

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 26 APRIL 2017
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2016/17
GOVERNORS:	Mr Peter Conway	Chair	✓	4 of 6
	Dr Nick England	Vice Chair	✓	5 of 6
	Mrs Debbie Lavin	Principal	✓	6 of 6
	Mr Graham Cooper		✓	3 of 3
	Mr Steve Corbett		0	3 of 6
	Mr Matt Grzegorzewski		✓	4 of 6
	Prof. Nigel Hastings		✓	6 of 6
	Ms Catherine Jackson	Support Staff Governor	✓	5 of 5
	Mr Frantz Meckler	Student Governor	✓	5 of 5
	Ms Ginnie Orrey		✓	5 of 6
	Mrs Sheila Paul		✓	6 of 6
	Mr Martyn Pearl		✓	5 of 6
	Dr Nick Sinnamon		0	5 of 6
	Mr Ben Slade	Student Governor	✓	4 of 6
	Mr Phil Truckel	Teaching Staff Governor	✓	5 of 6
	Ms Jenni Turner	Student Governor	✓	4 of 5
	Dr David Wake		✓	4 of 6
Attendance % this meeting:	88.24%	Present at this meeting:	15 of 17	
Attendance % year to date:	83.33%	Total attendance year to date:	81 of 98	

IN ATTENDANCE	Ms Lynne Christopher	Deputy Principal	0
	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	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Mr Steve Corbett (W), Dr Nick Sinnamon, Lynne Christopher		

The Chair commenced the meeting by confirming the resignation of Mrs Jessica Garbett, due to work pressures, and thanked her for her significant contribution to the Corporation.

ACTION

44/17 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.

45/17 APPROVAL OF THE NON-CONFIDENTIAL AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22 MARCH 2017

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

46/17 MATTERS ARISING FROM THE MINUTES OF 22 MARCH 2017

It was noted that all the matters arising had been addressed.

47/17 CAPITAL COMMITTEE PROGRESS UPDATE

It was noted that there were no formal Committee minutes but the Chair updated Members on progress with the CECAMM build. He stated that the main concern was the number of cracks that have appeared in the plasterboards and the College is waiting for a report from the manufacturer and installer.

48/17 COLLEGE AND GOVERNOR EVENTS

The Chair drew attention to the College annual awards day on Friday, 7 July 2017 and encouraged all Members to attend.

The Corporation NOTED the events.

49/17 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS

There were no items of business.

50/17 PRINCIPAL'S REPORT

The Principal informed Members that the government have set aside £170m for capital investment to support industry standard facilities and equipment, building wherever possible on existing assets. She stated that the first Institutes of Technology (IoT) are expected to open in 2018 and that the College is considering a proposal with two mainland college partners. The Principal then provided a mid-year update on underperforming areas from 2015/16, focusing on Travel & Tourism, Motor Vehicle, Maths and English. She then took Members through predicted value added for courses which achieved a grade 5 or below in 2015/16.

A lengthy discussion ensued and Members interrogated the Principal on the specific action being taken by the College to address the underperforming areas.

The Corporation CONSIDERED the report.

(Arlene Cooper, Head of Department English and Maths joined the meeting at this point).

51/17 HEAD OF DEPARTMENT: ENGLISH AND MATHS

The Head of Department took Members through the headlines in her report and

informed them that there is a larger cohort of students than in previous years because policy required that all students with a D in their GCSE needed to resit. In addition the prior attainment profile for 2016/17 is lower than in previous years, this is the last year of the iGCSE and from September 2017 a new syllabus will operate for both English and maths.

A question was asked regarding the accuracy of the quartiles data and the HoD agreed to check. Members then focused on the student satisfaction data, where it was noted that 76% of students state that 'maths teaching is good' and the HoD was asked if she felt that was an accurate figure. She responded that it was. Questions were asked regarding class sizes for English and it was noted that some groups had been merged due to staff sickness but these students have been allocated additional time. The Principal added that average class sizes for English and maths is 18 students. A Member observed that although class size is important, all the evidence is that the critical factor for success is the quality of the teaching. The Chair then queried the latest predictions, with 15% of student predicted A*-C in maths, a reduction from the January forecast of 20%. The HoD stated that the forecast has been amended, based on the latest mock examinations.

AC

Further questions were then asked regarding the student satisfaction feedback and how the HoD intended to use the data to improve the learning experience. The HoD responded in detail and the Principal added that underperforming areas have focus groups that are used to identify, and address issues, and that the key focus is to improve both attendance and pass rates. A Member added that although it is essential to continue to drive standards up, it should be noted that 984 students indicated "my maths skills are improving".

Further questions were asked regarding the timetabling of maths and English lessons and whether they influenced student attendance.

