

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 15 JULY 2020
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2019/20
GOVERNORS:	Dr Nick England	Chair	✓	7 of 8
	Prof. Nigel Hastings	Vice Chair	✓	8 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Mr Graham Cooper		✓	8 of 8
	Dr Steve Corbett		0	3 of 8
	Mr James Dziuba	Student Governor	0	3 of 8
	Ms Vicky Egerton	Teaching Staff Governor	0	5 of 8
	Dr Kavita Hayton		✓	7 of 8
	Mr David Hodgkins	Support Staff Governor	✓	7 of 8
	Ms Charmian Messenger		0	2 of 8
	Mrs Christine Palmer		✓	8 of 8
	Mr Gordon Pownall		✓	2 of 8
	Mr Martyn Pearl		✓	7 of 8
	Mr Peter Sewell		✓	3 of 5
	Dr Nick Sinnamon		✓	7 of 8
	Mr Josh Wyatt	Student Governor	0	2 of 8

IN ATTENDANCE:	Mr Brian Bowker	Clerk to the Corporation	✓
	Mrs Tracy Bull	Director of Finance & Curriculum Planning	✓
	Ms Lynne Christopher	Special Projects Advisor	✓
	Mr Peter Thompson	Assistant Principal (Finance & Resources)	✓
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)	✓
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)	✓

APOLOGIES:	Mr Steve Corbett, Mr James Dziuba, Ms Vicky Egerton, Mrs Charmian Messenger, Mr Josh Wyatt		
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73/2020	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.	

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74/2020	<p>APPROVAL OF THE NON-CONFIDENTIAL AND STAFF, STUDENT AND SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 20 MAY 2020</p> <p>The minutes were approved as a true record of the meeting.</p>	
75/2020	<p>MATTERS ARISING FROM THE MINUTES OF 20 MAY 2020</p> <p>The matters arising were noted as complete.</p>	
76/2020	<p>APPOINTMENT OF CHAIR AND VICE CHAIR OF CORPORATION</p> <p><u>The Corporation unanimously APPROVED the re-appointment of Dr Nick England as Chair of Corporation and the appointment of Mrs Christine Palmer as Vice Chair of Corporation for the academic year 2020/21.</u></p>	
77/2020	<p>FINAL CALENDAR OF CORPORATION MEETINGS 2020/21</p> <p>The Chair asked Members if they would prefer to meet face to face for all meetings or a combination of face to face and virtual meetings. The consensus was for face to face meetings whenever possible but for virtual meetings to be used to facilitate attendance by Governors, particularly those in full time employment.</p> <p>The Clerk was asked to liaise with the auditors to ask for their views when required to attend Audit Committee meetings.</p> <p><u>Subject to Audit Committee dates being confirmed, the Corporation APPROVED the 2020/21 calendar of meetings.</u></p>	Clerk
78/2020	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <p>The Chair told Members that he had attended a virtual regional Chairs' meeting which had proved very successful. He added that he had found it reassuring that compared to several other colleges, the Isle of Wight College was doing well, particularly with regard to financial solvency.</p> <p>He thanked governors for their support and unstinting efforts during the academic year and gave particular thanks to Dr Nick Sinnamon for agreeing to continue as a governor until December 2020.</p> <p>The Chair then reminded Members that this would be Ms Lynne Christopher's last meeting and informed them that she had carried out a large number of roles, with a wide range of responsibilities, since her appointment to the College in 1988. He said that she had made a significant contribution to the growth and improvement in performance of the College, where it had progressed from an Ofsted Grade 5 ranking to a Grade 1 at the 2007 Ofsted inspection.</p>	

