

**MINUTES OF A MEETING OF THE CORPORATION HELD ON  
WEDNESDAY 21 JUNE 2017  
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			<b>ATTENDED</b>	<b>ATTENDANCE 2016/17</b>
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	✓	6 of 8
	Dr Nick England	Vice Chair	✓	7 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Mr Graham Cooper		✓	5 of 5
	Mr Steve Corbett		✓	5 of 8
	Mr Matt Grzegorzewski		0	5 of 8
	Prof. Nigel Hastings		✓	7 of 8
	Ms Catherine Jackson	Support Staff Governor	✓	8 of 8
	Mr Frantz Meckler	Student Governor	✓	7 of 7
	Ms Ginnie Orrey		✓	7 of 8
	Mrs Sheila Paul		✓	7 of 8
	Mr Martyn Pearl		✓	7 of 8
	Dr Nick Sinnamon		✓	6 of 7
	Mr Ben Slade	Student Governor	✓	6 of 8
	Mr Phil Truckel	Teaching Staff Governor	✓	6 of 8
	Ms Jenni Turner	Student Governor	0	5 of 7
Dr David Wake		✓	6 of 8	
<b>Attendance % this meeting:</b>	<b>88.24%</b>	<b>Present at this meeting:</b>	<b>15 of 17</b>	
<b>Attendance % year to date:</b>	<b>83.69%</b>	<b>Total attendance year to date:</b>	<b>118 of 141</b>	

<b>IN ATTENDANCE</b>	Ms Lynne Christopher	Deputy Principal	✓
	Mr Peter Thompson	Assistant Principal – Finance & Resources	✓
	Miss Fidelma Washington	Assistant Principal – Quality Improvement	✓
	Mr Roland White	Assistant Principal – Students, Teaching & Learning and HR	✓
	Mrs Tracy Bull	College Accountant	0
	Mr Brian Bowker	Clerk to the Corporation	✓
<b>APOLOGIES:</b>	Mr Matt Grzegorzewski (W), Ms Jenni Turner (U)		

**ACTION**

**78/17 DECLARATIONS OF INTEREST**

Dr Nick England in relation to work currently being undertaken with Island Schools. Prof Nigel Hastings, whose wife is a governor of the Innovation Trust. Dr David Wake as a member of the UKSA Advisory Board. Mr Steve Corbett as

an employee of Portsmouth University and a Governor at St Francis Primary School.

**79/17 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 24 MAY 2017**

The minutes were approved as a true record of the meeting.

**80/17 MATTERS ARISING FROM THE MINUTES OF 24 MAY 2017**

It was noted that the one item had been addressed and the proposal to convene a Governor Sub Group to consider College budgetary issues was no longer required.

**81/17 CORPORATION COMPOSITION/COMMITTEE MEMBERSHIP/COMMITTEE CHAIRS/COMMITTEE TERMS OF REFERENCE**

The Corporation APPROVED:

- (i) The Corporation membership with a total of 18 Members
- (ii) The Committee membership and Chairs for 2017/18
- (iii) The Committee Terms of Reference for the Audit, Search & Governance and Remuneration Committees.

**82/17 COMMITTEE MINUTES  
DRAFT SEARCH & GOVERNANCE MINUTES OF 7 JUNE 2017**

The Corporation NOTED the minutes.

**DRAFT NON-CONFIDENTIAL AND CONFIDENTIAL AUDIT COMMITTEE MINUTES OF 14 JUNE 2017**

The Chair of Audit drew attention to the 'substantial assurance' given by the internal auditors to the College's risk management processes. He also stated that the open and honest dialogue between College managers and the internal audit representative at the June meeting was to be commended.

The Corporation NOTED the minutes.

**83/17 APPOINTMENT OF TEACHING STAFF GOVERNOR**

The Corporation APPROVED the appointment of Mrs Tracey Collins as a Teaching Staff Governor for the period 1 September 2017 to 31 August 2019.

Tracey Collins joined the meeting at this point.

**84/17 COLLEGE AND GOVERNOR EVENTS**

The Chair drew Members' attention to a number of forthcoming events and encouraged them to attend as many as possible.

**85/17 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS**

The Chair informed Members that they would receive a copy of the Post Project Evaluation Report and asked for a response to the Clerk from all Members.

