

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 16 DECEMBER 2020
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2020/21
GOVERNORS:	Dr Nick England	Chair	✓	2 of 2
	Mrs Christine Palmer	Vice Chair	✓	2 of 2
	Mrs Debbie Lavin	Principal	✓	2 of 2
	Mr Graham Cooper		✓	2 of 2
	Dr Steve Corbett		✓	2 of 2
	Ms Vicky Egerton	Teaching Staff Governor	0	0 of 2
	Prof. Nigel Hastings		✓	2 of 2
	Mr David Hodgkins	Support Staff Governor	✓	2 of 2
	Ms Charmian Messenger		✓	2 of 2
	Mr Gordon Pownall		0	1 of 2
	Mr Martyn Pearl		✓	2 of 2
	Mr Peter Sewell		✓	1 of 2
	Dr Nick Sinnamon		✓	2 of 2
	Ms Elsie Collings	Student Governor	✓	2 of 2
IN ATTENDANCE:	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)	0	0
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)	✓	✓
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)	✓	✓
APOLOGIES:	Ms Vicky Egerton, Mr Gordon Pownall			

		<u>ACTION</u>
118/2020	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 Federation. Dr Steve Corbett as an employee of Portsmouth University and a Governor at St Francis/St Blasius Multi Academy Trust.	

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119/2020	<p>APPROVAL OF THE NON-CONFIDENTIAL AND STAFF, STUDENT AND SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 14 OCTOBER 2020</p> <p>The minutes were approved as a true record of the meeting.</p>	
120/2020	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 14 OCTOBER 2020</p> <p>Members noted the matters arising had been addressed and the Assistant Principal (Students, Teaching & Learning and HR) was asked to bring back the updated Employee Code of Conduct to the February 2020 Corporation meeting.</p>	RW
121/2020	<p>COMMITTEE MINUTES</p> <p>DRAFT AUDIT COMMITTEE MINUTES OF 14 OCTOBER 2020 AND 3 DECEMBER 2020</p> <p><u>The Corporation NOTED the minutes</u></p> <p>DRAFT SEARCH & GOVERNANCE MINUTES OF 2 DECEMBER 2020</p> <p><u>The Corporation NOTED the minutes</u></p>	
122/2020	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <p>The Chair thanked Members for their ongoing support during a difficult year and acknowledged the significant commitment required to read the papers to facilitate effective contribution to meetings.</p> <p>With the agreement of Members, the meeting agenda was taken out of order and moved to Appendix R, the termly Safeguarding Report.</p>	
123/2020	<p>TERMLY SAFEGUARDING REPORT</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) took Members through his report. He informed them that the College is seeking accreditation for the work that it undertakes with 'young carers' and an outcome is anticipated by May 2021.</p> <p>The Assistant Principal was asked about the sharp decline in the number of reported incidents and whether the College could assess if there were significant unreported or undetected incidents that may have been due to Covid disruption. The Assistant Principal re-assured members that staff had been extra vigilant and that there was no cause for concern.</p> <p>Clarification was sought about 'young carers' and the Assistant Principal responded that this was a small group of students that is supported, both</p>	

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	<p>within and outside College. Lockdown has negatively impacted on them but despite their vulnerability they are very resilient and hardworking students.</p> <p>The Chair asked about the single central record and who 'signs off' the record, following its twice yearly monitoring. The Assistant Principal said that there is no formal signing off but he signs off the DBS forms and the Governor with designated safeguarding responsibilities contributes to the monitoring.</p> <p>The Chair then asked the Student Governor if she and her fellow students felt safe in College. She responded that students felt safe and that she knew some of the young carer students and was aware that the College supports that group very well.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p><i>Carrie Heath joined the meeting at this point.</i></p>	
124/2020	<p>HEAD OF DEPARTMENT REPORT: APPRENTICESHIPS</p> <p>The HoD presented her report and a Member stated that agriculture, horticulture and animal care emerge as CLEAR areas of underperformance (58% below national average) and what specific action was being taken to address this? The HoD provided a comprehensive response.</p> <p>A Member said that he had considered the apprenticeship SAR report. He noted that this was an area at risk from Covid disruption and was concerned that the departmental risk assessment did not fully address the risks. The HoD said that she and her team were aware that the pandemic would have a significant economic impact and a number of employers are no longer recruiting apprentices. However, several employers are still in a position to recruit and the College is confident it will meet its new (Covid) apprenticeship targets. She added that the risks are being carefully monitored and every effort is being made to mitigate their impact.</p> <p>Further questions were asked, including how, when the College falls short of its high ambitions, it still appears to be above national benchmarks; which issues the College apprenticeship programme faces are national issues and which are specific to the IOW; what specific action is being taken to further develop the provision; what action is being taken to address the decline in overall and timely achievement rates (although above the national average) and, given that 25% of students have not</p>	

