

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 19 MAY 2021
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2020/21
GOVERNORS:	Dr Nick England	Chair	✓	7 of 7
	Mrs Christine Palmer	Vice Chair	✓	7 of 7
	Mrs Debbie Lavin	Principal	✓	7 of 7
	Mr Graham Cooper		0	6 of 7
	Dr Steve Corbett		✓	4 of 7
	Ms Vicky Egerton	Teaching Staff Governor	✓	3 of 7
	Prof. Nigel Hastings		✓	6 of 7
	Dr Kavita Hayton		0	0 of 1
	Mr David Hodgkins	Support Staff Governor	0	6 of 7
	Ms Charmian Messenger		✓	6 of 7
	Mr Martyn Pearl		✓	6 of 7
	Mr Gordon Pownall		✓	4 of 7
	Mr Peter Sewell		0	2 of 7
	Dr Nick Sinnamon		✓	7 of 7
	Mrs Sara Weech		✓	4 of 5
IN ATTENDANCE:	Mr Brian Bowker	Clerk to the Corporation	✓	
	Mrs Tracy Bull	Director of Finance & Curriculum Planning	✓	
	Mr Ben Sheridan	Assistant Principal (Curriculum)	0	
	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 Graham Cooper, Dr Kavita Hayton, Mr David Hodgkins, Mr Peter Sewell, Mr Ben Sheridan (Curriculum Manager training)			

		<u>ACTION</u>
57/21	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.	

		<u>ACTION</u>
58/21	<p>APPROVAL OF THE STAFF, STUDENT AND SMT CONFIDENTIAL AND NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 APRIL 2021</p> <p>The minutes were recorded as being a true record of the meeting.</p>	
59/21	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 21 APRIL 2021</p> <p>It was noted that two of the matters arising had been addressed and one would be dealt with by the end of July 2021.</p> <p>Gordon Pownall joined the meeting at this point.</p>	
60/21	<p>REVIEW OF GOVERNOR CONTACT DAY</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that due to the impact of the Coronavirus pandemic, this year's Governor Contact Day (GCD) was held online and followed a shortened agenda. He said that feedback on the event, based on consideration of evaluation forms completed by Governors, and verbal feedback from staff and students was very positive. It was recognised that the pandemic necessitated a change in format and duration for GCD, and many Governors commented that they hoped in future years they would be able to spend longer talking to students and staff. All Governors felt that a GCD should be held in 2022.</p> <p><u>The Corporation NOTED the evaluation report of Governor Contact Day 2021.</u></p>	
61/21	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <p>The Chair said that it was very unlikely that face to face meetings would be held before the end of the academic year in July 2021. It was agreed that government guidelines should be monitored and meeting arrangements reviewed at a later date.</p> <p>It was noted that Loretta Outhwaite had tendered her resignation from the Corporation and the Chair expressed his thanks for her contribution and regretted that she was unable to continue due to pressure of work.</p> <p>The Chair drew attention to the "everyone's invited" letter and confirmed that no Isle of Wight schools and colleges had been cited. However, both the Chair and Assistant Principal stressed the importance of instilling respect into all relationships between young people, and that we must remain alert to any abuse.</p> <p>The Chair informed Members that he had recently completed updating training for Safeguarding, Equality & Diversity and Prevent and he</p>	

		<u>ACTION</u>
	<p>reminded all Governors of the importance of updating their training by the required date.</p> <p><u>The Corporation APPROVED the appointment of Mrs Christine Palmer to the Capital Committee.</u></p>	
62/21	<p>MONTHLY FINANCE REPORT</p> <p>The Director of Finance & Curriculum Planning took Members through her report and informed them that the College's management accounts, for the nine months to April, show an operating surplus of £488k (budget forecast of £62k adverse) excluding staff restructuring. This results in a £550k year to date favourable variance. The Director then considered the key financial indicators, the income and expenditure account, the balance sheet, trade creditors and trade debtors and cash flow where it was noted that the year to date positive cash variance is £3,298k. The Director concluded by stating that all the bank covenants had been met, even though they are only tested at year end.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
63/21	<p>LATEST ESTIMATE</p> <p>The Director of Finance & Curriculum Planning reminded Members that the College set a budget with an operating surplus of £74k, post restructuring costs. The latest estimate continues to show an operating surplus of £54k. Members were informed that there has been a downturn in income streams, due to the impact of COVID-19.</p> <p>Members were pleased to see the financial health category rating so positive and a Member then asked a question regarding the adult funding budget and whether the associated risk has been mitigated. The Assistant Principal (Quality & Improvement) said that the latest estimate had come in at 82% and the ESFA will not move from a 90% reconciliation threshold figure. She said that the College is working extremely hard to reach that target. A Member then asked for an update on staff pay cost target ratios and the Director provided the information.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Steve Corbett joined the meeting at this point.</p>	TB
64/21	<p>TEN YEAR FINANCIAL FORECAST</p> <p>The Principal introduced this item and stated that the forecast is a work in progress and is being reviewed and revised on a regular basis. She said that the final forecast would be circulated to Members for approval in</p>	

