

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

			ATTENDED	ATTENDANCE 2020/21
GOVERNORS:	Dr Nick England	Chair	✓	5 of 5
	Mrs Christine Palmer	Vice Chair	✓	5 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Ms Elsie Collings	Student Governor	0	3 of 5
	Mr Graham Cooper		✓	5 of 5
	Dr Steve Corbett		0	3 of 5
	Ms Vicky Egerton	Teaching Staff Governor	✓	1 of 5
	Prof. Nigel Hastings		✓	5 of 5
	Mr David Hodgkins	Support Staff Governor	✓	5 of 5
	Ms Charmian Messenger		✓	5 of 5
	Mrs Loretta Outhwaite		0	2 of 4
	Mr Martyn Pearl		✓	4 of 5
	Mr Gordon Pownall		0	2 of 5
	Mr Peter Sewell		0	2 of 5
	Dr Nick Sinnamon		✓	5 of 5
Mrs Sara Weech		✓	2 of 3	

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, Dr Steve Corbett, Mrs Loretta Outhwaite, Mr Gordon Pownall, Mr Peter Sewell		
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21/21	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.	
22/21	APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2021 *The minutes were approved as a true record of the meeting.	

		<u>ACTION</u>
	*See 27/21 below.	
23/21	APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE EXTRAORDINARY MEETING HELD ON 11 MARCH 2021 The minutes were approved as a true record of the meeting.	
24/21	MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 24 FEBRUARY 2021 AND 11 MARCH 2021 It was noted that there were no matters arising.	
25/21	APPROVAL OF STAFF AND STUDENT CONFIDENTIAL MINUTES OF THE CAPITAL COMMITTEE MEETING HELD ON 3 MARCH 2021 The minutes were approved as a true record of the meeting. With the agreement of Members, the Chair moved to Appendix J and thanked the Assistant Principal (Quality & Improvement) for her excellent report that showed positive progress for the eight key performance indicators.	
26/21	HIGH LEVEL PERFORMANCE INDICATORS 2020/21: MONITORING REPORT The Assistant Principal (Quality & Improvement) drew attention to the three high risk indicators (red) and four medium risk indicators (amber) and said that the PIs rated as red related to GCSE English attendance, full cost income and the adult education budget delivery against allocation. She then said that the PIs rated amber relate to retention in adult functional skills maths and attendance in maths (GCSE and Functional Skills) and 16-18 apprenticeship numbers (non levy and levy). The Assistant Principal reminded Members that the College reports on the DfE headline measures which are normally published in January, with the additional measures published in March. However, due to COVID-19, the DfE have announced that headline measures will not be published for 2019/20. In conclusion, she said that from 1 April 2021, small and medium enterprises (SMEs) will be required to use the digital apprentice service to access funding. This is a concern because of its impact on smaller employers and the additional time that will be required to administer the system. A question was asked regarding poor attendance for maths and English classes and how the College can engage students from the start of their courses. A further question was asked regarding whether the problem was student attitude or uninspiring teaching. The Assistant Principal said that College staff are working hard to improve maths and English attendance by ensuring that teaching is relevant to the students' chosen	

		<u>ACTION</u>
	<p>vocation. However, many students find it difficult to see the relevance of maths and English to their chosen career.</p> <p>A Member then commented that he expected attendance to be worse given the difficulties presented for staff and students by COVID-19 restrictions. He felt that the College had done well to motivate students to attend their classes and congratulated the College on having so few red and amber risk areas in a significantly disrupted year.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
27/21	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION</p> <p>The Chair commenced by asking Members to approve a refinement to the minutes of the Corporation meeting held on 24 February 2021. He explained that a more detailed minute was required to identify how a potential £400k contribution from the College would be allocated to the four bids.</p> <p>Minute 8/21 –</p> <p>“The Corporation CONSIDERED the report and APPROVED the submission of discrete bids, worth approximately £3m (T Levels) and £1.5m (Transformation Fund).</p> <p>The Corporation agreed the College could contribute no more than £400k across these two bids and two other capital projects being considered by the College, namely the DfE Special Project/Transformation Fund and an Institute of Technology bid.</p> <p>Assuming all four bids were successful the College capital contributions would be as follows: DfE Special Project/Transformation Fund (£100,000), T Levels (£120,000), College Transformation Fund (£135,000) and Institute of Technology (£45,000). If three or less bids were successful, the capital contribution of the College could increase for each bid”.</p> <p><u>The Corporation APPROVED the more detailed minute from the meeting on 24 February 2021.</u></p> <p>The Chair then drew attention to tabled paper 2 regarding his planned T Level training. He said that there had been some teething problems with the training and so he had read a paper from the Royal Academy of Engineering published in December 2018: Engineering and Manufacturing T Level Common Core Content. He said that reading this had allowed him to understand one T Level very well and to compare this course with other</p>	