		<u>ACTION</u>
	<p>Ms Christopher responded and said that she had been on the governing body for 20 years and went on to thank the wonderful people she had worked with and wished the College well in the future.</p> <p>It was noted that Steve Corbett had recently successfully completed his PhD and Members offered their congratulations.</p> <p><u>The Corporation NOTED the Chair’s report and APPROVED the removal of Lynne Christopher from the:</u></p> <ul style="list-style-type: none"> (i) <u>Bank mandate authorisation</u> (ii) <u>Barclays net (online banking system)</u> (iii) <u>Contact information.</u> 	
79/2020	<p>ESFA FINANCIAL RETURN</p> <p>The Director of Finance & Curriculum Planning took Members through the draft ESFA Financial Plan. She stated that the key points to note were that the plan generates a financial surplus in each year and the financial health grade remains at Good. She added that the key impacts on the 2020/21 plan include the following; income reductions due to COVID; pay, with an assumption that £250k of pay savings will be achieved in 2020/21 and carried forward into 2021/22; non-pay, with an assumption that £150k of non-pay savings will be achieved in 2020/21 and carried forward into the following year.</p> <p>The Director said that the bank covenants had been modelled for each year and that all covenants are forecast to be met, with the exception of the cash flow covenant in 2020/21. However, she said that the College has already opened discussions with the lending bank to review this potential issue. In addition, whilst the cash flow covenant is a concern, the College bank balance is not. The College returns a healthy bank balance at all times, with never less than 30 days cash.</p> <p>A Member stated that she and the Vice Chair of Audit Committee had had an opportunity to interrogate the ESFA return in detail and had contacted the Director with a number of detailed questions which had been satisfactorily addressed. She added that a key issue was for the governing body to reassure itself that the projected savings are deliverable. The Vice Chair of the Audit Committee endorsed this and stressed the importance of the document and the detail it contained.</p> <p>A further question was asked regarding stress testing and how robust the projections are. The Director referred to section 7 in the commentary that identified the stress testing criteria for moving from “good” to “requires improvement”.</p>	

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	<p>The Chair asked for clarification on operational cash flow and the relevance of government funding. The Director responded in detail to Members' satisfaction.</p> <p>The Chair then asked the Principal to explain the nature of the Erasmus projects and their associated funding. The Principal provided the details, which were essentially about staff and student international cultural exchanges.</p> <p>A final question was asked regarding whether the College would need to return this funding if the projects could not be delivered. The Principal provided detail of how the College would mitigate any risk associated with this. If the college did not complete parts of the project then it would be unable to draw down all of the monies. The Finance Director is seeking clarity from the project manager to assess the risk.</p> <p><u>The Corporation APPROVED the ESFA Financial Return.</u></p>	
80/2020	<p>MONTHLY FINANCE REPORT: MANAGEMENT ACCOUNTS</p> <p>The Director of Finance & Curriculum Planning informed Members that the College is currently showing an operating surplus before restructuring costs of £158k (versus a budget surplus of £87k), which is a £71k favourable variance. She added that the variances for the year to date have mainly been driven by the following; income, with international income showing an adverse variance of £136k; tuition fee income, which is showing a marginal reduction of £24k for the year to date; pay, with pay costs for the year showing a £69k adverse variance and non-pay, with a £151k favourable variance to budget.</p> <p>With regard to the balance sheet, significant items include; debtors, with total debtor days standing at 54 and cash, with a total cash balance of £3.7m.</p> <p>It was noted that the covenants are based on the June actuals and, on this basis, all covenants would be met. The current financial health of the College (based on a rolling year of income) would be Good.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
81/2020	<p>LATEST ESTIMATE</p> <p>The Director of Finance & Curriculum Planning informed Members that the College is forecasting a surplus of £130k for 2019/20, which will keep the College in the Good financial health category.</p>	

