

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 18 OCTOBER 2017
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2017/18
GOVERNORS:	Dr Nick England	Chair	✓	1 of 1
	Prof. Nigel Hastings	Vice Chair	✓	1 of 1
	Mrs Debbie Lavin	Principal	✓	1 of 1
	Tracey Collins	Teaching Staff Governor	✓	1 of 1
	Mr Graham Cooper		✓	1 of 1
	Mr Steve Corbett		X	0 of 1
	Mr Robert Davies	Student Governor	✓	1 of 1
	Ms Lisa Flaherty	Student Governor	✓	1 of 1
	Mr Matt Grzegorzewski		X	0 of 1
	Ms Catherine Jackson	Support Staff Governor	✓	1 of 1
	Mr Ben Lyon	Student Governor	✓	1 of 1
	Ms Ginnie Orrey		✓	1 of 1
	Mrs Sheila Paul		X	0 of 1
	Mr Martyn Pearl		✓	1 of 1
	Dr Nick Sinnamon		✓	1 of 1
	Dr David Wake		✓	1 of 1
Attendance % this meeting:		81.25%	Present at this meeting: 13 of 16	
Attendance % year to date:		81.25%	Total attendance year to date: 13 of 16	

IN ATTENDANCE	Ms Lynne Christopher	Deputy Principal	✓
	Mr Peter Thompson	Assistant Principal – Finance & Resources	✓
	Miss Fidelma Washington	Assistant Principal – Quality Improvement	X
	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 Sheila Paul (H), Miss Fidelma Washington (w)		

The Chair welcomed Members to the first Corporation meeting of the year and informed them that he would like to review the meeting at the close of business, in particular the quality of the reports, the timing and relevance of discussion and the benefit of the meeting to the Senior Management Team.

127/17 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.

128/17 APPROVAL OF THE NON-CONFIDENTIAL, STAFF AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 12 JULY 2017

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

129/17 MATTERS ARISING FROM THE MINUTES OF 12 JULY 2017

It was noted that the two matters arising would be dealt with at the November 2017 and February 2018 meetings respectively.

130/17 COMMITTEE MINUTES**DRAFT AUDIT COMMITTEE MINUTES OF 4 OCTOBER 2017**

The Corporation NOTED the minutes.

131/17 APPOINTMENT OF STUDENT GOVERNORS

The Chair thanked the individuals involved in identifying and selecting the three Student Governors. Following brief discussion, it was agreed that the students should be appointed and they were invited to join the meeting.

The Corporation APPROVED the appointment of Robert Davies, Ben Lyon and Lisa Flaherty for one academic year until 31 July 2018.

132/17 REVIEW OF CONFIDENTIAL MINUTES**Clerk**

The Corporation APPROVED the publication of Corporation and Corporation Committee meetings that were previously designated as confidential.

133/17 GOVERNOR ATTENDANCE 2016/17

The Corporation NOTED the report.

134/17 COLLEGE EVENTS

The Corporation NOTED the report.

135/17 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

The Chair provided an update on progress with the individual annual Governor reviews and thanked those who had participated to-date. He congratulated the Principal and SMT for organising an excellent opening of the CECAMM building and drew attention to the letter of thanks sent on behalf of the Countess of Wessex.

The Chair reported on the progress in producing the 2016/17 Governance SAR, thanked Members for their comments to-date and stated that he, the Vice Chair and Principal would produce the final draft document.

The Chair asked the Clerk to report on progress in appointing a new external Governor. Members were informed that an application had been received from Mr Gordon Pownall, a senior executive at the hospital and, following an interview with the Principal, Chair and Vice Chair of Search and Governance, the recommendation was that he be appointed.

The Corporation APPROVED the appointment of Mr Gordon Pownall, with effect from 22 November 2017, for a four-year term until 21 November 2021.

Carrie Heath (Head of Apprenticeships) joined the meeting at this point.

With Members' agreement, the Head of Department report on Apprenticeships was taken out of agenda order.

136/17 CURRICULUM UPDATE FOR APPRENTICESHIPS

Following presentation of her report, the Head of Department was asked a number of questions. The Chair asked about the level of demand for the College apprenticeship offer; the significance of the coloured data columns in the report; and what key factor had made the significant positive difference in improvement in the space of one year. The HoD responded in detail, including referencing the wider range of responses that had been sought from employers, resulting in significantly more responses being generated.

A Member stated that he had recently had first-hand experience of the students and this had been very positive. He also congratulated the apprenticeship team on the excellent employer feedback and asked what Governors could do to further support this area of work.

The HoD said that the College and Governors should make sure employers are fully aware of the new funding criteria and increase employer awareness of the apprenticeship scheme and its potential benefits for their business. The Chair supported this proposal and suggested that consideration should be given to promoting awareness of past College apprentices who have progressed successfully into business.

