

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 14 JULY 2021
HELD VIA MICROSOFT TEAMS VIDEO-CONFERENCING

			ATTENDED	ATTENDANCE 2020/21
GOVERNORS:	Dr Nick England	Chair	✓	8 of 8
	Mrs Christine Palmer	Vice Chair	✓	8 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Mr Graham Cooper		✓	7 of 8
	Dr Steve Corbett		0	4 of 8
	Ms Vicky Egerton	Teaching Staff Governor	✓	4 of 8
	Prof. Nigel Hastings		✓	7 of 8
	Dr Kavita Hayton		0	1 of 2
	Mr David Hodgkins	Support Staff Governor	✓	6 of 8
	Ms Charmian Messenger		0	6 of 8
	Mr Martyn Pearl		✓	6 of 8
	Mr Gordon Pownall		0	4 of 8
	Mr Peter Sewell		0	2 of 8
	Dr Nick Sinnamon		0	7 of 8
	Mrs Sara Weech		✓	4 of 6

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)	0
	Ms Michelle Campbell	Head of Student Advocacy and Safeguarding Services for Students	✓
APOLOGIES:	Mrs Charmian Messenger, Dr Kavita Hayton, Dr Nick Sinnamon, Dr Steve Corbett, Mr Roland White (Ofsted training), Mr Gordon Pownall, Mr Peter Sewell		

		<u>ACTION</u>
75/21	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.	
76/21	APPROVAL OF THE CONFIDENTIAL AND NON-CONFIDENTIAL MINTURES OF THE MEETING HELD ON 19 MAY 2021 The minutes were recorded as being a true record of the meeting.	

		<u>ACTION</u>
77/21	<p>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 19 MAY 2021</p> <p>It was NOTED that all the matters arising had been addressed.</p>	
78/21	<p>RE-APPOINTMENT OF GOVERNOR, APPOINTMENT OF EXTERNAL GOVERNOR AND APPOINTMENT OF TEACHING STAFF GOVERNOR</p> <p>The Corporation approved:</p> <ul style="list-style-type: none"> i) Reappointment of Dr Nick England as a governor for a 4-year term, from 1 August 2021 until 31 July 2025. ii) Appointment of Mrs Jessica Garbett for a 4-year term from 1 August 2021 to 31 July 2025. iii) Appointment of Ms Bryony Willett as the Teaching Staff Governor for a 2-year term, from 1 August to 2021 to 31 July 2023. 	
79/21	<p>APPOINTMENT OF CHAIR AND VICE CHAIR OF CORPORATION</p> <p>The Chair and Vice Chair of the Corporation left the meeting at this point.</p> <p>The Corporation elected Dr Nick England as Chair of Corporation for the 2021/22 academic year and Mrs Christine Palmer was elected as Vice Chair of Corporation for the academic year 2021/22.</p> <p>Dr Nick England and Mrs Christine Palmer re-joined the meeting.</p>	
80/21	<p>FINAL CALENDAR OF CORPORATION MEETINGS 2021/22</p> <p>The Clerk informed Members that two changes had been made to the draft meetings calendar and the final version would be circulated following the meeting.</p> <p><u>The Corporation APPROVED the Calendar of Corporation meetings.</u></p>	Clerk
81/21	<p>CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION (NE)</p> <p>The Chair started by congratulating the College on achieving University Centre status; Fidelma Washington on her recent appointment as Deputy Principal of the College and the Principal and SMT for their outstanding work during the year and for arranging an excellent College awards day. He felt that the day had been very successful, in particular the Head of Department videos which were of a very high quality. He added that the</p>	

