

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 24 FEBRUARY 2021
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2020/21
GOVERNORS:	Dr Nick England	Chair	✓	3 of 3
	Mrs Christine Palmer	Vice Chair	✓	3 of 3
	Mrs Debbie Lavin	Principal	✓	3 of 3
	Ms Elsie Collings	Student Governor	0	2 of 3
	Mr Graham Cooper		✓	3 of 3
	Dr Steve Corbett		✓	3 of 3
	Ms Vicky Egerton	Teaching Staff Governor	0	0 of 3
	Prof. Nigel Hastings		✓	3 of 3
	Mr David Hodgkins	Support Staff Governor	✓	3 of 3
	Ms Charmian Messenger		✓	3 of 3
	Mrs Loretta Outhwaite		✓	2 of 2
	Mr Gordon Pownall		✓	2 of 3
	Mr Martyn Pearl		✓	3 of 3
	Mr Peter Sewell		✓	2 of 3
	Dr Nick Sinnamon		✓	3 of 3
Mrs Sara Weech		✓	1 of 1	

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)	✓
	Ms Fidelma Washington	Assistant Principal (Quality & Improvement)	✓
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)	✓
APOLOGIES:	Ms Elsie Collings, Ms Vicky Egerton		

		<u>ACTION</u>
1/21	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>
2/21	<p>APPROVAL OF THE NON-CONFIDENTIAL AND STAFF, STUDENT AND SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 16 DECEMBER 2020</p> <p>It was noted that in item 120/2020, the reference to February 2020 should read February 2021. It was also noted that Loretta Outhwaite was in attendance at the December 2020 Corporation meeting. With the above amendments, the minutes were approved as a true record of the meeting.</p>	
3/21	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 16 DECEMBER 2020</p> <p>It was noted that all the matters arising had been addressed.</p>	
4/21	<p>RECOMMEND APPOINTMENT OF SARA WEECH AS A GOVERNOR FOR A FOUR YEAR PERIOD COMMENCING 24 FEBRUARY 2021</p> <p><u>The Corporation APPROVED the appointment of Mrs Sara Weech to the Corporation for a period of four years, commencing 24 February 2021.</u></p>	
5/21	<p>GOVERNOR CONTACT DAY DRAFT AGENDA</p> <p><u>The Corporation CONSIDERED and APPROVED the agenda for the Governor Contact Day 2020/21.</u></p>	
6/21	<p>APPROVAL OF THE NON-CONFIDENTIAL AND STAFF AND STUDENT CONFIDENTIAL MINUTES, INCLUDING AGREED ACTION, FROM THE 2021 GOVERNORS' STRATEGY SESSION</p> <p>The minutes were approved as a true record of the meeting.</p>	
7/21	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <ul style="list-style-type: none"> • Ratify Corporation approval of two additional days holiday for all College staff in the 2020/21 academic year <p><u>The Corporation RATIFIED the additional two days holiday awarded to all College staff.</u></p> <p>The Chair informed Members that he has been unable to undertake the T Level training as planned, but hoped to do so. He reminded the board that the intention is for Corporation meetings to take place face to face as soon as government guidelines allow. Members noted that the March meeting would be too early for face to face meetings, that the April meeting was being preceded by a virtual Governor Contact Day event and that the situation should be reviewed again in May.</p>	

		<u>ACTION</u>
	<p>With the agreement of Members, the agenda was taken out of order.</p> <p>Steve Corbett joined the meeting at this point.</p>	
8/21	<p>PRINCIPAL'S REPORT</p> <p>The Principal took Members through her report which addressed the Further Education White Paper, capital funding initiatives and a review of online learning.</p> <p>With regard to the White Paper, the Principal said that many of the proposals were positive for the College and she directed their attention to the summary of extracts listed in the appendix to her report. The Principal then provided background to a number of capital related developments associated with T Levels, the DfE transformation fund, the Institute of Technology and the FE capital allocation. She added that the Assistant Principal (Finance & Resources) would provide details of further developments later in the meeting. Regarding online learning, she informed Members that a Hampshire County Council representative has conducted an independent review of the College's online provision. Although the formal report is still pending, the verbal feedback on the day was very positive.</p> <p>A number of questions were asked including whether there was an opportunity to relocate Platform One activity on site and whether the College had an indication of staffing and skill gaps.</p> <p>The Principal responded that capital works could not be undertaken to include subcontractor provision or external provision i.e. NHS, Spinzone. With regard to staffing and skills issues, the Principal said that senior staff were working their way through potential shortages and there was the possibility that the Engineering staff team may participate in a national pilot for T Levels which would further their understanding. She concluded by saying that issues regarding adult learning presented a greater challenge than staffing issues.</p> <p>The Principal updated Members on arrangements for carrying out regular COVID tests on students and staff under the latest re-opening requirements. Following a question, the Principal provided detail on the latest testing requirements.</p> <p>The Assistant Principal (Finance & Resources) then took Members through a tabled paper "Capital Project Bids". He said that the College is currently involved in three major interventions and identified these as the DfE Further Education Capital Transformation fund (FECTE). This fund addresses priority defects (C/D) but the College can also bid against</p>	

