

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 22 NOVEMBER 2017
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2017/18
GOVERNORS:	Dr Nick England	Chair	✓	2 of 2
	Prof. Nigel Hastings	Vice Chair	✓	2 of 2
	Mrs Debbie Lavin	Principal	✓	2 of 2
	Tracey Collins	Teaching Staff Governor	X	1 of 2
	Mr Graham Cooper		X	1 of 2
	Mr Steve Corbett		X	0 of 2
	Mr Robert Davies	Student Governor	✓	2 of 2
	Ms Lisa Flaherty	Student Governor	✓	2 of 2
	Mr Matt Grzegorzewski		✓	1 of 2
	Ms Catherine Jackson	Support Staff Governor	✓	2 of 2
	Mr Ben Lyon	Student Governor	✓	2 of 2
	Ms Ginnie Orrey		✓	2 of 2
	Mrs Sheila Paul		✓	1 of 2
	Mr Martyn Pearl		X	1 of 1
	Mr Gordon Pownall		✓	1 of 1
	Dr Nick Sinnamon		✓	2 of 2
	Dr David Wake		✓	2 of 2
Attendance % this meeting:	76.47%	Present at this meeting:	13 of 17	
Attendance % year to date:	76.47%	Total attendance year to date:	26 of 34	

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	X
	Mr Peter Thompson	Assistant Principal – Finance & Resources	✓
	Miss Fidelma Washington	Assistant Principal – Quality Improvement	✓
	Mr Roland White	Assistant Principal – Students, Teaching & Learning and HR	✓
	Mrs Tracy Bull	College Accountant	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Mr Steve Corbett (W), Mrs Tracey Collins (P), Mr Graham Cooper (P), Martyn Pearl (U)		

The Chair welcomed Mr Gordon Pownall to his first meeting and informed members that Mrs Tracey Collins would be standing down as Teaching Staff Governor as she was leaving the College in December 2017.

151/17 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.

152/17 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 18 OCTOBER 2017

With two amendments, the minutes were approved as a true record of the meeting.

153/17 MATTERS ARISING FROM THE MINUTES OF 18 OCTOBER 2017

It was noted that the matters arising had either been addressed or would be dealt with at future meetings.

154/17 COLLEGE EVENTS

The Corporation NOTED the report.

155/17 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

The Chair informed members of the visits he has undertaken during the last few weeks to a number of curriculum departments. He stated that this had proved both enjoyable and instructive, particularly the visits to the vocational departments like Hair & Beauty and Engineering and Electrical. The Chair was impressed by the high quality of learning he saw.

156/17 MONTHLY FINANCE REPORT

The college accountant and assistant principal (Finance & Resources) took members through the finance report. It was noted that the College's management accounts for the three months to October show an operating surplus of £257k (budget forecast of £393k surplus) excluding staff restructuring. This results in a £137k year to date adverse variance. The adverse variance at the end of October 2016 was minus £171k, which finally led to an adverse variance to budget of minus £708k.

The college accountant said that the key variances in the month can be attributed to: funding body income, apprenticeship growth not achieved; no ESF income this year and full cost income not achieving the planned growth. She added that labour costs are showing a minor adverse variance to budget; the non-pay contingency remains unspent and some premises spend is in advance of profile. The college accountant stated that the report is not a forecast for the year – it is a report of actual results to date.

The assistant principal informed members that there are some issues, which must be addressed quickly if the College is to achieve a surplus in the coming

year. Management are conscious that an operating surplus is required to prevent a covenant breach it is noted in the forecast that the cash flow covenant is also delicate. This has been monitored for some time and the finance department have been developing a forecast for year-end that is sensitive to various funding claw back outcomes and payment for over delivery. The assistant principal said that the College expects clawback of £99k for under delivery of 19+ apprenticeships but also expects payment of £83k for over delivery of 16-18 apprenticeships and may receive payment for over delivery of AEB (£96k).

Within these various scenarios, the College has been identifying opportunities to reduce staffing costs, and being pragmatic about income, and have identified a potential £95k of reductions in staffing through natural wastage. The income forecasts have been reduced for apprenticeships, full cost provision, HE, ESF, international and CECAMM food sales, totalling (£894k). This would result in a surplus shortfall of between £16k and £96k at the end of the year. Further staff savings are being sought through erosion of staff under- deployment and a further review of existing staffing structures.

The Chair reminded members of the need to make a surplus to avoid breaking bank covenants and a member thanked the finance team for producing a clear report at an early stage in the year but added that the initial income forecast is proving overly optimistic. The Principal then explained the impact of a range of factors that have had a negative effect on the initial forecast, several of which are out of the College's control. She added that all "*potential warm leads*" for future income have been removed from the forecast to generate a worst-case scenario.

A member asked a question regarding international income and was informed by the assistant principal that the income was down and he then went on to provide a detailed explanation for the reasons for that. The member also asked about the debtors' position and a response was provided, with the assistant principal adding that the external auditors had recently congratulated the College on its management of debt.