		<u>ACTION</u>
	<p>Lord Lieutenant had attended the awards ceremony and left with a very positive impression of the College.</p> <p>The Chair informed Members that he and the Principal had held a meeting with Bob Seely MP, Philip Walker (Hampshire Education) and Debbie Andre (education lead for IOW council). The Chair said that it was a good meeting but discussions confirmed that an Island university campus is not feasible at present: too many Island students wish to study on the mainland and it is difficult to attract people from the mainland to study here. It is also highly unlikely that the College could attract sufficient numbers (well over a thousand, if not more) to make such a campus financially viable.</p> <p>The Chair continued by congratulating the College on achieving several successful capital bids and said that he would be contacting all governors to conduct an annual appraisal in early September.</p> <p>He reminded Members that Dr Nick Sinnamon was retiring from his role as a Governor after 12 years. He said that Dr Sinnamon had been a really valuable member of Corporation and in particular as Chair of the Audit Committee. It was noted that he would remain as a co-optee on the Audit Committee. The Chair reminded Members that Vicky Egerton was finishing her two-year term as a Staff Governor and thanked Vicky for her contribution at Corporation meetings. He concluded by thanking Julie Cobb for being a highly organised support for Governors and in particular for the diligent and patient way in which she had trained Governors in accessing electronic papers. He wished Julie well in her future retirement.</p> <p>In conclusion, the Chair thanked all Governors for their significant effort during the year and in particular for the efficient and effective way they had attended Teams meetings with unfailing enthusiasm.</p> <p>Julie Cobb left the meeting at this point.</p>	
82/21	<p>ESFA: 3 YEAR FINANCIAL FORECAST</p> <p>The Director of Finance reminded Members that the College is required to submit a 3-year plan covering the predicted outturn for 2020/21, a budget for 2021/22 and a forecast for 2022/23. The final version is signed off by the accounting officer (the Principal) and sent to the ESFA before the end of July.</p> <p>She said that the College is planning a small surplus for each of the 3 years and the College will continue to have a financial health rating of</p>	

		<u>ACTION</u>
	<p>Good, with all bank covenants met. A Member commented that the financial plan looks prudent and said that the external auditors thought that the Governors should be very focussed on 'going concerns' and asked whether this was a good time to respond to them. The Director said that work was being undertaken with auditors to address this at the year end. A further question was asked regarding how confident the College is that the staffing savings identified in the plan will be implemented in a timely manner. The Assistant Principal (Finance & Resources) explained the significant work being undertaken to identify under-deployment of staff and the a review of the time required to achieve an apprenticeship. He stated that potential savings of £200-300k may be achieved in these two areas.</p> <p>The Chair said that it was important to take a long-term perspective as he could remember in 2007/8 the College taking out a loan for the 6th Form Centre and final settlement of the loan seemed a distant prospect. However, the repayment date is now significantly closer.</p> <p><u>The Corporation APPROVED the Colleges 3-year financial forecast; to be submitted to the ESFA (Education and Skills Funding Agency) by 31 July 2021.</u></p>	
83/21	<p>MONTHLY FINANCE REPORT: MANAGEMENT ACCOUNTS FOR 11 MONTHS TO JUNE 2021</p> <p>The Director of Finance took Members through her report which indicate that the College's management accounts for the 11 months to June 2021 show an operating surplus of £477k (budget forecast of £31k adverse) excluding staff restructuring. This results in a £508k year to date favourable variant.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
84/21	<p>ESFA FINANCE DASHBOARD</p> <p>With the agreement of the meeting the Director of Finance took Members through the ESFA Finance Dashboard, which was part of the Principal's report later in the agenda.</p> <p>The Director of Finance reminded Members that the Finance Dashboard provides key benchmarking information for the Isle of Wight College, against the averages of those colleges who submitted their benchmarking data (finance plan January 2021).</p>	

		<u>ACTION</u>
	<p>Members thanked the Director of Finance for an excellent report that was very clear and had been explained in a very succinct manner.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
85/21	<p>VAT/MULTISKILLS/DELAMITE ANNUAL REPORT</p> <p>The Director of Finance informed Members that she would be meeting with the external auditors and will provide a report for the October 2021 Corporation meeting.</p> <p><u>The Corporation NOTED the report.</u></p>	
86/21	<p>AUDIT COMMITTEE MEETING REPORT: JUNE 2021</p> <p>The Assistant Principal informed Members that his report covers the recommendations arising from the Audit Committee meeting on 21 June 2021. He said that the report should be considered alongside the minutes from that meeting.</p> <p>External Audit Planning Memorandum <u>The Corporation APPROVED the External Audit Planning Memorandum.</u></p> <p>Accounting Policies <u>The Corporation APPROVED the Accounting Policies and Procedures.</u></p> <p>Financial Regulations and Procedures <u>The Corporation APPROVED the Financial Regulations and Procedures.</u></p>	
87/21	<p>ARAMARK CONTRACT 2021/22</p> <p>The Assistant Principal (Finance & Resources) said that Aramark approached the College during the first lock down and sought to change the terms of the contract to a cost+ model, essentially passing the “risk of financial losses” to the College. Aramark would like to continue with this arrangement but the College asked them to consider a number of income scenarios to allow the College to assess the financial contribution it would need to make to maintain delivery. The Assistant Principal outlined some of the financial scenarios and identified some of the risks; that students would not have access to catering provision at the College in September 2021; that contract costs for maintaining Aramark as a provider would be in the region of £50,000 and the loss of a catering service would be a risk in returning the College to normality following lockdown and its restrictions.</p>	