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	<u>The Corporation NOTED the report.</u>	
82/2020	<p>AUDIT COMMITTEE MEETING REPORT: JUNE 2020</p> <p>The Assistant Principal (Finance & Resources) took members through his report focusing on the three items recommended by the Audit Committee to Corporation for approval.</p> <p><u>The Corporation APPROVED the:</u></p> <ul style="list-style-type: none"> (i) <u>External Audit Planning Memorandum 2019/20</u> (ii) <u>Accounting Policies</u> (iii) <u>Financial Regulations and Procedures 2020/21.</u> 	
83/2020	<p>CATERING: ARAMARK CONTRACT</p> <p>The Assistant Principal (Finance & Resources) updated members on the current position and informed them that the College is not unique in experiencing contract difficulties with Aramark. He said that a meeting is being held on 16 July 2020 to try to gain a better understanding of the issues and Aramark's demands.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
84/2020	<p>TUITION AND OTHER FEES POLICY (INCLUDING FEE REMISSION)</p> <p>The Assistant Principal (Finance & Resources) provided the background to the policy content and informed them that the criteria for determining student fees is changing and the College is responding to those changes.</p> <p>He was asked if College competitors were responding by lowering fees to become more competitive and increase market share. The Assistant Principal provided examples of where this is occurring.</p> <p><u>The Corporation APPROVED the Tuition and Other Fees Policy for 2020/21.</u></p>	
85/2020	<p>PRINCIPAL'S REPORT</p> <p>The Principal took Members through the first part of her report which addressed the Institute for Fiscal Studies report on the geography of the COVID-19 crisis; FE reforms; the AoC skills-led recovering plan; capital funding for FE colleges 2020/21; College international bids and an update on Branstone Farm.</p> <p>Members congratulated the College on its successful Erasmus bid and noted that other bids have been submitted. A Member then added a further update on the Branstone Farm developments.</p> <p>The Principal provided a progress report on Level 3 retention and Members noted that retention has improved during 2019/20 and is now</p>	

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	<p>at or above 2018/19 national averages for all ages. It was agreed the Corporation will now monitor Level 3 through the PI report rather than special reporting.</p> <p>CURRICULUM UPDATE FOR APPRENTICESHIPS The Principal said that the purpose of the report was to provide Governors with an update on the quality of education in apprenticeships in the following areas; predictions for the College's 2019/20 data and the impact of the COVID-19 pandemic and associated activities taking place to minimise any impact and support both apprentices and employers. Even though overall and timely apprentices are performing above national average, it was agreed Corporation will still continue to receive regular updates as 16-18 and 19-23 age groups still require improvement.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
86/2020	<p>RISK REGISTER/SUMMARY OF HIGH LEVEL RISKS The Assistant Principal (Finance & Resources) informed Members that there has been a significant review and revision of the risk register and eight new, largely COVID related risks have now been incorporated, with mitigating action identified.</p> <p>The Vice Chair of the Audit Committee said that the risk register is interrogated in detail at the Audit Committee and it is commendable that the College has responded so quickly to changing circumstances.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
87/2020	<p>COLLEGE HIGH LEVEL PIs AND TARGETS</p> <p>2019/20 MONITORING REPORT The Assistant Principal (Quality and Improvement) presented the monitoring report which showed 3 high risk indicators (red) and 3 medium risk indicators (amber).</p> <p>Responding to questions the Assistant Principal explained how these risk areas were being addressed currently and provided details of planned future action.</p> <p>The Chair referred back to the last Ofsted inspection visit and noted the importance of the performance indicators in the inspection process.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

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	<p>2020/21 HIGH LEVEL MEASURES AND KEY PERFORMANCE INDICATORS</p> <p>The Assistant Principal asked members to consider the proposed PIs for 2020/21 and explained the reasons for the removal of, or amendment to, some of the current PIs.</p> <p>The Assistant Principal was asked about the alignment of the College strategic plan targets and the high level PIs, given the overlap and she agreed to consider this. She concluded by saying that there are no changes proposed for the current financial indicators but the College will respond to future ESFA requirements.</p> <p><u>The Corporation APPROVED the high level performance indicators for 2020/21.</u></p>	
88/2020	<p>PAY POLICY FRAMEWORK/MARKET SUPPLEMENT POLICY/PAY RECOMMENDATIONS</p> <p>The Director of Services for Students & HR presented the Pay Policy and clarification was then requested on a few items, including staff sick pay provision. The Director fully responded to all questions to the satisfaction of Members.</p> <p>The Chair then thanked the Director for arranging and managing an excellent recruitment process for the Assistant Principal post.</p> <p><u>The Corporation APPROVED the Pay Policy Framework, Marketing Supplement Policy and pay recommendations for 2020/21.</u></p>	
89/2020	<p>FINAL QUALITY OF TEACHING AND LEARNING REPORT INCLUDING EFFECTIVENESS OF IMPROVEMENT MEASURES</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) took members through his report and confirmed that the overall learning experience for students continues to be good. Retention for all qualifications at the time lockdown began was 95% and remains so now, which is 2% above target. Student attendance at the time of lockdown was 87% which is slightly below the target of 89%. However, since lockdown, electronic registers have been marked with a “Q” (quarantine) mark and therefore it has not proved possible to provide an overall attendance figure.</p> <p>From Monday, 23 March 2020 teaching moved online. Walk through observations and feedback from managers indicates that in the majority of areas this has gone smoothly with the bulk of students continuing to engage in learning. During the lockdown, the vast majority of observations have been suspended but while learning has been taking place, online managers have been doing ‘walk through’ observations. The</p>	

