

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 21 APRIL 2021
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2020/21
GOVERNORS:	Dr Nick England	Chair	✓	6 of 6
	Mrs Christine Palmer	Vice Chair	✓	6 of 6
	Mrs Debbie Lavin	Principal	✓	6 of 6
	Ms Elsie Collings	Student Governor	✓	4 of 6
	Mr Graham Cooper		✓	6 of 6
	Dr Steve Corbett		0	3 of 6
	Ms Vicky Egerton	Teaching Staff Governor	✓	2 of 6
	Prof. Nigel Hastings		0	5 of 6
	Mr David Hodgkins	Support Staff Governor	✓	6 of 6
	Ms Charmian Messenger		0	5 of 6
	Mr Martyn Pearl		✓	5 of 6
	Mr Gordon Pownall		✓	3 of 6
	Mr Peter Sewell		0	2 of 6
	Dr Nick Sinnamon		✓	6 of 6
	Mrs Sara Weech		✓	3 of 4
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
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)		✓
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)		✓
APOLOGIES:	Dr Steve Corbett, Prof. Nigel Hastings, Mrs Charmian Messenger, Mr Peter Sewell, Mr Peter Thompson (IOT capital meeting)			

		<u>ACTION</u>
43/21	DECLARATIONS OF INTEREST Dr Nick England in relation to work currently being undertaken with Island schools.	
44/21	APPROVAL OF THE CONFIDENTIAL AND NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 24 MARCH 2021 It was noted that minute 28/21 should indicate reference to the cashflow.	

		<u>ACTION</u>
	With the above amendment, the minutes were approved as a true record of the meeting.	
45/21	MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 24 MARCH 2021 It was noted that the two items would be addressed at the relevant time.	
46/21	CONFIDENTIAL AND NON CONFIDENTIAL MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 3 MARCH 2021 The Chair of the Audit Committee commented briefly on a number of items contained within the minutes. The Corporation NOTED the minutes.	
47/21	CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION The Chair informed Members that he had completed his ETF T Level training at the end of March. He said that it was well delivered, relevant and exceeded his expectations. The Chair then provided further detail on the rationale for T Levels, their introduction at this time, the nature of potential students, T Levels and A Level equivalents, the nature of a Transition Year Course and the Isle of Wight College's position in relation to Island Schools.	
48/21	MONTHLY FINANCE REPORT The Director of Finance & Curriculum Planning took Members through her detailed report. She said that the College's cash position is looking very strong and "financial health" is looking exceptionally good, but noted that it will move closer to the original projection by the year end. A question was asked regarding additional COVID costs incurred by the College and whether financial assistance would be provided to address these costs. The Director responded that the College will receive funds to assist with first term costs but not for subsequent expenses. A Member noted the very positive cash balances and asked if there was any opportunity to invest the funds to gain interest. The Director said that she would assess the situation and a Member offered to assist in identifying potential options. The Chair congratulated the Assistant Principal (Finance and Resources), Director and her finance team on moving the College into a positive financial position. <u>The Corporation CONSIDERED the report.</u>	TB

		<u>ACTION</u>
49/21	<p>COLLEGE INCOME STREAMS IN 2021/22</p> <p>The Assistant Principal (Quality & Improvement) took Members through her report and reminded them that the College has various income streams which contribute to its annual turnover. These mainly include funding from the Education & Skills Funding Agency (ESFA), local authority, higher education, international and full cost.</p> <p>The Assistant Principal then elaborated on ESFA funding, the adult education budget, apprenticeship and local authority funding. She concluded by informing the meeting that the finance team are currently undertaking a thorough review of remaining income streams, for example, higher education, international and full cost, the outcomes of which will inform the 2021/22 budget.</p> <p>A Member asked where the greatest financial risk was for the College and the Assistant Principal responded that international, full cost, the adult education budget and apprenticeships need careful monitoring. She felt that due to COVID-generated uncertainty, it will take some time to regain momentum in these areas. A further question was asked regarding the Teachers' Pension Scheme (TPS) and the Director of Finance said that the College has now received an allocation from the TPS for next year which addresses additional pension costs. The Principal added that the payment has been extended to July 2021, although this has yet to be formally confirmed for future years. The Director of Finance was asked to check when it will be re-evaluated again.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>With the agreement of the meeting, the agenda items were taken out of order.</p>	TB
50/21	<p>COLLEGE RISK REGISTER UPDATE</p> <p>The Director of Finance & Curriculum Planning informed Members that the College's risk register includes revisions that reflect the emerging issues identified for the sector covered in the RMS Tenon annex to the management letter and audit opinion. These were addressed at the March 2021 Audit Committee meeting. She added that keys risks for the College have also been affected by the COVID pandemic and these are addressed by the updated register. In conclusion, the Director said that the register has also been reorganised to reflect the aims and objectives set out in the new College Strategic Plan.</p> <p>Members noted that the College's approach to risk management was subject to internal audit scrutiny and the auditors reported "Substantial" assurance, commenting that "a sound system of governance, risk</p>	