		<u>ACTION</u>
	<p>A Member commented that the downsides to the College if Aramark refuse to maintain the contract are significant and asked how easily the College would find an alternative supplier. A further question was asked regarding whether the College would consider operating the service in-house and the Assistant Principal responded in detail to both of the above questions.</p> <p><u>The Corporation APPROVED Aramark maintaining the contract for 2021/22 on the revised terms and conditions agreed in 2020/21 and with the potential of fundamental contract review and tendering in 2022/23.</u></p>	
88/21	<p>TUITION & OTHER FEES POLICY (INCLUDING FEE REMISSION)</p> <p>The Assistant Principal told Members that the setting of the fees policy is a critical component in securing both demand and income for College courses. Stability in the “pricing” strategy will be critical in supporting business recovery alongside increased adult funding flexibility. The Assistant Principal concluded by stating that the recommended policy highlights the additional flexibilities for adult provision as part of the National Skills Offer and highlights the ESFA’s reforms for subcontracting arrangements.</p> <p><u>The Corporation APPROVED the tuition and other fees policy for 2021/22.</u></p>	
89/21	<p>PARTNER CONTRACTS: PLATFORM ONE/ UKSA/ PORTSMOUTH IN THE COMMUNITY 2021/22</p> <p>The Deputy Principal informed Members that the ESFA are implementing a series of reforms to strengthen their oversight of subcontracting in the FE sector. Details of the reforms were published in March 2021 and will be fully implemented in the next 3 years with a view to significantly reducing FE subcontracting. She said that the College has successfully contracted specialist provision to partners for many years and will continue to contract in 2021/22.</p> <p>However, she said that the Governors must be satisfied that all subcontracting meets the College's strategic aims, enhances the quality of its offer to students and assure themselves that the College is not franchising to meet short term funding objectives. She added that they must approve the College's educational rationale for subcontracting on an annual basis.</p> <p>It was noted that the College must publish its educational rationale for subcontracting and its fees and charges policy for subcontracting on its website by 31 October 2021. In addition, Governors must be satisfied that</p>	

		<u>ACTION</u>
	<p>there are effective governance arrangements and appropriate control, reporting and delegation systems in place. Members noted the links in the report to “reforms to subcontracting education for learners over 16”.</p> <p><u>The Corporation CONSIDERED the report and APPROVED the partner contracts with Platform One, UKSA and Portsmouth in the Community for 2021/22.</u></p>	
90/21	<p>PRINCIPAL’S REPORT</p> <p>The Principal took Members through her report which addressed teacher assessed grades, capital funding and DfE digital and technical skills bootcamps.</p> <p>The Principal responded in detail to questions and elaborated on the terms for delivering digital and technical skills bootcamps.</p> <p>A Member said that he had noted that the government had recently completed a review of Level 3 qualifications and the Principal provided a brief overview of the potential changes but stressed that final details are not yet available.</p> <p>The Chair concluded discussion by drawing attention to Annex 1, “Update on active capital bids” which reflects the significant amount of hard work by College staff to secure the successful bids.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
91/21	<p>RISK REGISTER/SUMMARY OF HIGH LEVEL RISKS</p> <p>The Assistant Principal (Finance & Resources) reminded Members that the Risk Register is reviewed at least termly by the leadership team of the College. A full register is reported to the Audit Committee at each of its meetings, with the summary chronology reported at the Corporation following that meeting. He added that the College Risk Register is also reviewed as part of the 3-year cycle of internal audit. This was last undertaken in the Autumn Term 2020 to assess the effectiveness of controls in place, focussing on those designed to mitigate risk in achieving key objectives.</p> <p>The Assistant Principal then outlined the key areas that were reviewed in May 2021 by the leadership team stating that significant focus was given to the risks associated with the six capital funding bids submitted by the College. He then provided Members with details of the amendments made to the Risk Register following that review.</p>	

