

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 14 OCTOBER 2020**  
**HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING**

			ATTENDED	ATTENDANCE 2020/21
<b>GOVERNORS:</b>	Dr Nick England	Chair	✓	1 of 1
	Mrs Christine Palmer	Vice Chair	✓	1 of 1
	Mrs Debbie Lavin	Principal	✓	1 of 1
	Mr Graham Cooper		✓	1 of 1
	Dr Steve Corbett		✓	1 of 1
	Ms Vicky Egerton	Teaching Staff Governor	0	0 of 1
	Prof. Nigel Hastings		✓	1 of 1
	Mr David Hodgkins	Support Staff Governor	✓	1 of 1
	Ms Charmian Messenger		✓	1 of 1
	Mr Gordon Pownall		✓	1 of 1
	Mr Martyn Pearl		✓	1 of 1
	Mr Peter Sewell		0	0 of 1
	Dr Nick Sinnamon		✓	1 of 1
	Ms Elsie Collings	Student Governor	✓	1 of 1
<b>IN ATTENDANCE:</b>	Mr Brian Bowker	Clerk to the Corporation		✓
	Mrs Tracy Bull	Director of Finance & Curriculum Planning		✓
	Mr Ben Sheridan	Assistant Principal (Curriculum)		✓
	Mr Peter Thompson	Assistant Principal (Finance & Resources)		✓
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)		0
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)		✓
<b>APOLOGIES:</b>	Mr Peter Sewell, Ms Vicky Egerton, Fidelma Washington (work)			

		<u>ACTION</u>
<b>97/2020</b>	<b>DECLARATIONS OF INTEREST</b> 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 Federation. Dr Steve Corbett as an employee of Portsmouth University and a Governor at St Francis/St Blasius Multi Academy Trust.	

		<u>ACTION</u>
98/2020	<p><b>APPROVAL OF THE NON-CONFIDENTIAL AND STAFF, STUDENT AND SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 15 JULY 2020</b></p> <p>The minutes were approved as a true record of the meeting.</p>	
99/2020	<p><b>MATTERS ARISING FROM THE MINUTES OF 15 JULY 2020</b></p> <p>The matters arising were noted as being addressed. However, a Member asked for an update on the Aramark catering contract and the Assistant Principal (Finances &amp; Resources) provided a response. He stated that the Aramark contract would operate until December 2020 and the College has agreed to underwrite the service up to a potential £60k. Progress would be monitored on a monthly basis and the risks associated with the revised contract have been added to the College risk register.</p>	
100/2020	<p><b>APPOINTMENT OF STUDENT GOVERNOR</b></p> <p><u>The Corporation APPROVED the appointment of Elsie Collings for a period of one year to 31 July 2021.</u></p>	
101/2020	<p><b>ANNUAL GOVERNANCE MATTERS: REVIEW OF CONFIDENTIAL MINUTES</b></p> <p>The Clerk to the Corporation reminded Members that this was an annual review and Governors were asked to approve the publication of minutes of meetings that were previously designated as confidential.</p> <p><u>The Corporation APPROVED the recommendation.</u></p>	
102/2020	<p><b>ANNUAL GOVERNANCE ATTENDANCE AT MEETINGS DURING 2019/2020</b></p> <p>The Clerk to the Corporation said that average attendance at Corporation meetings during the last academic year had been 71%. This was 9% below target but attendance was markedly impacted by the COVID-19 lockdown, with a significant effect on some individual governors, particularly those working in the care sector or NHS. Student attendance at meetings was also negatively affected. The average attendance at Corporation, excluding the students, was 78%, 2% below target.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
103/2020	<p><b>CORPORATION COMPOSITION/COMMITTEE MEMBERSHIP/ COMMITTEE CHAIRS AND COMMITTEE TERMS OF REFERENCE</b></p> <p><u>Members CONSIDERED the Corporation size and composition and APPROVED</u></p> <p>i) <u>The Corporation membership as a total of 17 Members</u></p>	

