

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 20 MAY 2020
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2019/20
GOVERNORS:	Dr Nick England	Chair	✓	6 of 7
	Prof. Nigel Hastings	Vice Chair	✓	7 of 7
	Mrs Debbie Lavin	Principal	✓	7 of 7
	Mr Albert Bargery		0	0 of 4
	Mr Graham Cooper		✓	7 of 7
	Dr Steve Corbett		✓	3 of 7
	Mr James Dziuba	Student Governor	0	3 of 7
	Ms Vicky Egerton	Teaching Staff Governor	✓	5 of 7
	Dr Kavita Hayton		✓	6 of 7
	Mr David Hodgkins	Support Staff Governor	✓	6 of 7
	Ms Charmian Messenger		✓	2 of 4
	Mrs Christine Palmer		✓	7 of 7
	Mr Gordon Pownall		0	1 of 7
	Mr Martyn Pearl		✓	6 of 7
	Mr Peter Sewell		✓	2 of 4
	Dr Nick Sinnamon		✓	6 of 7
Mr Josh Wyatt	Student Governor	0	2 of 7	

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)	0

APOLOGIES: Mr Albert Bargery, Mr James Dziuba, Mr Gordon Pownall, Mr Josh Wyatt

		<u>ACTION</u>
53/2020	<p>DECLARATIONS OF INTEREST</p> <p>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. Dr Steve Corbett as an employee of Portsmouth University and a Governor at St Francis Primary School.</p>	

		<u>ACTION</u>
54/2020	<p>APPROVAL OF THE NON-CONFIDENTIAL AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22 APRIL 2020</p> <p>The minutes were approved as a true record of the meeting.</p>	
55/2020	<p>MATTERS ARISING FROM THE MINUTES OF 22 APRIL 2020</p> <p>The matters arising were noted as complete or in hand.</p>	
56/2020	<p>RE-APPOINTMENT OF SUPPORT STAFF GOVERNOR</p> <p><u>The Corporation APPROVED the re-appointment of Mr. David Hodgkins for a period of two years from 1 August 2020.</u></p>	
57/2020	<p>HEAD OF DEPARTMENT: HEALTH & SOCIAL CARE, HAIR AND BEAUTY</p> <p>With the agreement of Members the agenda order was revised.</p> <p>The Head of Department for Health & Social Care and Hair & Beauty took Members through his report and drew attention to the headlines and key risks.</p> <p>A Member asked whether the students had developed the general skills to support them in the workplace and meet employer needs and also, with regard to maths and English attendance, why the Beauty section had performed well in getting students to attend. The Head of Department responded that students were gaining relevant work skills and also skills for self employment. Regarding good attendance by Beauty students he said this was due to diligent action by the staff and also supportive timetabling. Timetabling for other curriculum areas was being reviewed for next year.</p> <p>A Member thanked the Head of Department for a comprehensive report and then enquired about the key risks. He asked whether recruitment would be impacted by changing work practices? For example, regarding Hair & Beauty, would the “glamour” of this vocational area be negatively affected by current screening requirements? The Head of Department felt that recruitment would not be negatively affected and stated that there has been a surge in Health & Social Care student enquiries. He added that Hair & Beauty curriculum delivery is currently being planned and risk assessed for the next academic year. In addition, staff are liaising with the regulatory and assessing bodies to further refine planning.</p> <p>The Chair thanked the HoD for an excellent report and congratulated the Hair & Beauty department on their very positive external review outcomes.</p>	

