

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 25 FEBRUARY 2015
IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2014/15
GOVERNORS:	Mr Peter Conway	Chair	✓	3 of 4
	Dr Nick England	Vice Chair	✓	3 of 4
	Mrs Debbie Lavin	Principal	✓	4 of 4
	Miss Yasmin Bahyan	Student Governor	✓	4 of 4
	Mr Roy Bromley		✓	3 of 4
	Ms Michelle Campbell	Support Staff Governor	✓	3 of 4
	Mrs Jan Gavin		✓	4 of 4
	Mr Mateusz Grzegorzewski	Student Governor	✓	4 of 4
	Mrs Jessica Hart		✓	4 of 4
	Prof. Nigel Hastings		✓	3 of 4
	Mr Mike Hosking		✓	4 of 4
	Ms Ginnie Orrey		✓	3 of 4
	Mrs Sheila Paul		0	3 of 4
	Dr Nick Sinnamon		✓	4 of 4
	Mr Phil Truckel	Teaching Staff Governor	✓	4 of 4
	Dr David Wake		✓	4 of 4
	Attendance % this meeting:		93.75%	Present at this meeting:
Attendance % year to date:		87.69%	Total attendance year to date:	
			15 of 16	
			57 of 65	

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	0
	Mr Peter Thompson	Assistant Principal – Resources & Finance	✓
	Miss Fidelma Washington	Assistant Principal – Curriculum & Quality Improvement	✓
	Mr Roland White	Assistant Principal – Teaching, Learning & Students	0
	Mrs Tracy Bull	College Accountant (<i>part attendance</i>)	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
	<i>Mr David Richards</i>	<i>Student Observer</i>	✓
APOLOGIES:	Mrs Sheila Paul (unwell), Ms Lynne Christopher (work) and Mr Roland White (work).		

ACTION

01/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA Advisory Board made a declaration of interest and Prof Nigel Hastings informed Members that his wife works for the DFE and reports on Island education proposals.

02/15 APPROVAL OF THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 17 DECEMBER 2014

The minutes of the meeting of 17 December 2014 were APPROVED as a true record.

03/15 APPROVAL OF THE MINUTES OF THE EXTRAORDINARY CORPORATION MEETING OF THE MEETING HELD ON 21 JANUARY 2015 (*Confidential*)

The Minutes were APPROVED as a true record.

04/15 MATTERS ARISING FROM THE MINUTES OF THE 17 DECEMBER 2014

It was noted that all the matters arising had been addressed or were in hand for the March Corporation meeting.

05/15 COMMITTEE MINUTES**DRAFT SEARCH & GOVERNANCE COMMITTEE MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2015.**

The Corporation NOTED the minutes.

DRAFT CONFIDENTIAL CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 12, 20 AND 29 JANUARY 2015.

The Corporation NOTED the minutes.

A question was raised regarding the anonymous letter received regarding capital project site and construction matters. Members were informed that an independent report had been commissioned that identified some concerns that have now been addressed but nothing of a substantive nature.

38 DODNOR LANE (UNIT 5) SALE

Members considered the report and noted the recommendation from the Capital Committee.

The Corporation RATIFIED the decision by the Capital Committee to appoint Gully Howard as College agents to sell 38 Dodnor Lane (Unit 5) on its behalf and to advertise the property on the open market with offers invited "in the region of £92,000".

06/15 GOVERNOR APPOINTMENTS***Mr Peter Conway left the meeting at this point.***

Members considered the re-appointment of Mr Conway and heard the Chair of the S&G Committee state that the reasons for recommending the re-appointment were that the specific skills of Mr Conway (financial/banking/capital project management) plus his significant commitment to the College were still required by Corporation. It was also noted that during this turbulent time in the FE Sector the ongoing stability provided by Mr Conway would be a considerable asset.

Mr Peter Conway re-joined the meeting.

Members also supported the appointment of Mr Mike Hosking to serve as a Member of the Audit Committee.

The Corporation APPROVED the re-appointment of:

1. Mr Peter Conway for a 1 year term of office with effect from 1st August 2015 to 31st July 2016 and
2. the appointment of Mr Mike Hosking to the Audit Committee

07/15 GOVERNOR CONTACT DAY: DRAFT AGENDA 2015

Members were reminded that the purpose of the Governor Contact Day is for governors, students and staff to discuss matters of strategic importance to the College and agree actions to aid its future development. The proposed focus for the day will be developing the College's response to the Governments "Prevent" agenda for tackling extremism, as well as seeking ways to encourage tolerance and embrace diversity.

The Corporation APPROVED the Draft Governor Contact Day Agenda.