		<u>ACTION</u>
	ii) <u>The Committee membership and Chairs for 2020/21</u> iii) <u>The Committee Terms of Reference for the Audit, Search &amp; Governance and Remuneration Committees.</u>	
<b>104/2020</b>	<p><b>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</b></p> <p>The Chair prompted a discussion about the annual review of governance and the need for all Governors to participate in and contribute to the review. Following discussion, the Clerk was asked to arrange a date in November 2020 for the review, seeking to maximise governor attendance. It was agreed that the Search &amp; Governance Committee should consider the timing of the 2020/21 review of governance.</p> <p>Gordon Pownall joined the meeting at this point and, with the agreement of Members, the Head of Department report on Business was brought forward in the agenda.</p>	<b>Clerk</b>
<b>105/2020</b>	<p><b>HEAD OF DEPARTMENT REPORT: BUSINESS</b></p> <p>The Head of Department presented his report and identified declining retention within the full time curriculum and low recruitment on full time programmes in 2019/20 as key areas of risk.</p> <p>A Member informed the meeting that he had undertaken an observation visit to an employer with the Head of Department early in the last academic year. He stated that the experience was significantly better than a previous observation and he felt that the enthusiasm of teaching staff was markedly higher. The Head of Department was then asked a number of questions regarding student achievement, retention and attendance and what action was being taken to address the identified concerns. He was asked about the challenge in recruiting suitably qualified staff and, in particular, appointing well qualified accountancy staff. Questions were also asked about finding student work experience and placements, which are an essential part of the learning process. In addition, questions were asked about online learning and whether staff were developing and delivering appropriate online training to Business students. The Head of Department responded in detail to the above questions to the satisfaction of Members.</p> <p>The Chair thanked the Head of Department for his report and asked for a progress update at the December 2020 Corporation meeting.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Paul Buckland left the meeting at this point.</p>	<b>BS/PB</b>

		<u>ACTION</u>
<b>105/2020</b>	<p><b>ESFA FINANCIAL PLAN DASHBOARD</b></p> <p>The Director of Finance &amp; Curriculum Planning reminded Members that the dashboard provides key benchmarking for the College against the averages of colleges that submitted their data (finance plan July 2020) to the AoC for benchmarking purposes. She added that the finance dashboard is a work in progress and is based on colleges that have submitted their financial planning data to the AoC to facilitate benchmarking. Members noted that of 200 GFE colleges, only 81 colleges submitted their data, of which 76 were usable and only 41 colleges submitted the second year's data for 2021/22.</p> <p>Members congratulated the Director for being one of the few colleges to complete and submit a return. She was then asked whether the ESFA would press other colleges to submit their finance data to enable a more valid comparison with other sector colleges. Members were informed that this was the case.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
<b>106/2020</b>	<p><b>MONTHLY FINANCE REPORT AND MANAGEMENT ACCOUNTS</b></p> <p>The Director of Finance &amp; Curriculum Planning presented her report indicating that the College's management accounts for the two months to September show an operating surplus of £369k (budget forecast of £479k surplus) excluding staff restructuring. This results in a £110k year to date adverse variance. At the end of September 2019, there was an adverse variance of £68k, giving a net difference of £42k. Key variances in the month can be mainly attributed to tuition fees income which is significantly below budget (£272k). This is primarily due to 2020/21 enrolments not yet being fully processed and therefore giving a false position. Non pay costs are showing a favourable variance of £114k for the year. With regard to cash, the total cash balance is £4.4m (excluding amounts for capital projects) and in September 2019 the equivalent cash balance was £2.5m. In conclusion the Director said that the current financial health of the College would be good, at 230 points. In September 2019 the equivalent points were 220.</p> <p>The Chair thanked the Director for a comprehensive report and she was then asked what the likely outturn was for 2019/20 year. She responded that there was a potential surplus of £200k.</p> <p>A Member acknowledged that controlling staff costs is always a difficult area and asked if the work done by the HR focus group (which included governors) had assisted with control and whether the group would be reconvened for the current academic year. The Director of Services for Students &amp; HR stated that the group would be reconvened before</p>	