		<u>ACTION</u>
	<p>the fund to rectify other (C/D) defects, and a bid for the latter works costing £1.5m is likely to be submitted. The final area relates to T Levels and the College can bid for funds to significantly enhance accommodation for T Level delivery, with the cost of works likely to be in the region of £3m.</p> <p>However, there is an expectation of a 50% contribution towards costs. This is based on a contribution level that does not financially impair colleges. At a meeting last week, a subcommittee of Governors considered loan options and felt that, given the current high level of borrowing, it would be irresponsible to take a loan from the LEP. However, following a modelling exercise undertaken by the College Finance Director, it may be possible to contribute a sum of between £200k-£400k maximum towards bid costs. Members noted that work is ongoing to assess and confirm the potential level of contribution by the College.</p> <p>A Member asked if contributions could be in kind and was informed that they could and indeed it was possible to submit a bid without making a contribution, assuming the project met specific criteria. A question was asked regarding whether the projects would be developed over the same time frame and whether the College could manage the operational issues of decanting, etc. The Assistant Principal said that this would be possible but would require a detailed building programme to ensure effective management of three projects being developed in tandem. Further questions were asked regarding whether successful project bids would address all the C and D listed defects. Also, whether successful project outcomes would reduce the ongoing maintenance costs associated with the current poor quality buildings. The Assistant Principal stated that they would.</p> <p>(i) <u>The Corporation CONSIDERED the report and APPROVED the submission of two discrete bids, worth approximately £3m (T Levels) and £1.5m (transformation fund), whilst not contributing more than £400k.</u></p> <p>(ii) <u>The Corporation did not support the option of applying for a loan through the Local Enterprise Partnership (LEP) Growing Places Fund.</u></p>	
9/21	<p>MONTHLY FINANCE REPORT AND LATEST ESTIMATE</p> <p>The Director of Finance & Curriculum Planning said that the College’s management accounts for the six months to January show an operating surplus of £414k (budget forecast of £76k surplus) excluding staff restructuring. This results in a £338k year to date favourable variance.</p>	

		<u>ACTION</u>
	<p>She added that at the end of January 2020 there was an adverse variance of £65k, giving a net difference of £403k. Key variances in the month can be attributed to funding body income, pay costs now showing a favourable variance of £153k for the year, due to non recruitment into budgeted posts and Erasmus non delivery valued at £114k.</p> <p>With regard to the latest estimate, the Director said that the College set a budget with an operating surplus of £74k, post restructuring costs. The latest estimate shows an operating surplus of £45k. This latest estimate would generate a financial health of Good, at 200 points.</p> <p>Members asked a number of questions, including whether the current under spend on pay is likely to continue, what the reasons are for the decline in the projected surplus and what the current concerns were. The Director provided comprehensive answers to the questions and with regard to the latter question stated that meeting covenants (particularly the cash flow covenant) and controlling costs were the main concerns.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Jenny Webb, Campus Manager, joined the meeting at this point.</p>	
10/21	<p>HEALTH & SAFETY 2019/2020 ANNUAL REPORT</p> <p>The Campus Manager took Members through her report, commencing with a detailed report on steps taken to manage the COVID-19 safety requirements. Members noted the comprehensive list of safety processes and protocols introduced to ensure the safety and wellbeing of students and staff.</p> <p>The Campus Manager then drew attention to the 2019/2020 learner feedback survey that reported that 96% of learners feel safe at College (+3% against the national benchmark); 96% of learners with mobility difficulties said the site had good access (+3% against the national benchmark) and 98% of students understood their responsibilities for health & safety (+8% against the national benchmark). Members noted that there were no RIDDOR accidents and accident numbers remain in line with previous years.</p> <p>The Chair said that the accident summary statistics presented in the report were very reassuring, given the range and complexity of curriculum activities delivered by the College. Members asked questions regarding how the College responded to the challenges generated by COVID and the requirements of home working assessments; whether there has been an upturn in mental health issues as a result of COVID, isolation and lockdown, whether there are plans to support staff</p>	