A Member congratulated the HoD on the significant improvement on performance but focused on the negative employer responses, asking if the apprenticeship team could identify these employers and whether they gave negative responses in all survey areas. He also asked about the bureaucratic

and lengthy apprenticeship recruitment process and whether this was a local or national issue and further, what impact pay rates have on recruitment. The HoD responded in detail to Members' satisfaction.

A Member stated that it was difficult to understand that a 30% increase in satisfaction levels could be generated by just conducting the survey differently. He asked for more detail on what other actions have been taken to produce such a significant improvement. He also asked for clarification on the "red items" identified in the survey and whether the apprenticeship team were clear about the remaining dissatisfied employers' concerns. The HoD provided a detailed and satisfactory response.

Further questions were asked relating to how employers were responding to the opportunities presented by CECAMM; the predicted SAR Grade 2 for 'personal development, behaviour and welfare of learners'; the aspiration to meet the needs of *all* current and new employers and whether this was achievable; and how the apprenticeship team identified which employers to target.

The Principal concluded the questioning by asking how effectively the team were delivering the teaching of maths and English. The HoD outlined in detail the action being taken but acknowledged that the team recognise this is a challenging area and stated that it is a priority area for improving performance.

The Corporation CONSIDERED the report.

Carrie Heath left the meeting and Tracy Bull (College Accountant) joined the meeting at this point.

The meeting reverted to the original agenda.

137/17 MONTHLY FINANCE REPORT

The College Accountant took Members through the finance report for the two months to September 2017 and, on concluding, she was asked a range of questions.

A question was asked regarding the importance of income generated by apprenticeship work and what the specific risks were associated with this area of work. The Principal updated Members on current student recruitment, including apprenticeships, and the implications for income generation. She informed Members that a significant investment had been made on welding equipment, that the College was waiting for confirmation of kite mark approval in the Care curriculum area, stating that approval would allow

development of NHS training.

The Principal was asked about the timeframe for monitoring recruitment and its impact on funding and the Principal stated that by December 2017 the College will have a clearer perspective on the 2017/18 income and funding position.

Further questions were asked on the restructuring adverse variance, the outstanding debtors issue and the 2016/17 outturn. The College Accountant responded in detail, informing Members that the financial audit was still taking place but the 2016/17 outturn was £302k.

The Corporation CONSIDERED the report.

Tracy Bull left the meeting.

138/17 HEALTH & SAFETY POLICY

The Assistant Principal (Finance & Resources) was asked whether the College has safety inspection visits from external health & safety bodies. He was also asked whether the College has links with the local authority Emergency Planning Officer. The Assistant Principal stated that mandatory compliance checks are carried out by, for example, the Fire Service but no overall external formal assessment of H&S is carried out.

Following further questioning and discussion, it was agreed that the Chair of Corporation would undertake the role of designated Health & Safety Governor.

The Corporation APPROVED the Health & Safety Policy.

139/17 PARTNER CONTRACTS 2017/18

Members considered the report and a question was asked regarding previously identified UKSA quality issues. The Deputy Principal informed Members that all quality issues have been resolved.

The Corporation RATIFIED the 2017/18 partner contracts.

140/17 STUDENT ENROLMENTS 2017/18

The Deputy Principal took Members through the report and stated that current enrolments are circa 1,520 and the College anticipates reaching 1,575 enrolments by the end of the year. She added that although the numbers are lower, the enrolment figures are generally positive.

A Member stated that there is a developing pattern of increasing market share

but with overall student numbers decreasing and therefore is there a concern about the impact on funding? The Principal responded that the mission is key and CECAMM and HE development remains a priority but added that alternative markets must continue to be targeted. The Deputy Principal also needs to ensure 16-18 students' progress and this is being addressed through curriculum modelling.

A question was asked on Higher Education enrolment numbers and the Deputy Principal responded that recruitment is slightly down but specific action is being taken to address this.

The Corporation CONSIDERED the report.

141/17 PRINCIPAL'S REPORT

The Principal presented her report which addressed recent Association of Colleges' activity; the College Strategic Plan 2017-20; an update on ICT provision at the Studio School; an English and maths progress report and an update on capital builds; a report from Ofqual that has a potentially significant impact on future results.

The Chair commented on the improved GCSE English results at national level for those aged 17 and above but noted the deterioration in GCSE maths results for the same age group. The report of 40 colleges facing financial difficulties was also noted.

The Corporation CONSIDERED the report.