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	<p>parallel approaches to the subject. The Chair added that he was now registered for some online ETF T Level training.</p> <p>David Hodgkins joined the meeting at this point.</p>	
28/21	<p>MONTHLY FINANCE REPORT</p> <p>The Director of Finance & Curriculum Planning presented her report and informed Members that the College's management accounts for the seven months to February show an operating surplus of £412k (budget forecast of £38k adverse) excluding staff restructuring. This results in a £450k year to date favourable variance. Key variances in the month can be attributed to funding body income, pay costs now showing a favourable variance of £185k for the year due to non-recruitment into budgeted posts and Erasmus non-delivery valued at £224k.</p> <p>The Chair asked for clarification regarding the Erasmus funding and for confirmation that either spending or returning the funding would have no material impact on the accounts. This was confirmed. The Principal then asked the Director to clarify for Members the implications of the 90% claw back on AEB, with Members being informed that a potential impact could be the turning of a projected surplus into a deficit. The Principal informed Members that a more accurate report will be produced for the April Corporation meeting.</p> <p>A Member congratulated the finance team on positive progress in a number of areas, including the student debt level and commented that looking forward to July 2022, the projections indicate that the College should meet its financial requirements if there are no adverse funding announcements – post meeting note. The AEB national target has been set at 90% which could mean clawback up to £180k in December 2021</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
29/21	<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) and the latest estimate shows an operating surplus of £101k. She added that the estimate for 2020/21 includes balance sheet credits released of £280k from prior years and reduced income streams due to the impact of COVID-19. The latest estimate would generate a final health of Good, at 200 points.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

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30/21	<p>FEC BENCHMARKS – ANALYSIS AND COMPARISON</p> <p>The Director of Finance & Curriculum Planning said that her report summarises the Further Education College benchmarks and provides an analysis of The Isle of Wight College’s performance against these ratios, with key variances being highlighted.</p> <p>A Member asked if the benchmarks could be reflected in the monthly finance report as this would assist with future decision-making. The Director agreed to address this.</p> <p>A question was then asked whether there were any benchmarks comparing IoW College with other colleges and the Director said that there were although 2018/19 data is currently being used as the 2019/20 data has not been released. A further question was asked regarding how the College feels about the six benchmarks for FE colleges issued by the FE Commissioner. The Principal responded by saying that The Isle of Wight College regularly benchmarks nationally and the indications are that the College is performing well. She explained that there are three significant factors that contribute to colleges’ finance categories; profitability, current ratio and debt. She added that the first two will remain the same but changes are being considered for “debt” and this would have a negative impact on The Isle of Wight College and could result in a down grading of the financial health category. The Chair asked what consequences there might be of becoming a “requires improvement” college. The Principal said that the College could potentially move into special measures monitoring, as would many other sector colleges, based on the current proposals.</p> <p>The Principal thanked the Director and the Assistant Principal (Finance & Resources) for their excellent work in modelling the implications of the proposed changes.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	TB
31/21	<p>RE-APPOINTMENT OF EXTERNAL AUDITORS (<i>Confidential</i>)</p> <p>Paul Buckland and Ben Sheridan joined the meeting at this point and with the approval of the meeting, Appendix N was considered.</p>	
32/21	<p>HEAD OF DEPARTMENT REPORT: TRAVEL & TOURISM</p> <p>The Head of Department presented his report, reminding Members that the curriculum area was graded 2 in the 2019/20 SAR panel meeting. He then addressed the issues regarding declining recruitment on Leisure and Tourism programmes, issues with overall retention during the last two academic years and a three-year decline in retention for 16-18 provision.</p>	