The Principal concluded the discussion by stating that English and maths remains a key focus for the College and she listed the current action and planned future developments to improve teaching and learning and consequent outcomes. The Chair then thanked the Governor sub group and the HoD for the work being done to positively progress this important area of College work.

The Corporation CONSIDERED the report.

(Arlene Cooper, Head of Department, left the meeting at this point and Tracy Bull, College Accountant, joined the meeting).

52/17 OCR BUSINESS ADMINISTRATION INVESTIGATION (STAFF AND STUDENT CONFIDENTIAL)

53/17 MONTHLY FINANCE REPORT

The College Accountant took Members through the report and said that the College is reporting a loss of £89k (versus a budget surplus of £364k), generating a £453k adverse variance. She stated that the key variances on the income and expenditure account are as previously noted, with the funding income continuing to be behind profile due to no ESF income, and no apprenticeship growth income taken to turnover. Full cost income is also lower than planned, as is adult education income. She added that labour costs continue to be significantly higher than budget but in non-pay there are no significant variances.

The College Accountant stated that with regard to the balance sheet, the debtor days in both March 2017 and March 2016 are comparable, but the value is much lower in the current year. The cash balance, excluding projects, was £929k in March 2017. However, with regard to covenants, Members should note that the cash flow covenant was not met in March but the financial health of the College currently registers as satisfactory at 140 points (the minimum is 120 points).

Members asked for clarification on a number of points, including reference to the biannual increments that had not yet been actioned. The Assistant Principal (Finance & Resources) responded in detail to Members' satisfaction.

The Corporation CONSIDERED the report.

54/17 LATEST ESTIMATE

The College Accountant took Members through the report, which was duly noted.

Members questioned the Principal on the impact of the College making financial losses in two successive years and the implications of breaching a bank covenant. They noted that current modelling indicates that 31 July "balance at bank" is a significant risk and there is a high chance of breaching the covenant. Further, the financial loss would be of significant interest to the SFA, albeit the College would remain as financial health category "satisfactory" until a loss of £420k was experienced.

Members recognised the critical nature of this and asked what specific action was being taken to address the situation. They were informed that improving the position requires any, or all, of the following actions; reduction of in-year staffing costs; lower expenditure on non-pay; the deferment of capital expenditure; careful management of trade creditors and an increase in income across any of the forecast income streams.

The Chair stated that the Finance Team need to carefully manage cash flow to ensure that at 31 July 2017 the cash position is satisfactory. The Principal added

that Members should note that the College has retained its “good” status for a number of years.

The Corporation CONSIDERED the report.

55/17 DEBT WRITE-OFFS

The Assistant Principal (Finance & Resources) informed Members that there is a circa £10k of debt deemed as uncollectable by the College’s debt collection agency. He reminded them that financial regulations require the Corporation to approve this debt write-off. He also informed Members of a student loan debt that the College is pursuing through the small claims court.

The Corporation APPROVED the debt write-off of £10,163.

(The College Accountant left the meeting at this point).

56/17 COLLEGE SERVICE CONTRACTS ANNUAL REVIEW

The Corporation NOTED the report.

57/17 RE-APPOINTMENT OF EXTERNAL AUDITORS

The Corporation APPROVED the re-appointment of RSM Tenon Audit Limited as external auditors for a further year and subject to annual review.

58/17 COLLEGE RISK REGISTER: TERMLY REVIEW

The Assistant Principal (Finance & Resources) took Members through his report and it was noted that the full risk register is considered in detail as a standing item on the Audit Committee.

Questions of detail were asked, including how new risks are identified and incorporated into the risk register. The Assistant Principal responded and discussion concluded by noting the “substantial assurance” placed on the effectiveness of the framework of risk management by the internal auditors during their last audit visit.

The Corporation CONSIDERED the report.

59/17 ANNUAL REPORT ON COMPLAINTS

The Assistant Principal (Students, Teaching & Learning and HR) took Members through the report and indicated that the overall numbers of complaints are declining but the complexity is increasing. A Member commented that, from his commercial experience, two to three months is a long time to take to address a complaint. The Principal informed Members that the level of detail in some complaints required several meetings and detailed correspondence, which

inevitably took time.

The Corporation CONSIDERED the report.

60/17 ANY OTHER BUSINESS

There were no items of any other business.

61/17 DATE OF NEXT MEETING

Wednesday 24 May 2017 at 16.00hrs – 18.30hrs in room L8.

PART TWO MEETING (STAFF, STUDENT AND SMT CONFIDENTIAL)

62/17 ANNUAL REVIEW OF THE PRINCIPAL

Chairman: _____ Date: _____

MISSION STATEMENT

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