

**MINUTES OF A MEETING OF THE CORPORATION HELD ON  
WEDNESDAY 25 MARCH 2020  
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING**

			ATTENDED	ATTENDANCE 2019/20
<b>GOVERNORS:</b>	Dr Nick England	Chair	✓	4 of 5
	Prof. Nigel Hastings	Vice Chair	✓	5 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Mr Albert Bargery		0	0 of 2
	Mr Graham Cooper		✓	5 of 5
	Mr Steve Corbett		✓	2 of 5
	Mr James Dziuba	Student Governor	N/R	3 of 5
	Ms Vicky Egerton	Teaching Staff Governor	N/R	3 of 5
	Dr Kavita Hayton		✓	4 of 5
	Mr David Hodgkins	Support Staff Governor	N/R	4 of 5
	Ms Charmian Messenger		0	1 of 2
	Mrs Christine Palmer		✓	5 of 5
	Mr Gordon Pownall		0	1 of 5
	Mr Martyn Pearl		0	4 of 5
	Mr Peter Sewell		0	0 of 2
	Dr Nick Sinnamon		✓	4 of 5
	Mr Josh Wyatt	Student Governor	N/R	2 of 5

<b>IN ATTENDANCE:</b>	Mr Brian Bowker	Clerk to the Corporation	✓
	Mrs Tracy Bull	Director of Finance & Curriculum Planning	✓
	Ms Lynne Christopher	Special Project Advisor	N/R
	Mr Peter Thompson	Assistant Principal (Finance & Resources)	N/R
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)	N/R
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)	N/R
<b>APOLOGIES:</b>	Mr Albert Bargery, Ms Charmian Messenger, Mr Gordon Pownall, Mr Peter Sewell		

**ACTION**

**21/2020 DECLARATIONS OF INTEREST**

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

**22/2020 APPROVAL OF THE NON-CONFIDENTIAL AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2020**

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

**23/2020 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2020**

It was noted that all the matters arising had been addressed or were in hand for future meetings.

**24/2020 RE-APPOINTMENT OF GOVERNOR**

The Corporation APPROVED the reappointment of Dr Nick Sinnamon until the 31 August 2020 and his appointment as a co-opted member of the Audit Committee from the 1 September 2020.

**25/2020 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION**

In light of the current unprecedented circumstances regarding the COVID-19 virus, the Corporation CONSIDERED and APPROVED a proposed amendment to the College's FCM policy to enable students who normally receive free college meals to continue to receive payments, that they can use to purchase food, during any period when they cannot access the College site.

The Chair thanked the Principal and senior leadership team for their careful planning and management of the College during these unprecedented times. This was endorsed by Members who also thanked all College staff for their outstanding efforts in ensuring the welfare of all students and finding ways to ensure that teaching continues during the College partial closure.

The Vice Chair of Corporation raised the matter of the coronavirus tracking app developed by Kings College, Cambridge. He stated that this was a potentially very important development and encouraged the College to promote its use within its and the wider Island community. The Principal agreed to explore the most appropriate way of doing this.

Tracy Bull joined the meeting at this point.

**26/2020 MONTHLY FINANCE REPORT: MANAGEMENT ACCOUNTS**

The Director of Finance & Curriculum Planning took Members through her report. She informed them that the College's management accounts for the seven months to February show an operating surplus of £122k, against a budget forecast of £189k. This results in a £68k year to date adverse variance.

The Director stated that the key variances in the month can be attributed to; international income; full cost income; tuition fees; with pay costs currently £47k higher than budget and non-pay costs showing an adverse variance of £61k for the year to date.

**27/2020 LATEST ESTIMATE AS AT FEBRUARY 2020**

The Director of Finance & Curriculum Planning said that the College had set a budget with an operating surplus of £28k, post restructuring costs. The College is now forecasting an end of year deficit of £65k but this figure is subject to change given the impact of COVID-19 on the finances of the College. Members noted that insufficient cash flow cover would lead to a breach of banking covenants.

Members recognised the difficulty in forward planning and asked a number of questions including, what indications there were from central government regarding funding some of the exceptional costs, including loss of income and whether there were any indications of a softening of bank covenants. The Director responded that the College is waiting for specific government information on potential support for FE colleges and that with regard to the covenants, Barclays Bank have indicated they will be more flexible but to date no response has been received from Lloyds Bank.