A further question was asked regarding the income forecast and whether it included funding from the Work Development Fund (in support of work placement and technical level qualifications). Members were informed that this income would not be delivered until September 2018.

The Chair told members that it was important that they had a thorough understanding of the financial position and asked if the finance report had been thoroughly interrogated and debated. Members responded that they understood the position and were comfortable in challenging the relevant senior staff.

The Corporation CONSIDERED the report.

The college accountant left the meeting at this point.

157/17 HEALTH & SAFETY ANNUAL REPORT

The assistant principal (Finance & Resources) took members through the annual report and reassured them that there has been a significant focus on ensuring compliance at the new CECAMM building. He drew attention to staff sickness levels, which appears to be a more significant issue for business support staff. He stated that managers and lecturers form 46% of the College staffing but have 73% of sickness absence. Business support staff number 53% of College staffing but are registering 73% of the sickness absence. The assistant principal added that he is liaising with the head of human resources to identify mechanisms to address this. In summary, he stated that there have been fewer accidents this year, no RIDDOR accidents but the matter of support staff sickness requires further investigation.

A number of questions were asked and the assistant principal responded in detail. He was asked to provide page numbers in future reports and also add the details for how many specific individuals generate a particular high number of absences.

PT

The Corporation CONSIDERED the report.

158/17 PRINCIPAL'S REPORT

The Principal took members through her report which addressed the introduction of a 'capacity and delivery fund' to support development of work placements; the autumn budget 2018; ESFA financial notices of concern; English and maths attendance and an update on capital builds. The Principal informed members that the College has been asked by Southampton City college to be their "improvement partner", which includes completing an action plan by January 2018. She stated that the SMT are considering this request but have capacity concerns given the significant demands on their time.

A series of questions were asked regarding the recent FE Commissioner's letter relating to the use of "outstanding leaders" being deployed to support underperforming colleges, and the ESFA initiative to provide advice and guidance, through its early intervention strategy, to colleges that are experiencing financial difficulties. The Principal responded that she understood that colleges needed to meet specific criteria before they could access ESFA finance team support. She agreed to check this.

DL

Discussion took place regarding recent notification that the County Council are promoting a sixth form and members enquired as to whether the College would have an opportunity to be involved in discussions. The Chair pointed out that this would take some considerable time, as the council does not directly control faith schools and academies. It is unclear as to when or how the College would be consulted.

The Corporation CONSIDERED the report.

With the agreement of members, the next item was taken out of agenda order.

Mr Phil Truckel joined the meeting.

159/17 GOVERNOR HE ASSURANCE STATEMENT

The Assistant Principal (Students, Teaching & Learning and HR) introduced this item and explained the Annual Provider Review (APR) process and the Quality Assessment Assurance Statement (QAAS). The HE manager then explained the purpose of the HE annual SAR that had been emailed to members and responded to a number of questions.

The Corporation CONSIDERED the report and APPROVED the signing of the annual Quality Assessment Assurance Statement by the Principal.

Mr Phil Truckel left the meeting.

160/17 DRAFT GOVERNANCE SAR 2016/17

The Chair reminded Members that there would not be a separate Governance SAR this year but that the outcome of the self-assessment exercise undertaken by governors would contribute to the College Leadership & Management grade. However, he added that carrying out a review of governance performance remained important and suggested that for the benefit of the new student governors and the recently appointed external member, it would be beneficial to identify some of the key aspects of the governance role.

Members responded with the following; governors promote the College and its role on the Island with external organisations; they ensure that the College meets its legal obligations, particularly through a challenging and effective Audit Committee; they interrogate, scrutinise and challenge the work of the College and its Senior Management Team; they put students first, monitor and challenge teaching and learning standards and interrogate the student survey. They have third party oversight of policies and procedures; agree the overall direction of the College and apply a process of challenge and support; monitor

safeguarding matters and ensure that the College manages this effectively. Governors set the educational character and values for the College and agree partnerships with employers; monitor equality and diversity; set the remuneration of senior post holders; and monitor the governance structure and performance.

A member added that it was important to develop a strong and positive relationship with the Principal and senior staff (which this Corporation has done) and a member stated that a key strength was the high level of engagement of all governors.

With regard to areas for development, it was acknowledged that further work was required with maths and English and work experience.

The Principal clarified that although there was not a separate Governance SAR this year, key outcomes of the governance self-assessment process will be incorporated into the College Leadership & Management SAR.

The Corporation APPROVED the final draft Governance SAR 2016/17.

161/17 ANNUAL REPORT TO GOVERNORS 2016/17 OF – CREDIT CARD USAGE, GOVERNORS’ EXPENSES AND FOREIGN TRAVEL

The Corporation APPROVED the annual report.

162/17 ANY OTHER BUSINESS

The Principal informed members that Mr John Brownhill, a former Head of Engineering, and extremely professional teacher, had recently died. Member’s expressed their condolences to Mr Brownhill’s family.

150/17 DATE OF NEXT MEETING

Wednesday 20 December 2017 at 16.00hrs – 18.30hrs in room L8.

Chairman: _____ Date: _____

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