		<u>ACTION</u>
	<p>returning to work on site from the home environment and whether the decline in reported sickness levels could be maintained once staff returned to working on site. The Campus Manager provided a detailed response to the above questions.</p> <p>A Member asked if the College was aware of, and had accessed, the “welfare to education returns” and he was informed that the College had. A Member then offered to provide details of further relevant resources that may be of benefit to the College. It was noted that there has been an increased willingness on the part of staff to report mental health issues and, as a result, the College can provide support at an earlier stage.</p> <p><u>The Corporation APPROVED the Annual Health & Safety report 2019/2020.</u></p> <p>Jenny Webb left the meeting at this point and Paul Buckland, Head of Enrichment, Enterprise and Schools joined the meeting.</p>	
11/21	<p>HEAD OF DEPARTMENT REPORT: SPORT & FITNESS</p> <p>The Head of Department took Members through his report and drew attention to developments under the following headings, full time qualifications 2020/21; work-based learning provision; national picture (prior to lockdown) and the local context. The HoD was asked what changes had been introduced to improve outcomes and he responded that the qualification structure was new and was found to be more appropriate for students. Changing the Level 3 qualification had proved positive, particularly in relation to retention, although there was still further work to be done on retention and achievement. A Member commented that the HoD had responded very well to the challenges of improving performance at a particularly difficult time, given the practical nature of the course and constraints imposed by COVID-19. In response to a question from the Chair, the HoD thought that the department would now be graded 2.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Paul Buckland left the meeting at this point.</p>	
12/21	<p>GENDER PAY REPORT</p> <p>The Director of Human Resources reminded Members that the College has a legal duty to report information on an annual basis regarding gender pay differences. The report has to be submitted by 30 March 2021 and applies to all employers with a workforce of 250 or more employees.</p>	

		<u>ACTION</u>
	<p>The Chair commented that the College commenced work on the matter of equal pay ten years ago and areas of concern had been identified and addressed. It was noted that although anomalies still exist the reasons for them were clearly identified in the analysis of the gender pay gap in the report.</p> <p><u>The Corporation CONSIDERED and APPROVED the Gender Pay report.</u></p>	
13/21	<p>CYBER ATTACK IMPACT</p> <p>The Assistant Principal (Quality & Improvement) explained that the purpose of the report was to provide the Corporation with a summary of the recently published Joint Information Systems Committee (JISC) report and to provide a brief summary of actions that the College is taking to mitigate the risk of a cyber-attack. Members focused on the summary of proposed, current and achieved actions taken to date, noting their alignment with key recommendations made in the JISC report. In particular, the importance of obtaining cyber insurance was recognised.</p> <p>Members thanked the Assistant Principal for the action that was being taken and said that the College should not underestimate the potential financial cost and disruptive impact on an institution of a major cyber-attack. It was suggested that if opportunities presented themselves to share learning and experience with other partners on the Island, then these should be taken.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
14/21	<p>PUBLIC SECTOR EQUALITY DUTY REPORT</p> <p>Members considered the report and the governor with responsibility for Equality & Diversity said that the report reflects the high level of commitment that the College has for equality and diversity matters. The Assistant Principal (Students, Teaching & Learning and HR) was asked whether the College profile reflects the ethnic profile of the Island and he responded that it did and that this is monitored on an annual basis.</p> <p>The Chair asked what action the College takes to address the gender imbalance in College curriculum areas. The Assistant Principal responded that every effort is made to be gender neutral in all promotional and marketing material and departments seek to identify appropriate role models. However, curriculum areas like Hair and Beauty remain female dominated, with other curriculum areas, like Engineering and the vocational trades, remaining male dominated. College staff are aware of the issues and try to adopt a proactive role in counteracting them.</p>	

		<u>ACTION</u>
	<u>The Corporation CONSIDERED the report.</u>	
15/21	ANY OTHER BUSINESS The Chair thanked all College staff for their ongoing efforts in managing the College during a very difficult time, and the Governors for their attendance and time spent reading the papers.	
16/21	DATE OF NEXT MEETING <ul style="list-style-type: none"> Wednesday, 24 March 2021 at 4.00pm via Microsoft Teams. 	
	Chairman: _____ Date: _____	

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