The Principal stated that the worst-case scenario could be a £1.1m negative impact and the best case may be between £600-800k. She added that apprentice training is a particular issue and a high-risk area for the College and although clarification has been received from the government on funding, it does not yet go far enough and further lobbying by the AoC and others is ongoing. Members were informed that a £160k loss associated with international work, CECAMM and full cost work is unlikely to be recovered. She added that if the College receives full funding for AEB and profile funding for apprentices then the financial position will be much better. The financial planning will be reviewed and updated during the next two weeks. The IFMC will be submitted to the ESFA and then the banks will be contacted to see what support they are prepared to give, such as relaxation of bank covenants. The College has been informed that it could apply for 80% of government funded staffing costs but the criteria are being reduced and amended and it is unlikely the College will ultimately be able to access a significant percentage of this emergency funding support.

It was recognised that if there were significant changes to the financial forecast then further consideration of the position may be required by a small group of Governors before re-presenting a revised budget to Corporation for approval. The updated IFMC will require approval within the next week or so, prior to submission to the EFSA.

The Corporation CONSIDERED the monthly Finance Report and Latest Estimate.

Tracy Bull left the meeting at this point.

## **28/2020 PRINCIPAL'S REPORT**

The Chair reminded Members that five briefing meetings had been held during the last seven days and the Principal was intending to continue with these on a weekly basis.

The Principal then provided a verbal update on action taken to address COVID-19 related issues and other general matters relating to the College. She provided details on the structured programme available to students attending College following its closure to the main student body, adding that online learning activity is working well. Members noted that there are issues with Level 3 students; that excellent support is being received from the Association of Colleges and that the Director of Finance & Curriculum Planning has submitted the loan agreement to auditors for clarification. The Principal then concluded by providing information on finances relating to UKSA and Platform 1, stating that she was confident that Platform 1 were secure financially. UKSA has asked the college if we can pay both term 2 and 3 in advance of the payment date. The college had confirmed it can pay term 2 in advance of the payment date as the income had already been earned, but had declined to bring forward payment 3.

Members were informed that the College's catering facilities, vehicles and car park have been offered for use by the St Mary's Hospital should they feel that would be helpful. The hospital has also been asked to contact the College if they identify other ways in which the College may be of assistance.

A Member asked if it would be possible for the Island schools to collaborate and pool resources and whether the secondary schools could consolidate the pupils still attending into one school. The Principal said that this was not impossible however, because of the very varied needs of the students, safeguarding issues and the fact that not all the schools were run by the local authority, it may prove difficult for the young people to attend another institution and for the receiving institution to be fully aware of the young people's needs.

The Principal then took Members through her Level 3 report providing a brief update on key actions identified following a detailed analysis of the Level 3 data and a 'deep dive' into the provision at the College. Questions were asked regarding exams and assessment procedures, given the

constraints presented by COVID-19, and the Principal outlined the latest position, stressing that new information and proposals are arising all the time. Members thanked her for the update and noted that the overall picture was an improving one and that current retention is high across all levels.

The Principal then considered apprentices and informed Members that there was a concern regarding current rules for delivering apprenticeships, with associated funding implications. She added that Ofsted have stated that there will be no performance measures placed on the College next year. A question was asked about the four and twelve week apprentice timelines and the Principal provided the current detail on these rules.

The Corporation CONSIDERED the report.

**29/2020 QUALITY OF TEACHING AND LEARNING REPORT INCLUDING THE EFFECTIVENESS OF IMPROVEMENT MEASURES**

It was noted that there were no significant concerns and that retention is in line with that expected at this time of the year.

The Corporation CONSIDERED the report.

**30/2020 TERMLY SAFEGUARDING REPORT**

Members were informed that significant effort is being given to supporting the most vulnerable students and careful 1-1 support is being provided where appropriate.

The Corporation CONSIDERED the report.

**31/2020 HEAD OF DEPARTMENT: BUSINESS/SPORT AND FITNESS/PUBLIC SERVICES PROGRESS REPORT**

The Corporation CONSIDERED the report.

**32/2020 EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIP LOGS**

The Corporation NOTED the report.

**33/2020 ANY OTHER BUSINESS**

It was agreed that a weekly briefing meeting should be held at 2.00pm each Wednesday using Microsoft Teams.

**34/2020 DATE OF NEXT MEETING**

Wednesday 22nd of April 2020 at 2.00pm.

Members were reminded that the Governor Contact Day has been cancelled.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

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