

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 13 OCTOBER 2021
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2021/22
GOVERNORS:	Dr Nick England	Chair	✓	1 of 1
	Mrs Christine Palmer	Vice Chair	✓	1 of 1
	Mrs Debbie Lavin	Principal	✓	1 of 1
	Ms Jessica Bird	Student Governor	✓	1 of 1
	Mr Graham Cooper		✓	1 of 1
	Dr Steve Corbett		0	0 of 1
	Mrs Jessica Garbett		0	0 of 1
	Prof. Nigel Hastings		0	0 of 1
	Mr David Hodgkins	Support Staff Governor	✓	1 of 1
	Ms Charmian Messenger		✓	1 of 1
	Mr Martyn Pearl		✓	1 of 1
	Mr Gordon Pownall		✓	1 of 1
	Mr Peter Sewell		0	0 of 1
	Mrs Sara Weech		✓	1 of 1
	Ms Bryony Willett	Teaching Staff Governor	✓	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	Deputy Principal	✓
	Mr Roland White	Assistant Principal (Students, Teaching & Learning and HR)	✓
APOLOGIES:	Dr Steve Corbett, Mrs Jessica Garbett, Prof. Nigel Hastings, Mr Peter Sewell		

		<u>ACTION</u>
107/21	DECLARATIONS OF INTEREST Dr Nick England in relation to work currently being undertaken with Island schools.	
108/21	APPROVAL OF THE NON CONFIDENTIAL AND STAFF, STUDENT & SMT MINTUTES OF THE MEETING HELD ON 14 JULY 2021 The minutes were recorded as being a true record of the meeting.	

		<u>ACTION</u>
109/21	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 14 JULY 2021</p> <p>It was noted that all items had been addressed.</p>	
110/21	<p>APPOINTMENT OF STUDENT GOVERNOR</p> <p><u>The Corporation APPROVED the appointment of Jessica Bird as a Student Governor for a one year period from 13 October 2021 to 31 July 2022.</u></p>	
111/21	<p>ANNUAL REVIEW OF CONFIDENTIAL MINUTES</p> <p><u>The Corporation APPROVED the publication of minutes that were previously designated as Confidential.</u></p>	
112/21	<p>GOVERNOR ATTENDANCE 2020/21</p> <p>Members noted that attendance for Corporation meetings was markedly impacted by the Covid-19 lockdowns, with a significant affect on some individual governors, particularly those working in the care sector or NHS. The average attendance at Corporation was 75%, 5% below target.</p> <p><u>The Corporation NOTED the report.</u></p>	
113/21	<p>CORPORATION SIZE AND COMPOSITION/COMMITTEE STRUCTURE/ APPOINTMENT OF COMMITTEE CHAIRS AND COMMITTEE TERMS OF REFERENCE</p> <p><u>The Corporation APPROVED:</u></p> <ul style="list-style-type: none"> i) <u>The Corporation membership as a total of 16 Members</u> ii) <u>The Committee membership and Chairs for 2021/22</u> iii) <u>The Committee Terms of Reference for the Audit, Search & Governance, Capital and Remuneration Committees.</u> <p>Audit Committee Terms of Reference will need to be amended to incorporate latest ACOP recommendations, once they are finalised.</p>	
114/21	<p>REVIEW OF STANDING ORDERS FOR THE CONDUCT OF CORPORATION BUSINESS</p> <p><u>The Corporation APPROVED the Standing Orders for the Conduct of Corporation Business.</u></p>	