		<u>ACTION</u>
	<p>early June. Following discussion, it was agreed that an extraordinary, one item agenda meeting, would be held at an appropriate date in June.</p> <p>The Director of Finance & Curriculum Planning took Members through the forecast and provided detailed information on the background and assumptions used for generating the forecast.</p> <p>A Member congratulated the Director and the finance team for the work undertaken to date and said that it would be extremely helpful to have a summary of what has and has not been included in the forecast. Further questions were then asked regarding the staff pay ratios, and what the key risks were within the forecast. The Director was also asked about the difficulties in achieving international income and full cost income in the past and why these cost centres had been reinstated in the forecast for 2022/23.</p> <p>The Director provided comprehensive answers to the above questions and the Principal provided further background information and clarification regarding international, full cost and Erasmus income, adding that the international full cost was potentially the most vulnerable.</p> <p><u>The Corporation supported the work being undertaken to produce the ten year financial forecast and AGREED to the proposal for a one item agenda meeting in early June 2021 to CONSIDER and APPROVE the final ten year financial forecast.</u></p>	<p>Clerk</p> <p>TB</p>
65/21	<p>DEBTORS REPORT/DEBT WRITE-OFFS</p> <p>The Director of Finance & Curriculum Planning said that there is £18,533 of debt (identified in April 2021), deemed uncollectable by the College's debt collection agency. April 2020's write-off was £6,805. She reminded Members that Financial Regulations require the Corporation to approve this write-off. Debt under £50 can be written off following the approval of the Assistant Principal (Finance & Resources). This debt totals £5,727.</p> <p>The Chair drew attention to two debts of circa £5,000 and asked if once written-off, the College stops trying to recover them. Members were assured that the College continues to pursue written-off debts.</p> <p><u>The Corporation APPROVED the write-off of £18,533 of debt.</u></p> <p>The Director of Finance & Curriculum Planning left the meeting at this point.</p>	
66/21	PRINCIPAL'S REPORT (<i>Confidential</i>)	

		<u>ACTION</u>
67/21	<p>SKILLS ACCELERATOR EXPRESSION OF INTEREST – STRATEGIC DEVELOPMENT FUND</p> <p>The Principal introduced this item and said that an expression of interest by the College had to be submitted by 25 May 2021 and she was seeking Corporation approval to submit a bid.</p> <p>The proposed submission details were considered and a Member said that it was important to note that all bids and associated documents should indicate how the bid reflects the College strategic plan, the estates strategy and identify significant risks.</p> <p>Questions were then asked about the nature of the links with Fareham College and how the College will manage the complexity of inter-relationships. The Principal provided reassurance by stressing that within each bid there are clear accountabilities and that lead colleges do not have overriding priority. She added that the main comfort should be taken from the fact that college bids will be audited and that each bid referenced different cohorts of students, different buildings and sometimes different age ranges. It is also important to note that revenue bids are either qualification based or not which also prevents double funding. A further question was then asked about whether the College should develop stronger links with the Island Chamber of Commerce and the Principal described the current links, which were good and being further developed.</p> <p>A Member said that he had confidence in The Isle of Wight College and partner organisations in holding the project together but asked whether there is a clear structure within central government to effectively manage the skills acceleration programme. The Principal explained the current structures and said that she was confident that they would prove to be effective and she added that if Governors required further clarification, they should contact the Clerk.</p> <p><u>The Corporation APPROVED the following declaration:</u> <u>“I have the approval of my College Corporation, Board or similar governance body to endorse the skills priorities and projects outlined in section 9 of this application form and endorse the lead applicant listed in section 1 to submit this application on behalf of my institution or organisation and undertake the responsibilities required of the lead applicant for the provider collaboration.”</u></p> <p>Arlene Cooper and Katie Bellamy joined the meeting at this point.</p>	