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	<p>returned from furlough, what risks have been identified and what is being done to mitigate them?</p> <p>The HoD responded to the above questions in detail and to Members satisfaction.</p> <p>The Chair thanked the HoD for a comprehensive report.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p><i>Carrie Heath left the meeting at this point.</i></p>	
125/2020	<p>MONTHLY FINANCE REPORT AND LATEST ESTIMATE</p> <p>The Director of Finance & Curriculum Planning took Members through her report which showed that the College's management accounts for the four months to November show an operating surplus of £385k (budget forecast of £154k surplus) excluding staff restructuring. This results in a £231k year to date favourable variance. At the end of November 2019 there was an adverse variance of £92k, giving a net difference of £323k. Members asked a number of questions, including what Covid related impact has been noticed on student debtor days and what impact there has been on debt collection; what is the likelihood of Brexit impacting negatively on the floating bank rate and why has the pension liability increased and what is the likely impact on the College's finances? The Director provided a comprehensive response that satisfactorily addressed the above questions.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
126/2020	<p>RISK REGISTER: PROGRESS REPORT</p> <p>Members considered the report and the Chair of the Audit Committee informed Members that the College responded promptly to items identified as risks by both the internal and external auditors. He provided an example from the latest audit, where an area flagged as a risk, has been included in the risk register and been added to the revised audit plan.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
127/2020	<p>ANNUAL REPORT OF THE AUDIT COMMITTEE 2019/20</p> <p><u>The Corporation APPROVED the report.</u></p>	

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128/2020	<p>INTERNAL AUDIT ANNUAL REPORT 2019/20</p> <p>The Chair of the Audit Committee informed Members that it was an excellent report, and without being complacent, they could take comfort from it. The Vice-Chair added that the audit team were very positive about how promptly the College responded to areas identified for action.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
129/2020	<p>COLLEGE ACCOUNTS</p> <p>The Chair drew attention to the list of items requiring consideration and approval and asked for questions.</p> <ol style="list-style-type: none"> 1. College Accounting Policies 2. Statements of Corporate Governance and Internal Control 3. 2019/2020 Financial Statements 4. Final External Audit Findings Report (formerly known as the management letter) 5. Letter of Representation 6. ESFA Finance Record 7. Self-Assessment Questionnaire for the Regularity Audit 8. Delamite Ltd:Financial Statements 2019/2020 9. Delamite Ltd:Letter of Support. <p>The Director of Finance & Curriculum Planning provided a brief overview of the financial position indicated by the accounts and concluded by stating that the accounts showed a very positive position.</p> <p>The Chair of Audit Committee drew attention to the audit findings, which highlighted the co-operation and professionalism of College staff.</p> <p>The Chair of Corporation concluded by thanking the Director and the whole of the finance team for their excellent work and this was endorsed by all other Members.</p> <p><u>The Corporation APPROVED the accounts for the financial year ending July 2020.</u></p>	
130/2020	<p>PRINCIPAL'S REPORT</p> <p>The Principal presented her report and a question was asked regarding capital funding and the deadline for completing works. The Principal said that some colleges had asked for an extension to the 31 March 2021 completion date for works and she informed members that the IOW College has obtained approval for some works to be completed by 30 September 2021. Further questions were asked regarding the increase in Aramark costs from £35K to £45K and the implications of the</p>	

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	<p>current spending review for the College. A further question was asked about the Institute of Technology bid and which contractual option will be taken. The Principal provided detailed responses to the above.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
131/2020	<p>DRAFT JANUARY 2021 STRATEGY DAY AGENDA</p> <p><u>Following questions of clarification, the Corporation APPROVED the January 2021 Strategy Day Agenda.</u></p>	
132/2020	<p>COLLEGE SELF-ASSESSMENT REPORT 2019/2020</p> <p>The Chair thanked the Assistant Principal (Quality & Improvement) for producing a clear report and overseeing the SAR panel meetings. The Assistant Principal then took members through the report and thanked the Governors who were involved in, and contributed to, the panel meetings.</p> <p>A Member asked whether Governors could contribute during the year to areas identified in the report as requiring improvement. The Assistant Principal responded that she would give consideration to this. The Principal reminded Members that areas for improvement are monitored during the year at Corporation meetings. It was noted that the HoD reports to Corporation schedule has been amended based on the priority areas for improvement.</p> <p>The Assistant Principal was asked if the SMT had had chance to reflect on the revised process (moving away from using an external facilitator) and what changes might be considered to improve the process. She responded that a number of innovations had been introduced this year and a review of the whole SAR process will be undertaken in the 2021 spring term.</p> <p>The Chair concluded by stating that the IOW College is a 'Good' college (grade2) and asked how close is it to becoming a grade 1? The Assistant Principal responded by saying that the areas identified for improvement need to be addressed, without any decline in any other areas, and that level of quality would need to be maintained. The Principal agreed and explained the wider criteria for becoming a Grade 1 provider.</p> <p><u>The Corporation APPROVED the College Self-Assessment Report 2019/20.</u></p>	FW
133/2020	<p>QUALITY OF EDUCATION (IMPACT) 2019/2020</p> <p>The Assistant Principal (Quality & Improvement) presented her report and said that Level 3, which was very closely monitored by Governors</p>	