		<u>ACTION</u>
115/21	<p>COLLEGE CODE OF CONDUCT FOR GOVERNORS A Member asked if the Standing Orders and Code of Conduct would need to be reviewed in light of the College’s recently acquired University status. It was noted that the documents were unlikely to be affected.</p> <p><u>The Corporation APPROVED the updated College Code of Conduct for Governors.</u></p>	
116/21	<p>CHAIR’S BUSINESS The Chair requested that Governors who have not yet completed their individual annual review forms, do so and return them as soon as possible.</p> <p>With the agreement of the meeting, the agenda was taken out of order to address the Student Anti Bullying and Safeguarding Policies and Procedures.</p>	
117/21	<p>STUDENT ANTI BULLYING POLICY & PROCEDURE ANNUAL REVIEW The Chair stressed the importance of these items, particularly in light of “everyone is invited” and the indication that heads of educational establishments have not always addressed issues effectively. The Assistant Principal (Students, Teaching & Learning and HR) provided background information regarding the action taken by the College to raise awareness of issues generated by “everyone is invited”. The Chair then expanded on this issue by drawing attention to some of the statistics identified in the links provided in the report. The Chair reflected on these statistics and felt that they presented a potentially greater negative impact on students than drug misuse.</p> <p>The College Safeguarding Governor elaborated on these comments and stressed the need to change cultures (home, school, work, social). He added that the College policies and reporting procedures are good but students need to be fully aware that support for them is available. He suggested that in appendix 7, reference to local Island based support should be included. The Chair asked for an amendment by making it clear that the College will act on bullying that takes place out of College. The Chair also emphasised the need for education and inculcation of values in our students.</p> <p>In conclusion, the Chair stressed the need to encourage students, where relevant, to report inappropriate behaviour to the police.</p> <p>The Chair thanked all those involved in safeguarding for their excellent work in supporting and caring for our students.</p>	<p>RW RW</p>

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	<p>the maximum points for Good. In September 2020 the equivalent points were also 230.</p> <p>A Member commented that it was unusual and reassuring to receive this level of budget detail at such an early stage in the year. A question was then asked whether national insurance, energy costs and wider inflation pressures have been taken into account. The Director of Finance & Curriculum Planning said that they had and will be monitored on a continuous basis.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
120/21	<p>HEALTH & SAFETY POLICY</p> <p>Members considered the report and were reminded that the Chair of Corporation and Chief Executive are required to sign the policy. It was noted that the document has been updated to include specific references to apprentice health & safety as is required for the Register of Apprenticeship Training Providers' (RoATP) submission.</p> <p>A Member said that the policy clearly covers invited visitors into the College but asked whether it covered uninvited visitors, for example protesters. The Assistant Principal (Finance & Resources) agreed to review this and respond. A question was then asked about how the College knows that staff are aware of specific policies and their implementation, for example the Lone Working Policy. The Assistant Principal said that there is a mandatory health & safety induction for all new staff and specific health & safety matters are addressed at the regular College staff training sessions. The Staff Governor then explained how effectively the College disseminates the Health & Safety Policy and its individual components. The Student Governor endorsed these comments.</p> <p><u>The Corporation APPROVED the Health & Safety Policy.</u></p>	PT
121/21	<p>COLLEGE INSURANCE RENEWAL</p> <p>The Assistant Principal (Finance & Resources) provided the background detail to the renewal process and the resulting change in insurer.</p> <p>A Member asked whether the new insurance policy still included employer liability, public liability and governor liability cover. The Assistant Principal said that he would check this and respond. A further question was then asked about cyber attack insurance for the College and whether it was in place. The Assistant Principal explained the action taken by the College to try and obtain cover for a cyber attack. However, following extensive</p>	PT

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	<p>investigation, it had not proved possible to obtain all- encompassing cyber attack insurance, to address a full scale ransomware attack.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
122/21	<p>PRINCIPAL'S REPORT</p> <p>The Principal introduced her report reminding Members that it was designed to provide an update on key strategic and current operational matters. The report addressed national insurance increases, the University of Portsmouth proposal for a London campus, the Governor updating session, an update on capital funding, a range of project funding, additional expenditure (FUTSAL) and cyber security.</p> <p>A question was asked regarding the rationale for Portsmouth University's proposal to open a centre in Waltham Forest.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
123/21	<p>STUDENT ENROLMENTS 2021/22</p> <p>The Deputy Principal took Members through her report and said that the College's student number allocation for 16-18 students, including 19-24 year-olds who have an Education, Health and Care Plan (EHCP) is 1,443. This includes all full and part time students and to maintain market share, the College is seeking to recruit 1,534 students. She said that the enrolment process is now completed on-line for most students, which allows tutors to allocate their students to programmes of study based on student application. The Deputy Principal added that student record officers are able to support students via a chat facility, which has proved very popular. As of 1 October 2021, 1,345 16-18/19-24 (with an EHCP) and 138 adult full-time students have enrolled.</p> <p>A Member said that she had noticed a downward trend in student applications and is aware of decreases in a number of specific areas (Health & Social Care, Hair, Hospitality). The Deputy Principal responded that the College has some concerns but these are not insurmountable and enrolment in several areas continues throughout the year.</p> <p>A question was asked regarding the November 2021 open day and how and where it will be promoted and the Deputy Principal and Director of Services for Students and HR provided a detailed response.</p> <p>The Chair then asked for specific information on CECAMM student enrolments. The Deputy Principal said that numbers were lower than</p>	