		<u><b>ACTION</b></u>
	<p>December 2020. Members noted that all international projects are being reviewed and the Chair then asked the Director to explain “long term liabilities and deferred capital” and the large sum of money attached to them. The Director provided a comprehensive explanation.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
<b>107/2020</b>	<p><b>2020/21 PARTNER CONTRACTS: PLATFORM ONE/UKSA</b></p> <p>The Principal presented the report, designed to inform the Corporation of the final partner contract arrangements for the academic year 2020/21. It was noted that there were no significant changes to the previous academic year.</p> <p>The Principal was asked if the College has sight of partner strategic plans and Members were informed that specific plans were not considered. However, regular meetings take place with the senior management of UKSA and Platform One to ensure that partner plans are aligned with the College’s strategic direction.</p> <p><u>The Corporation RATIFIED the partner contracts for 2020/21.</u></p>	
<b>108/2020</b>	<p><b>HEALTH &amp; SAFETY POLICY</b></p> <p>Members were reminded that the Corporation is required to approve the Health &amp; Safety Policy annually and the Chair of Corporation and Chief Executive are required to sign the policy. It was noted that the document has been updated to reflect adjustments in responsibilities arising from the retirement of colleagues and to include specific reference to the management of COVID-19.</p> <p>The Student Governor was asked if she and her fellow students felt safe in the College environment and she replied that she did and considered that the College took a very proactive approach to student safety and welfare.</p> <p><u>The Corporation APPROVED the College Health &amp; Safety Policy.</u></p>	
<b>109/2020</b>	<p><b>PRINCIPAL’S REPORT</b></p> <p>The Principal presented a comprehensive report which included updates on the AoC submission regarding the comprehensive spending review; new curriculum measures for FE; capital funding for FE colleges 2020/21; COVID-19 safety measures for the start of the academic year and College management changes.</p> <p>The Principal was then asked a number of questions including whether CECAMM will need a Managing Director in the future, whether maths and English will have the same level of focus and implications for the College</p>	

		<u>ACTION</u>
	<p>and whether there are any specific curriculum implications for the College following the maths and English curriculum changes. The Principal provided comprehensive answers to the above and added that there will be a continuing role for the Maths and English governor sub group for the foreseeable future. It was agreed that meetings should be convened for the group.</p> <p>The Principal was congratulated for managing the difficult issue of student assessment and grading given the national issues and Members were pleased to see student progression to HE.</p> <p>The Principal concluded by updating Members on the action taken to address the positive COVID case with one student. She outlined the lessons that the College had learned and detailed the updated procedures, including the introduction of facemasks for students and staff in public areas after the half term break. The Student Governor asked how the College would deal with students who might refuse to wear masks and the Principal clarified that masks would only be required in transition around the College and not in classrooms. She stated that students would be provided with a rationale for the wearing of masks but ultimately disciplinary measures could be used to enforce this College rule.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	Clerk/NH
<b>110/2020</b>	<p><b>STUDENT ENROLMENTS 2020/21</b></p> <p>The Principal presented the report and updated some of the recruitment figures in the headlines section of the report. She stated that the current position is that the College is 33 students short of meeting its target of 1,473 students but reminded Members that students are continuing to be recruited, although it is recognised that some students will leave during the course of the academic year.</p> <p>A question was asked regarding why Childcare was not recruiting as well as in previous years. The Principal said that the reasons were not clear at the moment but an evaluation will be carried out on all enrolments on completion of the enrolment period.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
<b>111/2020</b>	<p><b>UPDATE ON T-LEVELS: PREPARATION FOR DELIVERY IN 2022</b></p> <p>The Assistant Principal (Curriculum) presented a comprehensive report which provided Members with an understanding of what the College will be delivering in 2022 and the implications for the approach to teaching. The report also outlined the current timeframe for the introduction of T</p>	

		<u>ACTION</u>
	<p>Levels and detailed the training that staff and Governors would require to enhance their understanding.</p> <p>The Assistant Principal was thanked for an informative report and Governors endorsed the need for appropriate training. In conclusion, they stressed the importance of informing and educating Island employers and suggested that the Island Chamber of Commerce could assist with this.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
	<p><b>HEAD OF DEPARTMENT REPORT: BUSINESS</b> Dealt with earlier in the agenda.</p>	
<b>112/2020</b>	<p><b>STUDENT ANTI BULLYING POLICY &amp; PROCEDURE ANNUAL REVIEW</b> The Assistant Principal (Students, Teaching &amp; Learning and HR) presented his report and reminded the meeting that the policy forms part of the College's suite of safeguarding and equality &amp; diversity policies. He drew attention to the small number of changes introduced in the policy, the most significant of which was the inclusion of the Hampshire, Isle of Wight, Portsmouth and Southampton Local Safeguarding Children Partnership bullying and prejudicial language reporting form. He said that this will become mandatory for schools to use from 2022 but the College has chosen to adopt it early to help track and analyse the underlying causes of bullying. The Chair asked the Student Governor for her experience of bullying at the College. She replied that she recognised bullying as an issue throughout society, but her experience at College has been positive. She has not experienced bullying at College and staff are approachable and supportive so that if issues arise they are dealt with quickly and effectively.</p> <p><u>The Corporation APPROVED the College Student Anti Bullying Policy &amp; Procedure 2020/21.</u></p>	
<b>113/2020</b>	<p><b>LEARNING POLICY 2020/21</b> The Assistant Principal (Students, Teaching &amp; Learning and HR) presented his report and stated that it provided an assessment of the impact of the Learning Policy from last year and sets the scene for the year ahead.</p> <p>Despite all learning moving to online delivery with effect from 23 March 2020, and the ensuing impact that had, good progress was made against the targets set out in the last year's policy. Unfortunately, it was difficult to establish the direct impact through observations as these were suspended in their normal format.</p>	