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	<p>management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited”.</p> <p>A Member asked for clarification on the interchange of the words “risk register” and “board assurance”. The Director and the Principal explained the use of the terms, with reference to the Baker Tilly audit company’s Board Assurance Framework. The Director agreed to provide examples outside the meeting.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>The Director of Finance & Curriculum Planning left the meeting at this point.</p> <p>Paul Buckland joined the meeting at this point.</p>	TB
51/21	<p>HEAD OF DEPARTMENT REPORT: HAIRDRESSING</p> <p>The Head of Department said that due to the pandemic the Hairdressing section has faced significant challenges during the past 18 months. New teachers in the department are making good progress in developing both teaching and assessing skills in theory and practical classes. He said that improvement in internal quality assurance systems and processes remains a priority and this is being facilitated by the curriculum manager, to ensure processes and practice mirror those in the Beauty section.</p> <p>The HoD then drew attention to the three-year trends in achievement, retention and attendance, with the latter remaining an issue, particularly for maths and English attendance. The HoD concluded by informing Members that the salons will re-open on 26 April 2021.</p> <p>A question was asked regarding the gender balance of the Hairdressing students and whether the College actively encourages applications from all students. The HoD responded that the College did and that the introduction of barbering courses has assisted with increasing recruitment of male students. A question was then asked about why the salons were not fully open on 12 April 2021. The HoD responded that legislation may have allowed this but the practicalities, space constraints and personal protection issues are a challenge and therefore a decision was made to delay full re-opening.</p> <p>The Chair thanked the HoD for his report and concluded by asking what his predicted self assessment grade would be for Hairdressing and the HoD responded, a Grade 2.</p>	

		<u>ACTION</u>
	<p><u>The Corporation CONSIDERED the report.</u></p> <p>Paul Buckland left the meeting at this point.</p>	
52/21	<p>PRINCIPAL'S REPORT</p> <p>The Principal commenced her report by providing an update on the latest financial estimate which she stated was looking very positive for the financial year end. She then explained the current allocation of funds to support the capital bids and said that the finance team are carrying out a range of modelling options. She took Members through the detail of these options and the action being considered to address the projected surplus.</p> <p>A Member asked if the College should be considering provisions, for example the debt position to protect some stake for next year. The Principal noted this and said that it would be considered along with a range of other options. A further question was asked regarding whether a solution to the SpinZone issues could form part of the solution. The Principal said that it might and she updated the meeting on the current SpinZone negotiations.</p> <p>The Principal then took Members through the rest of her report which included an update on the post-16 Audit Code of Practice 2020/21, the adult education budget allocation, the new FE Commissioner appointment and capital projects.</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) updated Members on the outcome of a review of the delivery of maths and English and shared some positive suggestions made by the Student Governor.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
53/21	<p>ANNUAL REPORT ON COMPLAINTS: APRIL 2020 TO MARCH 2021</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the Corporation receives an annual report of significant complaints received by the College (ie those addressed to the Principal or those that have escalated through the College complaints procedure). Members considered the attached log of complaints, noting that there were only seven complaints, which is a decline on the preceding two years when nine complaints were received in each year.</p> <p>A Member noted that the number of complaints received is low considering the volume of students and clients that use its services. She asked whether, given the low numbers of complaints, the College is</p>	

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	<p>confident the current system allows students to bring forward issues and that they are fully aware of the complaints procedure. The Assistant Principal responded that it was essential to avoid becoming complacent and the relevant staff annually review the processes and procedures to ensure that they are clear and widely known by students.</p> <p>A Member noted that all complaints had been addressed within the ten-day deadline which is very positive. The Chair said that complaints are rarely escalated to governors and the Assistant Principal explained that ultimately the ESFA, via the referral process, may be called upon to adjudicate on a complaint, its handling and outcome.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
54/21	<p>ANY OTHER BUSINESS</p> <p>The Chair thanked the Student Governor, Elsie-May Collings, for her significant contribution to Corporation during her relatively short term. He said that she had been one of the College's best Student Governors and had added real value. Elsie-May then provided Governors with a brief summary of her future plans.</p>	
56/21	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Wednesday, 19 May 2021 at 4.00pm via Microsoft Teams. 	
	<p>Chairman: _____ Date: _____</p>	

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