		<u>ACTION</u>
	<p>He concluded his report by referring to some very positive student engagement in Erasmus projects over the last two academic years.</p> <p>Questions were asked regarding the potential for students to broaden their experience by travelling to other parts of the UK (Scotland/ Wales/ Northern Ireland) particularly given the increase in “staycations” over the next few years. A supplementary question was asked regarding job opportunities for College students, particularly at Level 2/3, on the Island, given the potential increase in visitors due to the decline in overseas holidays.</p> <p>The Head of Department said that consideration would be given to providing UK experiences for students, although restricted funding may be an issue. The Principal added that freeport status and developments being proposed by Southampton City Council for expanding cruising infrastructure and tourist attractions, may provide employment opportunities.</p> <p>The Chair concluded the discussion by requesting a cross department report on overseas activities undertaken by College students, for the May 2022 meeting.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Paul Buckland left the meeting at this point.</p>	PB
33/21	<p>PRINCIPAL'S REPORT</p> <p>The Principal commenced her report by informing Members that a former colleague, Catherine Love, had recently passed away, at the age of 47. Catherine worked at the College from 2008 to 2012 as a Work Based Learning Contracts Co-Ordinator. Members expressed their condolences to Catherine’s family.</p> <p>The Principal then provided an update on the Chancellor’s Spring budget, apprenticeship developments and capital funding. She added that a separate report would be considered on pupil level annual school census (PLASC) and concluded by informing Members that the College had been offered access to spare COVID vaccines and that all College staff could be vaccinated by Friday, 26 March 2021, should they choose to</p> <p>SPINZONE CONTRACT (<i>Confidential</i>)</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

		<u>ACTION</u>
34/21	<p>ANALYSIS OF 16-18 PUPIL LEVEL ANNUAL SCHOOL CENSUS (PLASC) DATA 2020/21</p> <p>The Director of Services for Students & Human Resources presented the report providing analysis for governors of the updated PLASC data which enables the College to forecast future learner numbers. In addition, he provided analysis of 16-18 student enrolment in the 2020/21 academic year, comparing this with market share and progression rates for previous years.</p> <p>The Director drew Members' attention to the proposed actions for addressing areas requiring improvement in student applications and enrolments. He said that sustaining the current age 16 market share is particularly critical as students usually enrol for two/three years and this impacts on age 17 and 18 data. Increasing student numbers for 2021/22 would have a positive impact on 2022/23 funding allocations and if market share is sustained, this would continue through the next five to ten years.</p> <p>Members commented on the noticeable increase in the College using video and social media for promoting the College and its provision. It was felt that this marketing was impressive but the Director was asked how the impact of the marketing was being monitored and assessed in terms of its effectiveness in recruiting students. He was also asked how the College promotes its offer to students with special needs and learning disabilities. The Director provided a comprehensive answer to these questions and Members were reassured that detailed analysis of the effectiveness of marketing was being undertaken.</p> <p>A Member commented that it was good to see an upturn in 16+ demographics, however, competitor institutions will also see this as an opportunity. He asked for details on how the College communicates with potential students currently attending school. The Director replied that the College does have access to some schools and staff are working with careers colleagues to try and increase direct access to potential students.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
35/21	<p>HIGH LEVEL PERFORMANCE INDICATORS 2020/21: MONITORING REPORT</p> <p>Previously considered in the meeting.</p>	
36/21	<p>PAY FRAMEWORK AND MARKET SUPPLEMENT POLICY 2021/22</p> <p>Members noted that there were no significant changes proposed for 2021/22 in the Pay Framework Policy, except for changes to statutory minimum wage rates and no changes were being proposed for the Market Supplement Policy. It was noted that both policies will continue to be</p>	