		<u>ACTION</u>
68/21	<p>ENGLISH AND MATHS PROGRESS UPDATE</p> <p>The Head of Department took Members through the report and provided them with an overview of progress made in English and maths, informing them of the revised processes for submitting grades in June 2021.</p> <p>A number of questions were asked, including how staff are managing the directive of only assessing parts of the course that have been taught; what percentage of the curriculum has been taught this year and how staff are managing student assessment, to avoid grade inflation. The Chair commented that maths and English skills are acquired over a lifetime and asked how staff determine what has been learned during the current academic year. The Head of Department provided detailed answers to the above questions.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
69/21	<p>HEAD OF DEPARTMENT REPORT: TEACHER EDUCATION</p> <p>The Head of Department reminded Members that the provision was graded 1 in the 2019/20 SAR and is on track to maintain this grade in 2020/21. Retention and achievement have been excellent across the majority of courses within the curriculum area and in 2019/20 achievement and retention was 98% and is predicted to be 100% in 2020/21. The Head of Department concluded by saying that lockdown implications meant that the majority of courses have been taught online but they have not been adversely affected. She added that the effectiveness of this curriculum area is demonstrated not only by the data, but in positive external quality reviews and student feedback.</p> <p>Members asked a number of questions including who the AET course is targeted at; whether the apprenticeships programme is likely to be in competition with other College provision; what the progression routes for the Foundation Degree are and whether students follow them. The Head of Department provided detailed responses to Members' satisfaction.</p> <p>A Member commented that universities are looking to increase their numbers through distance learning and questioned how viable the College programme is, given the low student numbers. He also asked what specific plans the College has for increasing the number of higher level students. The Chair commented that there is significant variety in the subject content and asked how staff respond to that.</p> <p>The Chair congratulated the Head of Department and her team for the positive progress being made.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

		<u>ACTION</u>
	Arlene Cooper, Katie Bellamy and Charmian Messenger left the meeting at this point.	
70/21	<p>OUTCOMES OF THE LEARNER SURVEY 2021</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) took Members through the report and informed them that the learner survey had been adapted to focus on students' experience of studying online during the national lockdowns. He said that the results of the survey were generally pleasing, with a very significant proportion of students showing a high level of satisfaction with their experience of learning online.</p> <p>The Chair congratulated the Assistant Principal on a high response rate and very positive feedback. A number of questions were then asked regarding monitoring student mental health issues and providing support. The Assistant Principal was also asked what specific action is being taken by the College to encourage students to seek help at an early stage. He provided comprehensive responses to all questions.</p> <p>A Governor then informed the meeting of a range of Island based mental health support agencies and online resources and drew particular attention to the Isle of Wight Community Mental Health Hub. A Member commented that the learner survey is very positive but the options for College responses is limited. He also asked whether it is a disadvantage to aggregate survey returns and whether it has been possible to differentiate by group, age, and full time and part time student attendance. The Assistant Principal confirmed a new survey was due to go out which is more in line with the usual survey, which will categorise by age.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
71/21	<p>APPROVAL OF COLLEGE CHARTER (YOU AND YOUR COLLEGE) 2021/22</p> <p><u>The Corporation APPROVED the College Charter 2021/22.</u></p>	
72/21	<p>FRANCHISE PROVISION ANNUAL REPORT 2020/21</p> <p>The Assistant Principal (Quality & Improvement) stated that the College continues to work productively with its two franchise partners, UKSA and Platform One. She said that both partners have performed exceptionally well to date in this academic year, with retention and attendance being very high. It was noted that UKSA and Platform One focus on the delivery of their specialist qualification and the College provides maths and English teaching. The Assistant Principal concluded by drawing attention to changes in sub-contracting and governance arrangements which will impact on future reporting.</p>	

		<u>ACTION</u>
	<p>A Member asked how Platform One and UKSA have performed with regard to maths and English. The Assistant Principal detailed the action being taken by the franchise partners and the College to ensure a high level of attendance at maths and English classes. A final question was asked about the level of support provided for students by the franchise agencies and the Assistant Principal said that an annual due diligence exercise is undertaken with both partners to assess their policies, their relevance and compliance with current legislation.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
73/21	<p>ANY OTHER BUSINESS</p> <p>The Chair of Corporation congratulated the Principal and senior staff on the excellent and rapid progress being made on a number of high profile developments.</p>	
74/21	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Wednesday, 14 July 2021 at 2.15pm – 4.45pm via Microsoft Teams. 	
	<p>Chairman: _____ Date: _____</p>	

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