		<u>ACTION</u>
	<p><u>The Corporation CONSIDERED the report.</u></p> <p>Paul Buckland left the meeting at this point.</p>	
58/2020	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <p>The Chair commenced by thanking the Principal and senior staff for their ongoing excellent work in dealing with COVID-19 issues.</p> <p>He informed Members that he had attended a remote meeting of the AoC South East Chairs' group which had proved to be highly effective. However, he said that he had heard nothing new but was saddened to see that one third of FE sector colleges are in financial intervention and overall the sector is forecast to have a £150m negative impact on their budgets. The Chair added that it appears where colleges fail is when senior managers are too optimistic in their projections and are not challenged by Governors.</p>	
59/2020	<p>MONTHLY FINANCE REPORT: MANAGEMENT ACCOUNTS</p> <p>The Director of Finance & Curriculum Planning took Members through the College's management accounts for the nine months to April which show an operating surplus of £120k (budget forecast of £82k surplus) excluding staff restructuring. This results in a £38k year to date favourable variance. She added that at the end of April 2019 there was a favourable variance of £26k, making a net favourable difference of £12k.</p> <p>The Director said that the key variances in the month can be attributed to International income (excluding grants) where there is an adverse variance of £108k year to date in April. It was noted that pay costs are currently £55k higher than budget, excluding the impact of the Teachers' Pension Scheme (TPS) on income and expenditure of £130k, for the increased employer's costs. Non-pay costs are now showing a favourable variance of £89k for the year to date.</p> <p>With regard to key financial indicators, student debtor days in 2019/20 are now 44 and student debt is £10k higher than April 2019 month end. Cash days in hand is high due to the receipt of two external project funds income of 528,000 euros and 21,896 euros, which are not yet spent. Members noted that all the bank covenants are currently secure. A number of questions were asked regarding the finance points system; staff pay costs and external project funding and its future use. The Director provided a comprehensive response.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

		<u>ACTION</u>
60/2020	<p>LATEST ESTIMATE</p> <p>The Director of Finance & Curriculum Planning reminded Members that the College has set a budget with an operating surplus of £28k, post restructuring costs. The latest estimate (based on the most likely case, after mitigations), shows an operating deficit of £92k but this will be mitigated and the College will meet all covenant criteria and remain in financial health category Good.</p> <p>A number of questions were asked including how the College will make a surplus given the pay forecast; TPS queries and the furloughing of staff. The Director responded in detail.</p> <p>The Vice Chair of the Audit Committee said that the finance report and latest estimate results were very good and are not achieved without detailed planning and rigorous monitoring.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
61/2020	<p>RE-APPOINTMENT OF EXTERNAL AUDITORS</p> <p>The Chair of the Audit Committee informed Members that the performance of RSM Tenon Audit Limited had been considered in detail at the committee's March meeting. Following that review of performance, it was the view of Members that RSM Tenon should be re-appointed for a further year. He concluded by informing Members that the external audit team, following their last audit, had been very positive about the support provided by College staff.</p> <p><u>The Corporation APPROVED the re-appointment of RSM Tenon Audit Limited as external auditors with a one-year contract from 1 August 2020 to 31 July 2021.</u></p>	
62/2020	<p>DEBTORS REPORT/DEBT WRITE-OFFS</p> <p>The Director of Finance and Curriculum Planning reminded Members that the College Financial Regulations require Corporation approval to write off any debts over £50. She stressed that the debt collection agency have rigorously pursued the outstanding debts listed in the report.</p> <p>A question was asked whether the COVID-19 issues had impacted negatively on outstanding debt. The Director stated that she had compared April 2019 with April 2020 and there was no significant difference except for a slight increase in student debt. A further question was asked regarding the new debt collection processes and whether they had facilitated better collection and the Director stated that in general it had.</p>	

		<u>ACTION</u>
	<u>The Corporation APPROVED the write-off of £6,805 debt deemed as uncollectable by the College's debt collection agency.</u>	
63/2020	<p>PRINCIPAL'S REPORT</p> <p>Members agreed to focus on the matter of the College re-opening. The Principal advised that College is planning to pilot the re-opening of the Electrical section on 2 June 2020, subject to government guidelines and application of section and College risk assessments. Members noted that there would be no formal refectory provision.</p> <p>The Principal said that priority will be given to students requiring a licence to practice, and then practical vocational areas, for example catering students and then Year 12s, for example BTEC students. She outlined the detailed practical precautions being put in place and added that SMT will review progress at the end of each day.</p> <p>The Principal then detailed the extension of the pilot to other groups and said that the government focus was on key workers, looked after children and children in need. She added that all students would be welcome except shielding students and staff and that the second category of less vulnerable students will be addressed on an individual basis. Members noted that after the May half term planning will prioritise the September 2020 intake of new students.</p> <p>The Principal was asked whether the College had considered making the downloading of the NHS tracking app a condition of returning to College? The Principal agreed to consider this.</p> <p>A question was asked whether the College had made progress on accessing PPE and the Principal responded that it had, through the local authority, but government recommendations are that staff and students should not wear PPE in schools or colleges but should wear it when travelling on public transport. She added that the College is working very closely with the trade unions regarding the re-opening.</p> <p>A Member congratulated the College on its community work and asked if it could raise its profile given the excellent work being carried out in the Island community. The Principal provided some examples of how the College had promoted its work but stressed that 'self promotion' had to be finely balanced during these difficult times.</p> <p>The Chair concluded the discussion by emphasising the challenge of re-opening the College and requested sight of relevant risk assessments at some point next week.</p>	<p>DL</p> <p>PT</p>