		<u>ACTION</u>
	<p>A Member asked whether the risk associated with the availability of construction materials and associated price increases had been considered. The Assistant Principal said that it had not been considered directly but the question was helpful. He said that although the College is not directly involved in procurement of materials he will raise this matter at the next risk review.</p> <p>A Member commented that he was struck by the fact that there has been very little change in the Risk Register during the last 2 years. A lengthy discussion ensued and the Assistant Principal explained that it takes a significant shift in a risk to change the associated score. He reassured Members that a fundamental review of the register last year focussed on a high-level moderation of scoring. The Principal stated that the risks have changed over the last 2 years, have been monitored and assessed and she was comfortable with the identified risks and the associated scoring. The Chair of the Audit Committee added that the Risk Register was interrogated thoroughly at Audit meetings and that he was comfortable with the process for identifying and mitigating risk.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
92/21	<p>MONITORING OF HIGH-LEVEL PERFORMANCE INDICATORS 2020/21</p> <p>The Deputy Principal took Members through her report and reminded them that its purpose was to monitor progress against the high-level performance indicators set by Corporation for 2020/21. She drew attention to the detail in the headline summary section of the report and focussed on the nine performance measures, with their associated targets, set by Corporation. She provided an update on the progress made against the targets to June 2021 and stated that the attached spreadsheet also rated progress to date on targets where they are considered to be amber or red.</p> <p>A Member commented that in relation to the 19+ groups it is clear they have been impacted by Covid-19 and that along with low student numbers this can distort the data. He then asked about progress with small and medium sized enterprises (SME'S) and recruitment. The Deputy Principal explained the current position and the significant work being undertaken by the College to support SME'S.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	

		<u>ACTION</u>
93/21	<p>HIGH LEVEL COLLEGE PERFORMANCE INDICATORS 2021/22</p> <p>The Deputy Principal said that the purpose of the report was to consider, agree and approve a set of high-level performance indicators for 2021/22. She drew attention to Appendix (1) and said that the high-level College performance measures and performance indicators are there for consideration by Corporation and need to reflect any changing priorities for 2021/22. She said that the new PI's for discussion are highlighted in yellow and it is proposed that those highlighted in red will be removed. PI's in blue denote wording changes/amendments to all repositioning of the existing KPI. She concluded that once PI's are amended, the numbering on the spreadsheet will be re-ordered as appropriate.</p> <p>A lengthy discussion ensued and the Deputy Principal responded in detail to a number of questions.</p> <p><u>The Corporation APPROVED the 2021/22 high level performance indicators.</u></p> <p>With the agreement of the meeting agenda items were taken out of order.</p>	
	<p>LEARNER INVOLVEMENT PROGRESS UPDATE</p> <p>The Head of Student Advocacy and Safeguarding Services for Students reminded Members that the purpose of the report was to consider the College's evaluation of the impact of student views on the College's activities during the 2020/21 academic year. The Chair asked how many students normally attend the Student Voice meetings and the HOD said that significantly more students had attended the on-line meetings than would normally attend face to face meetings. A Member asked whether the on-line approach would be retained in the next academic year and it was noted that the College would probably adopt a blend of approaches.</p> <p><u>The Corporation CONSIDERED the report.</u></p> <p><u><i>Members CONSIDERED section 3.1 of the report relating to sexual harassment in schools and Colleges.</i></u></p>	
94/21	<p>SAFEGUARDING TERMLY REPORT</p> <p>The Head of Student Advocacy & Safeguarding took Members through the report and informed them that an updated safeguarding policy will be considered by the governor with designated safeguarding responsibility in August 2021. A final policy will be presented to the October 2021 Corporation meeting for approval.</p> <p>Members considered section 3.1 of the report relating to sexual harassment in schools and colleges. The Chair thanked the HOD for drawing attention to this</p>	

		<u>ACTION</u>
	<p>item and stressed that it was important to keep it on the agenda. He asked her to give a brief overview of how the College plans to address this important area and a comprehensive response was provided.</p> <p>The HOD said that since the last report to Corporation, there have been 121 safeguarding incidents in respect of 56 students, with 15 cases being referred to children’s services or the vulnerable adult team. This is a significant increase on the same time in the previous year but for much of the same period last year the College was closed to most students with learning taking place on line. It was noted that if comparison is made to the same time 2 years ago, the number of cases and referrals is much more consistent.</p> <p>A Member asked about the low numbers, whether it meant there were no cases or whether the College was less aware of them. The HOD provided a comprehensive response and the Principal expanded with specific examples. A further question was asked regarding how these issues play out in relation to protected characteristics and the HOD provided a detailed response.</p> <p><u>The Corporation CONSIDERED the report and authorised the Governor with designated responsibly for safeguarding and young carers to approve the changes to the safeguarding policy, prior to Corporation confirming these as part of the annual review of the policy at its October 2021 meeting.</u></p> <p>The meeting reverted to the original agenda order.</p>	
95/21	<p>PAY POLICY FRAMEWORK/PAY RECOMMENDATIONS</p> <p>It was noted that the updated pay framework policy was produced following approval of changes to staff pay rates at a Remuneration Committee Meeting on 9 June 2021, following which full Corporation were consulted via email on 10 June 2021. The report seeks formal ratification of the changes to the pay framework and it was noted that the changes have been factored into financial planning for the current 2020/21 financial year and for 2021/22 onwards.</p> <p><u>The Corporation RATIFIED the recommendations agreed at Remuneration Committee on 9 June 2021.</u></p> <ul style="list-style-type: none"> i. To introduce an additional increment (APXX08) for each job family at AP04 at a cost for 2020/21 of approx. £95,000. ii. The additional increment will be phased in over 2020/21 in three stages as detailed in paragraph 5.1. iii. To reduce the overlap between job families by deleting the lowest increment (APXX01) for each job family at AP05 and above and to remove AP0403 as this increment is now the same as the current pay rate for AP01/AP02. iv. To increase the pay rate for AP01/AP02 from £8.91 to £9.11 with effect from 1 September 2021. 	