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	<p>Assistant Principal added that support activities such as staff development, mentoring and coaching have continued to be very effective during lockdown in enabling and sustaining improvement.</p> <p>The Assistant Principal said that staff have been liaising closely with awarding bodies and he was asked if the College was likely to be inundated with student appeals. He replied that Ofqual have determined that students cannot challenge the professional judgement of staff and that the grounds for appeal are very limited. In response to a further question the Assistant Principal said that Ofqual had considered whether trend data should be taken into account, but they had decided against it.</p> <p>A Member thanked the Assistant Principal for a clear report and was impressed that the College had managed to retain a good quality assurance system. However, he asked for information regarding last year's target areas for improvement and what progress had been made against those targets. The Assistant Principal responded that more detail would be provided in his October report to Governors. He then explained the progress made in developing online learning and how the College was striving for consistency in delivery, given that some teachers had adapted well to this mode of teaching and others less so. Members supported this and stressed the importance of developing and delivering a high quality online provision for students.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
90/2020	<p>RESULTS OF PARENTS' SURVEY</p> <p>Members considered the report and commented that one in three sets of parents had said that they had not received a report. The Assistant Principal (Students, Teaching & Learning and HR) said that they should receive just one report a year and Members questioned this and asked if this could be reviewed given that parents had expressed related concerns in response to other questions.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	RW
91/2020	<p>COMMITTEE MINUTES:</p> <p>DRAFT SEARCH & GOVERNANCE MINUTES OF 9 JUNE 2020</p> <p>DRAFT NON-CONFIDENTIAL AUDIT COMMITTEE MINUTES OF 9 JUNE 2020</p> <p><u>The Corporation NOTED the minutes.</u></p>	

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92/2020	<p>LEARNER INVOLVEMENT POLICY AND PROGRESS UPDATE</p> <p>Members considered the report and a question was asked regarding access to online provision for Student Governors, given that they had not attended any virtual meetings. The Principal informed the meeting that every effort had been made to ensure Student Governors could access virtual meetings.</p> <p>The Clerk was asked to incorporate a review of Corporation agenda items with future Student Governors to identify relevant items for their consideration and potential contribution.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	Clerk
93/2020	<p>SAFEGUARDING TERMLY REPORT</p> <p>Members were informed that the COVID-19 pandemic and resulting lockdown has resulted in reduced interaction with students, however all students have been contacted and those most vulnerable have had regular contact. A Governor asked if incidents with students may not have been identified or addressed as promptly or effectively as normal. The Assistant Principal (Students, Teaching & Learning and HR) confirmed this was probably inevitable and most certainly an emerging national picture.</p> <p>A Member asked for some of these concerns to be formalised and included in the risk register.</p> <p>With regard to the Section 175 audit, the Assistant Principal thanked the designated Safeguarding Governor for his contribution to the audit.</p> <p><u>The Corporation CONSIDERED the report and NOTED the completed Section 175 audit and AUTHORISED the designated Safeguarding Governor to approve the changes to the Safeguarding Policy, prior to Corporation confirming these as part of the annual review of the policy at its October 2020 meeting.</u></p>	RW/PT
94/2020	<p>ANY OTHER BUSINESS</p> <p>The Chair thanked all College staff for their outstanding work during a difficult year and wished them a well-deserved break.</p>	
95/2020	<p>DATE OF NEXT MEETING</p> <p>Wednesday, 21 October 2020 at 4.00pm In Room PG11.</p>	
96/2020	<p>PART 2 - STAFF STUDENT & SMT CONFIDENTIAL</p> <p>DRAFT REMUNERATION COMMITTEE MINUTES</p>	

		<u>ACTION</u>
	Chairman: _____ Date: _____	

<p>MISSION STATEMENT Putting Students First Working with Employers Supporting Our Community</p>
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