142/17 COLLEGE STRATEGIC PLAN 2017-2020

The Principal reminded Members that the Corporation had tasked her and the SMT to produce a draft Strategic Plan based upon the January 2017 Planning Day; to amend it following consultation with a wide variety of stakeholders and then submit the draft for consideration and approval. She added that the drafting of the new plan was supported and informed by a Governor Sub Committee.

Members sought clarification on a few specific items in the plan and minor modifications were requested by Governors and agreed by the SMT. The Chair stated that "pay and remuneration" remains a significant issue because College performance may be impacted negatively if not effectively addressed.

A Member asked a question about writing and implementing a finance strategy and a marketing plan to support the achievement of the overall Strategic Plan. The Principal responded that the College has a marketing strategy, supported by a draft finance strategy and this will be brought to

PT

Corporation.

A question was then asked concerning whether discussions are taking place regarding an Isle of Wight Sixth Form College. The Chair updated Members on current views but added that the difficulty is in implementing a coherent strategy, made more challenging by the Island academies. A student governor questioned why the relevant institution Heads cannot communicate and work together to develop an Island-wide education system.

The Chair thanked the College team, particularly Roland White and Lynne Christopher for the work on the Strategic Plan, stating that the “key strategic objectives” read well and demonstrated coherent thinking and planning.

The Corporation APPROVED the Strategic Plan 2017-2020.

143/17 ENGLISH AND MATHS SUB GROUP REPORT

The Vice Chair of Corporation took Members through his report, reminding them that the sub group had three purposes and the last meeting had focused on key points arising in GCSE maths and English and functional skills. With regard to the overall outcomes, he stated that the College made significant progress in 2016/17 in securing improved outcomes for the larger cohort of students taking GCSEs in English and/or maths. He stated that the most significant improvement was in English, where the change to iGCSE paid clear dividends. With regard to Progress Measures, the College has performed well, although functional skills looks to be an area where outcomes will fall short of expectations. He concluded the report by stating that full discussion of arrangements for 2017/18 will take place at the sub group’s November 2017 meeting.

The Chair asked the Student Governors for their views on maths and English teaching and its place in their curriculum. The feedback from the three student governors regarding the quality of teaching was very positive. However, they acknowledged that many students are reluctant to attend and failed to see the relevance of maths and English for their chosen course of study.

The Vice Chair stated that it was disappointing to note that the Government has not accepted the recommendations to improve and develop the maths and English curriculum.

The Corporation NOTED the report.

144/17 GENERAL DATA PROTECTION REGULATION

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The Assistant Principal (Finance & Resources) provided a brief update on the

College's preparation for implementation of General Data Protection Regulations from May 2018. It was agreed that a formal updating session would be held prior to the 22 November 2017 Corporation meeting.

The Corporation NOTED the report.

145/17 HEAD OF DEPARTMENT APPRENTICESHIPS REPORT

Considered earlier in the meeting.

146/17 STUDENT ANTI BULLYING POLICY & PROCEDURE ANNUAL REVIEW

RW

The Chair asked if the potentially extreme outcomes of bullying, e.g. suicide could be strengthened in the report and a Member asked for specific numbers of incidents analysed by protected characteristics.

The Student Governors stated that they had seen no evidence of bullying in the College and felt that it was less of an issue than it is in secondary education. However, they added that the availability of student support networks is very well promoted in the College and student awareness of them is high.

Members agreed that this is a very complex area and recognised the good work being done by the College to address this, whilst noting that there was no room for complacency.

The Corporation APPROVED the Student Anti Bullying Policy & Procedure for 2017/18.

147/17 COLLEGE LEARNING POLICY 2017/18

The Chair questioned the Assistant Principal (Students, Teaching & Learning and HR) on differentiation and action taken to ensure this takes place. The Assistant Principal provided a detailed response.

The Corporation APPROVED the College Learning Policy 2017/18.

148/17 SAFEGUARDING ANNUAL REPORT

The Chair commented on the positive 96% figure of students who feel safe in the College but a question was asked regarding what prompts 4% of students to indicate that they do not feel safe and what action is being taken. The Assistant Principal (Students, Teaching & Learning and HR) responded to Members' satisfaction and added that the aim of the College was to eradicate all bullying.

The Corporation CONSIDERED the report.

149/17 ANY OTHER BUSINESS

There were no items of any other business.

The Chair asked for a review of the meeting and comments were positive regarding the time allocated to agenda items, the relevance of discussion and level of questioning.

150/17 DATE OF NEXT MEETING

Wednesday 22 November 2017 at 16.00hrs – 18.30hrs in room L8, preceded by GDPR training at 14.30hrs – 15.30 hrs in room L8.

Chairman: _____ Date: _____

MISSION STATEMENT

Putting Students First | Working for Employers | Supporting Our Community