

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 22 APRIL 2020
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

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

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| 35/2020 | 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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| 36/2020 | <p>APPROVAL OF THE AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 25 MARCH 2020</p> <p>The minutes were approved as a true record of the meeting.</p> | |
| 37/2020 | <p>MATTERS ARISING</p> <p>It was noted that there were no matters arising.</p> | |
| 38/2020 | <p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <p>The Chair congratulated the SMT for dealing so well with a range of complex issues and made reference to the AoC governance webinar and its nine key risks. He was pleased to note that the College was dealing effectively with all of the identified risks.</p> | |
| 39/2020 | <p>MONTHLY FINANCE REPORT: MANAGEMENT ACCOUNTS</p> <p>The Director of Finance & Curriculum Planning reminded Members that she was reporting against the budget submitted to the ESFA in July 2019. She said that the College is currently showing an operating surplus, before restructuring costs, of £127k, which is a £21k favourable variance. She added that the variances for the year to date have mainly been driven by the following; international income being £94k lower than budget; tuition fees now showing a small favourable variance and funding income for the TPS contributions increasing. It was noted that pay costs for the year are slightly higher than budgeted and non-pay costs are showing a £17k adverse variance for the year to date. Regarding covenants, and as previously noted, the covenants are only measured by Lloyds on 31 July but if based on March 2020 actuals, all covenants except the cash flow would be met.</p> | |
| 40/2020 | <p>LATEST ESTIMATE</p> <p>The Director of Finance & Curriculum Planning informed Members that she had developed a number of financial scenarios and the paper circulated for the meeting, which was a best case, showed an end of year deficit of £253k. However, an updated assessment shows a £113k deficit, with no breach of the covenants.</p> <p>A Member observed that this was an excellent piece of work and provided a high level of detail, which showed a more positive outlook than anticipated.</p> <p><i>Martyn Pearl joined the meeting at this point.</i></p> <p>The Principal stated that it is a very fluid position because finances are impacted by government announcements that are delivered on a regular basis. She added that she had spoken to Lloyds Bank who have responded sympathetically. However, she explained that there are three key areas of risk that will not be supported by the government; international; full cost and apprentices. Post meeting note: Apprentice funding is now being supported for three months.</p> | |

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| | <p>A Member said that concerns about apprentices would apply across the FE sector and, given that some colleges are not in as strong a position as the Isle of Wight College, have the government indicated how they will address this? The Principal said that the government is indicating that the treasury will support colleges with their ESFA funding and AEB but currently will not support colleges with their specific apprentice issues. See post meeting note: It was noted that the national apprenticeship scheme may be put at risk.</p> <p>The Principal informed Members that the government is currently planning to support the hardest hit colleges through “exceptional support packages”. A Member asked if there would be a change to the criteria for colleges’ financial health scores and was informed that this was unlikely but they may take a softer approach to negative financial issues. A Member commented that it would therefore be important to be clear about COVID-19 financial related matters and evidence what the College’s position would have been without COVID-19.</p> <p><u>The Corporation CONSIDERED the monthly Finance Report and Latest Estimate.</u></p> | |
| 41/2020 | <p>VAT/MULTISKILLS/DELAMITE ANNUAL REPORT</p> <p><u>The Corporation NOTED the report.</u></p> | |
| 42/2020 | <p>RE-APPOINTMENT OF EXTERNAL AUDITORS (CONFIDENTIAL)</p> | |
| 43/2020 | <p>PRINCIPAL’S REPORT</p> <p>The Principal took Members through her report which addressed corona virus planning undertaken by the College; supporting our community; attendance; curriculum (awarding qualifications); higher education; finance and funding and furlough.</p> <p>Regarding furloughing, a question was asked about whether College cleaners were still working. Members were informed that they are because the NHS is occupying a building and also College staff are using parts of the College. Therefore, the College is fully deploying cleaners, including at the CECAMM premises.</p> <p>Members then asked about plans for re-opening the College and the Principal explained that a block by block approach would be adopted and priority would be given to students following a 'licence to practice' completing their assessment. The Principal stressed that the College would follow government guidelines for re-opening.</p> | |

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| | <p>Further questions were asked regarding the ranking of GCSE/A levels and how comfortable the College is with the procedure and whether the College may be used as a pilot for re-opening, given its Island location.</p> <p><u>The Corporation CONSIDERED the report and APPROVED the furloughing of staff up to the government limit.</u></p> | |
| 44/2020 | <p>UPDATE ON HIGHER EDUCATION</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) provided Members with a brief update on the College's higher education provision in light of the announcement by the Secretary of State for Education to close schools and colleges, except to vulnerable children or those with an Education, Health and Care Plan (EHCP).</p> <p>The improvement in student satisfaction survey results was noted and the Assistant Principal was asked what action had been taken to achieve this. He responded that more structured team meetings were taking place, training and staff development has been extended, students are being consulted to a greater extent and a curriculum manager has been appointed who has further developed communication and visited all HE classes.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p><i>Vicky Egerton left the meeting at this point.</i></p> | |
| 45/2020 | <p>NATIONAL ACHIEVEMENT RATES</p> <p>The Assistant Principal (Quality Improvement) took Members through her report which updated Members on the national achievement rate tables for 2018/19 and compared these rates against the College's performance. When considered alongside the Qualification Achievement rates the College can compare its performance against other education providers at provider level (other GFE colleges, private training providers and specialist colleges).</p> <p>The Assistant Principal informed Members that achievement rates for Education and Training overall for all ages had declined by 2%, mainly due to a decline in maths and English retention rates and this has moved the College in the GFE rankings from the 20th percentile to the 49th percentile. In addition, apprenticeships saw a decline in overall and timely performance from 2017/18 resulting in the College being in the 31st percentile for 'overall' achievement rates and the 42nd percentile for 'timely'. She stressed that it should be noted that the damage to the College's position is largely due to the policy of enrolling 16-18 students onto two year maths and English codes.</p> | |