**Clerk****86/17 PRINCIPAL'S REPORT (STAFF AND STUDENT CONFIDENTIAL)****87/17 LEARNER INVOLVEMENT ANNUAL REPORT**

The Assistant Principal (Students, Teaching & Learning and HR) took Members through his report. A number of questions were asked, including; why student engagement is highlighted in this report and not more detailed feedback on College activity; how many students participated and responded to the survey to generate the 92% overall satisfaction level. How were students selected to contribute to the evaluation and how does the College know that the general student body experiences the same level of satisfaction.

The Assistant Principal responded, stressing that the College continually monitors and amends the process to ensure that a representative group of students participate in the evaluation. He added that every effort is made to ensure that students are comfortable in completing the evaluation, for example, students now feedback in small groups of about 10 students rather than the 20 plus in previous years.

The Corporation CONSIDERED the report and (with minor amendments) APPROVED the Student Involvement Policy and Procedure 2017/18.

Samm Rooney joined the meeting at this point.

**88/17 FOUNDATION LEARNING AND HIGH NEEDS, INCLUDING EHCP**

The Head of Department took Members through her report and a lengthy discussion ensued. Questions were asked including; what the future challenges for this curriculum area were; what aspects of the work were the team most proud of; and what the team identified as requiring improvement. The Head of Department provided comprehensive responses.

Further questions were asked, including a request for clarity on what a "student place" means as the report states 160 places but 173 learners. Therefore, why are there more students than places? The Head of Department and Deputy Principal provided a detailed and satisfactory response.

A question was asked regarding the relationship with the local authority and to what extent issues are statutory or non-statutory. The HoD clarified the position and stated that it requires detailed examination of the relevant criteria for individual learners.

Additional questions were asked regarding further developing links with Portsmouth University; what percentage of students are over the age of 19;

who or what determines the length of an individual student's College programme and whether the local authority has an effective medium term strategy for the support of these students. The HoD, Deputy Principal and Principal provided comprehensive responses to these questions.

Members noted the significant concern for some parents whose children approach the age of 25 without a clear pathway beyond that age. The HoD was thanked for an excellent report and congratulated for the outstanding work undertaken by her department.

The Corporation CONSIDERED the report.

Samm Rooney left the meeting at this point.

#### **89/17 COLLEGE RISK MANAGEMENT POLICY**

The Assistant Principal (Finance and Resources) informed Members that the policy had been considered at the June Audit Committee meeting and was recommended for approval.

The Corporation APPROVED the College Risk Management Policy.

#### **90/17 COLLEGE CHARTER**

The Assistant Principal (Students, Teaching & Learning and HR) took Members through the Charter and, following discussion, a number of minor amendments were recommended.

The Corporation APPROVED (subject to minor amendments) the College Charter.

#### **91/17 MONTHLY FINANCE REPORT**

The Corporation CONSIDERED the report.

#### **92/17 LATEST ESTIMATE**

The Latest Estimate was considered in conjunction with matters raised during earlier discussion on the monthly finance report. The Assistant Principal (Finance and Resources) took Members through the Latest Estimate and informed them that the forecast position for the year-end was a deficit of £287k but if all possible mitigations were fully realised, the year-end position could be a £107k deficit.

The Assistant Principal was questioned in detail and specific questions were asked regarding the cost of breaking bank covenants and the consequences of doing so. The Principal suggested that further discussion could take place following presentation of a paper in the Staff and Student Confidential part of the meeting.

The Corporation CONSIDERED the report.

**93/17 ANNUAL REVIEW OF FINANCIAL REGULATIONS/PROCEDURES**

The Assistant Principal (Finance and Resources) informed Members that the Financial Regulations were considered by Members of the Audit Committee at its June meeting and were recommended for approval.

The Corporation APPROVED the Financial Regulations and Procedures.

**94/17 EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIPS LOG**

The Corporation NOTED the report.

**95/17 ANY OTHER BUSINESS**

There were no items of any other business.

**96/17 DATE OF NEXT MEETING**

Wednesday 12 July 2017 at 14.15hrs – 16.45 in room L8.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**MISSION STATEMENT**

**Putting Students First | Working for Employers | Supporting Our Community**