08/15 COLLEGE AND GOVERNOR EVENTS

Members were informed that due to the College Open Evening the 4th March, Updating Session has been postponed and an alternative date will be determined.

The Chair drew attention to the Local Authorities consultation event on Post 16 Provision on the Island on Tuesday 24th March, stressed the importance of that event for the College's future, and asked as many Governors to attend as possible.

The Corporation NOTED the Governor Events Report.

09/15 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS

(Confidential Minute)

With the agreement of Members, the agenda items were taken out of order.

Mrs Tracy Bull joined the meeting at this point.

10/15 LATEST ESTIMATE REPORT FOR THE 6 MONTHS TO JANUARY 2015

The Assistant Principal – Resources & Finance took Members through the report and reminded them that from December onwards in each financial year, the College produces a Latest Estimate that forecasts the end of year financial position. He stated that this is based on the Management Accounts for the preceding month (actual performance to date) and incorporates all known variances to income and costs that have been reported or monitored and estimates for expenditure and income for the remaining year. This is based upon previous profiles, meetings with budget/income holders and/or management assessment of change.

Members were informed that at a recent meeting with Barclays, it was reported by them that over 50% of the Colleges who have a relationship with them (and they have involvement with more than half of the FE Sector) were in financial distress, leading to interventions in one form or another.

Members considered the Latest Estimate in detail and the current forecast £666K deficit at the year-end was identified as a significant risk. Members noted the detailed list of actions being taken to address the position and the slight improvement (£58K) from the previous months position but stressed the College could not continue with this situation. The Principal was asked what longer term action, apart from the specific items listed, was being taken to address the situation. She informed them that the College is seeking to grow its income, is reviewing its current organisational structure, pursuing international student recruitment, targeting an increase in group sizes, developing e Learning and continuing to bear down on costs.

The Corporation CONSIDERED the report.

11/15 MONTHLY FINANCE REPORT

It was noted that discussion on the above item had addressed details in the monthly Finance Report.

The Corporation NOTED the Monthly Finance Report.

Mrs Tracy Bull left the meeting at this point and Mr Peter Ellwood joined the meeting.

12/15 HEAD OF DEPARTMENT REPORT: CONSTRUCTION (PETER ELLWOOD)

The Head of Department provided a brief introduction to his report including immediate action undertaken following his appointment in August 2014 . Members focused initially on 2013/14 retention and success rates data and noted the improvement in retention data for 2014/15 to date. Members asked what specific action had been taken to improve retention in a number of subject areas. They were informed that in some areas there had been a change in curriculum delivery but overall the negative issues apparent last year had been addressed. Staff morale is significantly better and improved tracking of students is leading to faster and more effective intervention.

Members asked what specific action will be taken to improve the SAR grade from a 3 to a 2. They were informed that along with retaining and recruiting well qualified staff, there is far better communication with the teams in the department, closer monitoring of student retention and earlier identification of students who may be at risk of not completing. The underlying intention was to greatly improve the student experience in Construction. Members supported these actions.

Members then focused on the strategy and the vision section of the report and the ambitious targets were welcomed. However, Members questioned the timetable for achieving the targets and asked if it was realistic. They were informed that the intention is to establish a robust level 2 offer to feed into level 3. In turn, this will open up progression routes from other area, expected timescale, was 2 years. The department will continue to establish links with employers to ensure the curriculum meets employer needs and also further develop full cost courses for employers to be able to update and up-skill their existing work force. Further questions were asked regarding the student gender split and whether the construction section had managed to link its curriculum activity with the on-site Capital Projects. They were informed that Farrans and Stoneham's have been very supportive and have engaged with construction staff and students in a practical manner.

Members questioned student Maths/English/Functional skill levels and asked how the department was responding to address this critical area. They were informed that skill levels in these areas are low and a barrier to progress, particularly given the high level of resistance by students to developing these skills, despite it being embedded in the vocational teaching. Members asked if there was a link between their requirement to undertake functional skills and poor retention levels in some areas. They were informed that this was a factor and timetabling difficulties for students, particularly part time ones, added to the challenge. The Head of Department stressed that this is a key area for improvement and staff are persevering with gaining the support of students and employers in improving skill levels. Members supported these actions.

Further questions were asked about the department's work experience arrangements and opportunities for school links and Members received a positive response on activity in this area.

The Corporation CONSIDERED the report.

Mr Peter Ellwood left the meeting at this point and Mrs Rosalind Penny joined the meeting.

