursery was of benefit to the College; the Principal responded that the nursery, originally owned by the College, was taken over by Hadland when the College was considering its closure, the nursery is a Grade 1 provider and similar providers in the area are oversubscribed and the College has a bursary facility for students who use the nursery, as do staff. When questioned about the utilities, the Assistant Principal informed Members that utility use in the new facility would be metered and all costs would be covered by Hadland.

The Corporation APPROVED the Hadland Care Group's proposal to extend the nursery footprint and installation of an additional building subject to no additional costs being incurred by the College.

14/19 PRINCIPAL'S REPORT

The Chair informed Members that there were some items within the Principal's report that were deemed as Staff & Student Confidential and these would be raised with Governors at the end of the meeting.

Members considered the Principal's report, which addressed funding, Special Educational Needs (SEN) and Education, Health and Care Plans (EHCPs), the change in the College staff pay date and bank covenant negotiations. She drew Members' attention to the recently passed college insolvency guidance and recommended that Governors appraise themselves of this. Questions were asked regarding the bank covenant negotiations, which the Principal and Assistant Principal (Finance & Resources) answered to Members' satisfaction. The Chair asked that this item be presented to Corporation again.

Clerk

As the Isle of Wight Council is rated one of the worst performing local authorities for timely EHCP processing, a Member asked whether there were any comparisons between the number of SEN students per thousand in order to put this data into context. The Principal responded that the Island does have a higher level of SEN requirements than elsewhere. She said that there had been an issue with the timely processing of transfers of old school statements and S139As to EHCPs but the local authority have now completed this process. The current issue is the LA's time frame for responding to either new requests for EHCPs or providing EHCP amendments/updates for transfer points e.g. moving from primary to secondary. There is a new LA SEN staffing structure in place but the LA (along with other LAs) is not meeting legal time frames. The LA is aware of this and the difficulties with resource and capacity and are trying to address it.

A large number of students now have what could be considered an over generous EHCP, due to individual support hours being attached to all activities, in many cases accumulating to 15 hours or more per week. This is largely due to parents' high expectations for their child's needs. In order to help resolve this problem the College allowed Samm Rooney (Head of Foundation Learning & High Needs) to sit on their panels and the local authority has started to review EHCPs as their annual review is due, and where appropriate amending them. The Principal believes this is now broadly resolved.

Members were informed that a local meeting is taking place on 28 February, which is hosted by Parents' Voice and is in response to the issue outlined above. It was suggested that it may be appropriate for a College representative to attend.

The Corporation NOTED the Principal's report.

15/19 ANY OTHER BUSINESS

The Chair asked Members if they found the new paperless system worked well for them, which Members affirmed. Following a request for papers to be uploaded in PDF format, it was noted that it would not be possible to annotate a PDF document and the majority of Members wanted to retain this useful facility. However, some Members felt that SharePoint was slow in downloading documents during meetings. It was suggested that this could be due to the content of some reports.

The Clerk was asked to look into the possibility of uploading documents in both Word and PDF formats and to raise the downloading issue with the Head of Technical Services.

Clerk

16/19 DATE OF NEXT MEETING

Wednesday, 27 March 2019 Corporation meeting at 1600hrs – 1830 hrs in room PG11.

Chairman: _____ Date: _____

<p style="text-align: center;">MISSION STATEMENT Putting Students First Working for Employers Supporting Our Community</p>
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