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	<p>during 2019/20, had improved. The meeting then focussed on the three key areas for improvement highlighted in the report and those flagged in red, denoting a three year decline or an area of particular concern.</p> <p>English and maths outcomes were considered and the Student Governor said that it was difficult to keep students motivated when they have studied the subjects for five years in secondary school and failed. Their motivation in coming to College is based on having a clear focus on their vocational development. The Chair asked whether the issue was student motivation or the lack of stimulating lessons? The Student Governor said that both were a factor but added that three hour lessons were a significant challenge for most students.</p> <p>The Principal responded to an earlier question regarding apprenticeship achievement rates and said that the latest data is showing an upward trajectory. Regarding maths and English she said that a number of approaches had been tried and she provided the rationale for the current three hour lesson structure.</p> <p>A Member said that he was aware that Covid related disruption to students learning may have a differential impact on students from different backgrounds. The Assistant Principal reassured Members that College staff were very aware of this and worked quickly to provide appropriate resources for students and allocated bursary funds to try and address the gap. In addition, hard copies of learning materials have been provided to students without on-line access.</p> <p>A final question was asked regarding whether the College had seen a differential impact identified in the take up of free College meals. The Assistant Principal said that nothing had been identified.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
134/2020	<p>REVIEW OF PERFORMANCE AGAINST 2019/20 HIGH LEVEL PI's, TARGETS FOR MONITORING IN 2020/21 AND KPI MONITORING REPORT TO DECEMBER 2020</p> <p>The Assistant Principal (Quality & Improvement) reminded Members that the key performance indicators for 2020/21 had been updated following the review by Corporation in July 2020, where some indicators were removed and new indicators were agreed. Members considered the report in detail and thanked the Assistant Principal for three outstanding papers that clearly indicate what the College has done and achieved. She was asked if any other external organisations read and comment on them. She said that they did not, with the exception of Ofsted, when the College was due for an inspection.</p>	

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	<p>The Corporation REVIEWED the College's performance against 2019/20 targets, APPROVED the proposed targets for 2020/21 and NOTED current progress against the 2020/21 targets.</p>	
135/2020	<p>REPORT FROM GOVERNORS' ENGLISH & MATHS SUB GROUP</p> <p>The Chair of the sub group informed members that the group had met to consider two main issues; the outcomes of GCSE and Functional Skills assessments for 2019/20. Members considered the report and were impressed by the innovation and varied approach to addressing the issues in delivering maths and English. Following further discussion, it was agreed that the Student Governor should meet with the Principal and should also join the sub group.</p> <p>The Corporation CONSIDERED the report.</p>	Principal/ NH
136/2020	<p>REVIEW OF GOVERNANCE PERFORMANCE 2019/20</p> <p>The Chair of Corporation asked the new Governors for comment on the review process and then Members considered the action taken to address the previous year's areas for improvement and agreed the areas for improvement to be actioned during 2021.</p> <p>The Corporation APPROVED the Review of Governance Performance report 2019/20.</p>	
137/2020	<p>TERMLY TEACHING, LEARNING & ASSESSMENT REPORT</p> <p>Members considered the report and the Chair asked what specific action was being taken to support the four individuals identified as below standard? The Assistant Principal said that a number of measures were being taken, including support from their line manager and peer observation.</p> <p>The Corporation CONSIDERED the report.</p>	
138/2020	<p>EQUALITY, DIVERSITY AND INCLUSION POLICY</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the policy was subject to a significant review and update two years ago. This process included Governors, senior managers, staff and students. He added that the College Equality and Diversity Manager has reviewed the policy and recommended a small number of changes, as highlighted in the report.</p> <p>The Corporation APPROVED the updated Equality, Diversity & Inclusion policy and NOTED the progress towards the Equality Objectives.</p>	

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139/2020	<p>ANY OTHER BUSINESS There were no items of any other business.</p> <p>The Chair thanked Members for their significant contribution during a challenging year and stated that the quality of the questions asked during the meeting demonstrated that time had been spent reading and understanding the reports. He thanked the management team for the consistently high quality of their papers and concluded by thanking the Principal and all College staff and wishing everyone a happy Christmas and best wishes for the New Year.</p>	
140/2020	<p>DATE OF NEXT MEETINGS</p> <ul style="list-style-type: none"> • Wednesday 13 January 2021. 8.45am-1.00pm • Wednesday, 24 February 2021 Corporation meeting. 4.00pm-6.30pm 	
	<p>Chairman: _____ Date: _____</p>	

MISSION STATEMENT
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