		<u>ACTION</u>
	<p>reviewed on an annual basis to ensure that they retain competitiveness and reflect changes to the labour market, pay and terms and conditions.</p> <p><u>The Corporation APPROVED the Pay Framework and Market Supplement Policies for 2021/22.</u></p>	
37/21	<p>QUALITY OF TEACHING & LEARNING REPORT INCLUDING THE EFFECTIVENESS OF IMPROVEMENT MEASURES</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) introduced his report by reminding Members that the lockdown arrangements have meant that teaching for the majority of students has taken place online, from the start of the academic year until Monday, 8 March 2021, when students returned to face to face lessons. He added that throughout this period the College had remained open for vulnerable students and the children of key workers. He said that the report confirms that the overall learning experience of students remains very good. Overall student attendance is 89% (90% December 2020), which is slightly above the target of 87%. Retention is currently 98% (no change to December 2020), which is slightly better than expected for this time of year. The Assistant Principal then provided the detail for the observations of teaching, learning and assessment conducted to date. He said that no significant areas for improvement have been identified to date, although the move to online learning brought inevitable challenges in ensuring and maintaining student engagement and participation in learning. He added that online learning had also generated issues for how students' learning and progress was checked and monitored.</p> <p>A Member asked about the number of lesson observations and assessments that had been carried out and whether they were in line with previous years and also what is required to improve teaching from good to excellent. The Assistant Principal responded by saying that the College was much better prepared for observations this year and had also introduced "walk through" observations, with about two thirds of the staff being observed. The Assistant Principal then said that a difference between good practice versus best practice in teaching is about consistency throughout teaching and through the students' time in College. He provided some detailed examples and particularly referenced the challenges presented by teaching maths and English in three-hour blocks. A Member asked whether students are able to provide feedback on their teaching and he responded that they were. A question was asked regarding a staff member identified as a concern in March 2020 and March 2021 and whether it was the same member of staff. The Assistant Principal said that it was but provided the detailed context.</p>	

		<u>ACTION</u>
	<p>The Chair then prompted a discussion on the challenges associated with consistently delivering high quality teaching and Members concluded that a very complex range of skills is required to be an outstanding teacher.</p> <p>The Chair thanked staff for the excellent manner in which they had responded to the demands of online teaching.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Vicky Egerton left the meeting at this point.</p>	
38/21	<p>TERMLY SAFEGUARDING REPORT</p> <p>The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the College’s safeguarding reporting framework requires the Corporation to consider a termly report on activities related to safeguarding. He said that the arrangements for safeguarding during lockdown were revisited, refined and effectively implemented from the beginning of January, when teaching moved online. He said that an audit of the “single central record” had been carried out with the assistance of the designated governor and the outcome was very positive.</p> <p>A Member congratulated the Assistant Principal on the positive review of the single central record and said that anecdotally there were reports of an increase in drug use on the Island and asked whether this has been reflected in the experience of the College. The Assistant Principal said that there had been no noticeable increase in drug related issues or violent crime. The Chair then asked whether it had been easy for students to contact staff during lockdown and the Assistant Principal said that there had been no significant decline in contacts and no upsurge when students returned to College.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
39/21	<p>HEAD OF DEPARTMENT REPORT: TRAVEL & TOURISM</p> <p>Considered earlier in the meeting.</p>	
40/21	<p>EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIPS LOG</p> <p><u>The Corporation NOTED the report.</u></p>	
41/21	<p>ANY OTHER BUSINESS</p> <p>The Chair reminded Members that a paper had been circulated regarding the Estates Strategy and associated capital bids.</p>	

		<u>ACTION</u>
	The Corporation APPROVED the appointment of Peter Marsh Consulting and Lynne Christopher to support the achievement of the project objectives detailed in the paper.	
42/21	DATE OF NEXT MEETING <ul style="list-style-type: none"> Wednesday, 21 April 2021 at 2.30pm via Microsoft Teams preceded by the Governor Contact Day at 12.45pm. 	
	Chairman: _____ Date: _____	

<p>MISSION STATEMENT</p> <p>Putting Students First Working with Employers Supporting Our Community</p>
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