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| | <p>Members asked for an explanation of this and the Special Projects Advisor said that in 2017-18 the College made a policy decision, believing it would be good to enrol students onto a two year programme of maths and English but then move more able students to a one year programme. However, to meet the new 'condition of funding' rule, all students were then entered for assessment after one year but those designated by the curriculum being as on a two year programme were not moved subsequently to a one year code, so their results counted in both years. Also, students on a two year code who left the College during their first year were not counted in the data until the following year, which inflated retention rates in year one and deflated them in year 2. The impact in 2018-19 was to reduce the overall achievement rate for students of all ages by 1.5% and for 16-18 by 2.8%. Members were asked to note that maths and English, including Functional Skills, accounts for 45% of the total 16-18 student enrolments.</p> <p><u>The Corporation CONSIDERED the report.</u></p> | |
| 46/2020 | <p>COLLEGE RISK REGISTER UPDATE: CHAIR OF AUDIT COMMITTEE</p> <p>The Chair and Vice Chair of Audit explained the new audit process and the focus on areas identified as significant risk issues in other FE colleges. The audit outcomes and associated reports are very positive. Members noted that the College risk register will be extensively reviewed prior to the June Audit Committee meeting.</p> <p><u>The Corporation NOTED the report.</u></p> | PT |
| 47/2020 | <p>ENGLISH AND MATHS PROGRESS UPDATE</p> <p>It was agreed that much of this had been covered in earlier discussions on national achievement rates. Members noted that the overall in-year retention rate for all 16-18 maths and English students is currently 6.9% higher than last year because there are fewer students on 2 year codes remaining in the data. Achievement rates for maths and English have been profiled based on tests and assessments before Christmas, and an improvement of 4.1% is forecast. The forecast improvement in the performance of maths and English this year would see overall retention rates for 16-18 students improve by 3% and achievement rates by 1.8%. However, a key "unknown" factor is how Ofqual will moderate the submitted teacher assessed grades and rankings of students due to take place before the end of May 2020.</p> <p>The Chair reminded Members that the Island has improved its maths and English pass rates over the last two years. However, this is not currently reflected in the profile of students enrolled at the college. In 2019-20, only</p> | |

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| | <p>47% of students enrolled on a maths GCSE have attained a prior grade 3 and 64% of students enrolled on English GCSE.</p> <p>A question was asked regarding why, when for English and maths GCSE more 16/19 year olds were entered with lower prior attainment grades, the College was predicting higher progress outcomes. The Special Projects Advisor responded in detail.</p> <p><u>The Corporation CONSIDERED the report.</u></p> | |
| 48/2020 | <p>ANNUAL REPORT ON COMPLAINTS</p> <p>Members noted the report but recommended that measurable progress targets should be incorporated, for example, checking against the nine protected characteristics.</p> <p><u>The Corporation CONSIDERED the report.</u></p> | RW |
| 49/2020 | <p>EQUALITY OBJECTIVES</p> <p>Members considered the report and it was recommended that objective 2 should have an action inserted against it. A Member commented that some of the actions are very general and should be sharpened to monitor specific progress.</p> <p><u>The Corporation APPROVED the Equality Objectives 2020/24.</u></p> | RW |
| 50/2020 | <p>HEAD OF DEPARTMENT: APPRENTICESHIPS</p> <p>The Director of Services to Students and HR provided Members with an update on the quality of education in apprenticeships in the following areas; 2018/19 performance data against the newly published national achievement rates; an overview of the actions being taken to address areas for improvement and predictions for the College's 2019/2020 data. In addition, he explained the impact of the COVID-19 pandemic on the apprenticeship programme and the activities taking place to minimise its impact and support both apprentices and employers.</p> <p>A question was asked regarding engineering and technology manufacturing which was 12.7% below the national average. Members questioned the action listed in the report to address the issue and asked for more detail.</p> <p>The Principal stated that a detailed review of this curriculum area had taken place in December 2019 and a number of bona fide reasons were identified, for example students leaving the College and, in one instance, leaving the Island. However, a few areas of concern remain, particularly the need to have an effective recruitment process (a number of students were not ready for an apprenticeship programme) and the College is now planning to</p> | |

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| | <p>introduce a pre-apprenticeship programme to fully prepare students. Enhancing the “skills” development of students was another area for improvement.</p> <p><u>The Corporation CONSIDERED the report.</u></p> | |
| 51/2020 | <p>ANY OTHER BUSINESS There were no items of any other business</p> | |
| 52/2020 | <p>DATE OF NEXT MEETING Wednesday 20 May 2020 at 2.00pm.</p> | |
| | <p>Chairman: _____ Date: _____</p> | |

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