		<u>ACTION</u>
	<p>Consideration was given to the themes for the current academic year, particularly the focus on online learning and mentoring.</p> <p>The College has been working with Harlow College on the EdTech Demonstrator Programme and this has enabled the College to make rapid progress and provided a firm foundation for moving forwards. The Assistant Principal said that the College is keen to consolidate this work through the Learning Policy for the year ahead in the event that there is a need to revert back to online learning.</p> <p>He explained that the College had secured financial support through the Education Training Foundation (ETF) for mentoring; three grants will enable cross-college teaching staff to be remitted to undertake mentoring activities and two further bids have been submitted for mentors in EdTech. This will enable five staff to be partially remitted from teaching to support development in teaching and learning, including online learning.</p> <p><u>The Corporation APPROVED the Learning Policy 2020/21.</u></p>	
<b>114/2020</b>	<p><b>SAFEGUARDING ANNUAL REPORT</b></p> <p>Members were informed that the College continues to meet its statutory obligations regarding safeguarding and provides a high level of support for its students, especially those who are vulnerable. The Assistant Principal (Students, Teaching &amp; Learning and HR) added that the College has updated its Employee Code of Conduct to reflect the changes to Keeping Children Safe in Education, plus other updates to further enhance its effectiveness. It was noted that the College has not had cause to work with the Local Area Designated Officer (LADO) during the year and in June 2020 the College successfully completed a Section 175 audit for the Local Safeguarding Childrens Board. In addition, two audits were undertaken during the academic year to ensure the completeness and accuracy of the single central record (SCR). On each occasion the SCR was found to be complete and accurate.</p> <p><u>The Corporation CONSIDERED the annual safeguarding report 2019/2020.</u></p>	
<b>115/2020</b>	<p><b>SAFEGUARDING POLICY &amp; PROCEDURES INCORPORATING COLLEGE CHILD PROTECTION POLICY</b></p> <p>The Assistant Principal (Students, Teaching &amp; Learning and HR) reminded Members that on 1 September 2020 the latest version of the statutory guidance Keeping Children Safe in Education came into effect. In anticipation of this, at its July meeting, the Corporation agreed that the governor with lead responsibility for safeguarding could approve the College's updated Safeguarding Policy, ready for publication from</p>	

		<u>ACTION</u>
	<p>1 September 2020. This took place and the policy now needs to be formally approved.</p> <p><u>The Corporation APPROVED the Safeguarding Policy &amp; Procedures incorporating College Child Protection Policy 2020/21.</u></p>	
<b>116/2020</b>	<p><b>EMPLOYEE CODE OF CONDUCT</b></p> <p>Members considered the document and the Chair raised a question on College staff relationships with students over the age of 18. He felt that the policy guidance could be more comprehensive and suggested the College look at the University College London policy. The Assistant Principal (Students, Teaching &amp; Learning and HR) agreed to do this and review the College guidance.</p> <p><u>The Corporation APPROVED the Employee Code of Conduct for Employees of The Isle of Wight College 2020/21.</u></p>	<b>RW</b>
	<p><b>TERMLY AND ANNUAL REPORT TO GOVERNORS CREDIT CARD USAGE, GOVERNORS' EXPENSES AND ENTERTAINING, FOREIGN TRAVEL AND PAYMENTS OVER £50,000</b></p> <p><u>The Corporation APPROVED the annual report.</u></p>	
<b>115/2020</b>	<p><b>OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION ANNUAL STATEMENT</b></p> <p><u>The Corporation CONSIDERED the statement.</u></p>	
<b>116/2020</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>The Chair of the Audit Committee informed Members that a request had been made at the committee meeting earlier that day to defer the audit of cyber security. This was due to the recent retirement of key staff in this area. The request was supported by Audit Committee Members and Corporation were being asked to formally approve this.</p> <p><u>The Corporation APPROVED the delay to the cyber security audit, with completion by the end of January 2021.</u></p>	
<b>117/2020</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Wednesday, 16 December 2020 at 4.00pm via Microsoft Teams.</p>	

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

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