		<u>ACTION</u>
96/21	<p>TEACHING, LEARNING AND ASSESSMENT REPORT</p> <p>The HE Curriculum Manager took Members through the report which considered the quality of teaching, learning and assessment and the effectiveness of work to further enhance them. A Member thanked the HE Curriculum Manager for the report and asked a question about returning to face to face teaching and whether the College had had an opportunity to reflect on and review on-line learning and use of technology in teaching during the lockdown periods. The HE Curriculum Manager and the Principal provided a comprehensive answer, indicating that much of the teaching will return to face to face, but with increased use of technology and specific areas being identified for greater use of technology. A question was asked whether the policy for this would be determined at course or College level and the Principal said that it would be determined at College level.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
97/21	<p>HIGHER EDUCATION (HE) STRATEGIC PLAN 2018/21 PROGRESS UPDATE</p> <p>Members considered the report and were reminded that in November 2018 the Corporation approved a new HE strategic plan for the period 2018/21. It was noted that this plan is now coming to an end and work has commenced on developing a new plan that will be presented for approval at the December 2021 Corporation meeting.</p> <p>It was noted that the College has made good progress against most of the objectives identified in the plan, student satisfaction on the HE courses is high and the vast majority of HE students at the College complete and pass their qualification, with many progressing to further study at university.</p> <p>A Member commented that although it is disappointing that the scale of the HE programme has not increased the proposed developments are excellent and hopefully student recruitment will improve.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
98/21	<p>HEAD OF DEPARTMENT REPORT: ACCESS TO HIGHER EDUCATION</p> <p>The HE Curriculum Manager said that the purpose of her report was to provide Governors with an update on the quality of the Access to HE provision, including the impact of remote on-line teaching and the return to face to face teaching. Members noted that the provision was graded 1 in the 2019/20 SAR, with very good retention across the course (95%), which is above the national rate (83%).</p> <p>Members noted the positive progress of this course and the Principal said that it is a flagship programme and the Access staff team do an outstanding job in motivating students who often start the course with low confidence and very little previous academic success.</p>	

		<u>ACTION</u>
	<p>The Chair thanked the HR Curriculum Manager for her report and for her excellent contribution as a Staff Governor during the last 2 years.</p> <p><u>The Corporation CONSIDERED the report.</u></p>	
99/21	<p>DRAFT NON-CONFIDENTIAL SEARCH & GOVERNANCE MINUTES OF 9 JUNE 2021</p> <p><u>The Corporation NOTED the Search and Governance Minutes of 9 June 2021.</u></p>	
100/21	<p>DRAFT NON-CONFIDENTIAL AUDIT COMMITTEE MINUTES OF 9 JUNE 2021</p> <p><u>The Corporation NOTED the Audit Committee Minutes of 9 June 2021.</u></p>	
101/21	<p>REMUNERATION COMMITTEE MINUTES OF 9 JUNE 2021 (STAFF, STUDENT & SMT CONFIDENTIAL)</p>	
102/21	<p>ANNUAL REVIEW OF THE PRINCIPAL (STAFF, STUDENT & SMT CONFIDENTIAL)</p>	
103/21	<p>ANNUAL REVIEW OF THE CLERK (STAFF, STUDENT & SMT CONFIDENTIAL)</p>	
104/21	<p>CHANGE TO PRINCIPAL'S CONTRACT (STAFF, STUDENT & SMT CONFIDENTIAL)</p>	
105/21	<p>ANY OTHER BUSINESS</p> <p>There were no items of any other business</p>	
106/21	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Wednesday, 13 October 2021 at 4.00pm in Room 34 preceded by the Governance SAR session. 	
	<p>Chairman: _____ Date: _____</p>	

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