		<u>ACTION</u>
	The Corporation SUPPORTED , subject to government <u>guidelines, consideration of the local situation and rigorous College and curriculum area risk assessments, the College resuming with a wider, but still limited provision, in line with government guidance on 15 June 2020.</u>	
64/2020	<p>HUMAN RESOURCES ANNUAL REPORT</p> <p>The Director of Services for Students and HR outlined the structure of his report and the key activities under the four main report headings, including a summary of COVID-19 contingency planning. A Member thanked the Director for his excellent report and asked what feedback had been received from staff and what impact on training and development that has had? The Director responded, saying that questionnaires with a particular focus on the new Ofsted inspection framework and seeking staff input into College Strategic planning were being proposed.</p> <p>A Member congratulated the Director on the service provided by the HR Department and then asked a question on succession planning for teaching and senior staff roles whilst maintaining, particularly in a small organisation, the need for meeting best recruitment practice. The Director outlined a range of approaches being adopted, noting that it is more difficult for senior posts and the Island geography adds to the challenges.</p> <p>Further questions were asked regarding the College's ability to collect qualification data in relation to staff; the focus on mental health and first aid training to support students and initiatives to support staff as well as students. The Director responded in detail.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
65/2020	<p>COLLEGE RISK REGISTER TERMLY REVIEW</p> <p>The Assistant Principal (Finance & Resources) reminded Members that the report provided a summary of the risk register and added that the Audit Committee considers the full register in detail. He explained that a number of new risks had been included to reflect the rapidly changing FE environment. The Chair of Audit noted the speedy identification of and response to the COVID-19 risks and implications of the nationwide 'lockdown'.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
66/2020	<p>OUTCOMES OF THE LEARNER SURVEY 2020</p> <p>Members noted the high level of overall student satisfaction (94%) which is 4% above the QDP average. They also congratulated the College on the</p>	

		<u>ACTION</u>
	<p>significant improvement in the overall HE student satisfaction (95%), compared to 66% in 2018/19.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
67/2020	<p>APPROVAL OF THE COLLEGE CHARTER</p> <p><u>The Corporation APPROVED the College Charter 2020/21.</u></p>	
68/2020	<p>HEAD OF DEPARTMENT: HEALTH & SOCIAL CARE, HAIR & BEAUTY <i>(addressed earlier in the meeting)</i></p>	
69/2020	<p>FRANCHISE PROVISION ANNUAL REPORT 2019/2020</p> <p>The Chair reminded Members that meetings had been scheduled to visit both Platform One and UKSA prior to the College closure. It was noted that the meetings would take place in the future at an appropriate time.</p> <p>The Assistant Principal (Curriculum & Quality Improvement) said that she is maintaining close contact with the two providers to ensure that students are being fully supported during the current crisis and drew attention to the action being taken by them. It was noted that neither Platform One nor UKSA are planning to restart teaching this academic year.</p> <p>A question was asked about how UKSA will manage practical teaching from September 2020. The Assistant Principal said that senior UKSA staff are liaising closely with their assessing body and the delivery of the curriculum is being reviewed. She was then asked what would the financial implications be if UKSA were unable to function at all. The Assistant Principal replied that the risk would be approximately £250k of funding.</p> <p>The Assistant Principal was asked to closely monitor the situation given the potential risk and similarly with Platform One, given that students will not be keen to follow a virtual curriculum. She reiterated that both franchise providers and their associated contracts will be very carefully monitored.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	FW
70/2020	<p>ANNUAL REVIEW OF THE PRINCIPAL (Staff, Student & SMT Confidential)</p>	
71/2020	<p>ANY OTHER BUSINESS</p> <p>There were no items of any other business.</p>	

		<u>ACTION</u>
72/2020	DATE OF NEXT MEETING Wednesday, 15 July 2020 at 2.00pm via Microsoft Teams.	
	Chairman: _____ Date: _____	

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