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	<p>expected, although there may be a shift of students onto apprenticeship programmes. The Chair reflected that recruitment may also have been affected by inflated GCSE Level grades.</p> <p><u>The Corporation CONSIDERED the latest student enrolment report and associated funding position.</u></p> <p>Mr Gordon Pownall left the meeting at this point.</p>	
124/21	<p>T LEVELS UPDATE</p> <p>The Assistant Principal (Curriculum) provided Governors with an update on the preparation and implementation of T Level programmes. He reminded them that T Level delivery begins in September 2022 and that capital funding has been secured for the first round of T Levels. He added that a significant amount of staff training on T Levels has taken place and collaboration with other colleges, through T Level Resource Improvement Project (TRIP) is leading to improved resources.</p> <p>A Member asked whether there is a concern about limited employer enthusiasm and support for the introduction of T Levels. The Assistant Principal responded positively, informing Members that there has been a positive response and required work placements should be available. A Member commented that a senior politician had castigated the introduction of T Levels and had mourned the loss of the BTEC curriculum. The Assistant Principal disagreed with this view and was positive about T Levels. However, he acknowledged that there are areas of concern, for example Health & Social Care (although funded Level 3 provision should still be available). A further question was asked regarding Health & Social Care students and whether they would be able to work alongside NHS professionals and the Assistant Principal responded that that is the aspiration.</p> <p>The Assistant Principal was asked whether the delivery of T Levels would entail additional staff hours and therefore additional costs and he provided a detailed response.</p> <p>A Member said that placement availability will be fundamental to the success of T Levels and welcomed the work being done by the College to support their introduction.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

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125/21	<p>RESULTS OF PARENTS’ SURVEY</p> <p>The Assistant Principal (Students, Teaching & Learning & HR) presented his annual parents’ survey report. He then responded to a number of questions including one regarding low satisfaction areas and whether an analysis of 'non responding' parents is undertaken.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Rob Mew (HoD) joined the meeting at this point.</p>	
126/21	<p>HEAD OF DEPARTMENT REPORT: CONSTRUCTION</p> <p>The Head of Department took Members through his report which provided Governors with an update on the quality of education in, and the performance of, the Construction department. The report detailed areas of strength and areas for improvement identified from the previous report to Corporation in October 2018.</p> <p>A number of questions were asked, including one seeking an explanation for the significant growth in woodworking students; which curriculum sections were giving the greatest concern and how accessible the appropriate work placements and employer links are. The Principal then asked a question regarding how confident the department would feel if faced with an Ofsted inspection. The HoD provided a comprehensive answer to the above questions.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p>Jessica Bird and Rob Mew (HoD) left the meeting at this point.</p>	
127/21	<p>LEARNING POLICY 2021/22</p> <p>The Assistant Principal (Students, Teaching & Learning & HR) presented his report and the Chair commented positively about the continued use of identified themes for focused action. It was noted that these relate to further embedding the use of technology to support learning and improving the effective use of targets to enable student and apprentices learning.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
128/21	<p>OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION ANNUAL STATEMENT (OIA)</p> <p><u>The Corporation NOTED the 2020 report.</u></p>	

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129/21	<p>OUTCOME OF LEARNER SURVEY 2021 The Assistant Principal (Students, Teaching & Learning & HR) took Members through his report and it was noted that there were three areas of particular concern, apprenticeships and English and maths.</p> <p>A Member congratulated the Assistant Principal on achieving a high number of responses to the survey, which generates a more valid response. The Chair concluded discussion by saying that the overall satisfaction level of learners is a great credit to the College.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
130/21	<p>ANNUAL REPORT TO GOVERNORS 2020/21 OF CREDIT CARD USAGE, GOVERNORS' EXPENSES AND FOREIGN TRAVEL</p> <p><u>The Corporation NOTED the report.</u></p>	
131/21	<p>ANY OTHER BUSINESS There were no items of any other business.</p>	
132/21	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Wednesday, 15 December 2021 at 4.00pm in Room PG11. 	
	<p>Chairman: _____ Date: _____</p>	

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