13/15 HUMAN RESOURCES ANNUAL REPORT

The Head of Human Resources and Organisational Development introduced her report of the previous year and identified the following as key areas of activity during 2013/14: implementation of new terms and conditions of service for all staff; implementation of new HR Policies and Procedures; a programme of change management, including the development of absence management and performance management and targeting a reduction in sickness absence. She then provided information on areas for continued development including addressing issues in recruitment, following a complete review of the recruitment and selection process; (particularly specialist subject shortage areas) and reviewing staff salaries.

Members welcomed the opportunity to consider human resources and organisation development in a strategic manner. Consideration was given to the specific actions identified in the plan and the three-year timeframe for achievement was noted. The HR Manager was questioned on the link between the College's Strategic Plan and four strategic aims and how the College mission, vision and values can be best aligned with the HR and organisation development framework. She informed Members that a review and evaluation of the College's mission, vision and values will take place to ensure HR alignment and consistency with the plan.

The Head of Human Resources and Organisational Development was asked in future reports to include FTE's, including benchmarking data and to break down sickness statistics to include long-term sickness.

Principal

The Corporation CONSIDERED the report.

Mrs Rosalind Penny left the meeting at this point and Mr Stewart Butler joined the meeting.

14/15 TEACHING & LEARNING TERMLY REPORT

Members noted that retention is currently 98%, 6% above target and student attendance is currently 89%, equal to the College target. Members focused on retention but also asked what action was being taken to further improve attendance. They were informed that the Dashboard system is being used closely to monitor attendance and any area below target is raised in a briefing with managers, with the expectation that actions to address underperformance are confirmed in the Heads of Department/Curriculum Managers meeting later in the week. In addition, intense personal tutorial activity is targeting further support for areas of poor attendance.

Members asked how effectively the College was responding to the National Government Agenda to develop students' skills in English and Maths. They were informed that in October the College carried out a number of observations targeting specifically the teaching of English, by both specialist teachers and vocational teachers embedding English within the curriculum. Members noted the positive outcomes of these observations but focused on the four areas listed for development, "the starts of lessons require improvement; the management of the physical environment; the use of peer learning is underdeveloped and attendance during some observed lessons was inadequate". The Head of Teaching & Learning Improvement responded that following these observations he and senior functional skills delivered support sessions on techniques to improve the start of lessons and embed English in the mainstream curriculum. Members asked if a similar activity, developing the teaching of Maths, has

taken place and a further update on both English and Maths will be provided for Corporation later in the spring term.

The Head of Teaching & Learning Improvement was questioned on assessment and internal verification and he informed Members that during the current academic year activities are planned to further monitor and support ongoing improvement in assessment practice. These include an audit of assessment and internal verification activity; monitoring eTracker termly and monitoring how teams are implementing the new rules on assessment and quality assurance on BTEC programmes. Further questions were asked regarding “what makes a good lesson” and how long and what criteria are used to decide that a lesson is “good”. These questions were answered to the satisfaction of Members.

The Head of Teaching & Learning Improvement was asked to ensure that future reports include actions being taken to mitigate identified concerns and build on the current report in terms of progress, adding updates, to ensure that Governors can assess the impact of action being taken.

RW

The Principal stated that ongoing work was required to ensure development of the quality of teaching and learning but a key focus for the College currently is Maths/English/Functional Skills and this is proving to be a significant challenge. She reiterated that College teaching staff are working hard on embedding Maths and English into all subject areas.

The Corporation CONSIDERED the report.

15/15 NOTES AND ACTION PLAN FROM THE GOVERNORS STRATEGY DAY (*Confidential*)

Members agreed to carry this item forward to the March 2015 meeting.

16/15 PRINCIPAL’S REPORT (*Confidential*)

PLATFORM ONE RECOMMENDATION
(*Confidential Minute*)

17/15 RESULTS OF EMPLOYER SURVEY FOR 2013/14 COLLEGE YEAR

Members were informed that the Assistant Principal - Curriculum & Quality Improvement had reviewed all 189 employer survey responses and follow-up meetings had been held with all employers expressing dissatisfaction to identify and resolve their issues.

Members focused on the employer responses and action taken by the College outlined in part 2 of the report. It was noted that the overall employer satisfaction level is 90% which is 1% above the QDP benchmark, however, satisfaction has declined by 3% from 2013. They considered the ‘areas of particular concern’ and the actions being taken to address the concerns and secure improvement. They supported the action but stressed the importance of promptly addressing all areas of concern to ensure the College remains a leading education provider in the current fiercely competitive environment.

The Corporation CONSIDERED the report.

18/15 SUPPORTING THE COLLEGE COMMUNITY FROM BEING DRAWN INTO EXTREMISM AND

RADICALISATION ON CAMPUS

It was noted that the Head of Human Resources and Organisational Development had referred to this report earlier in the meeting and Members supported this item being the focus for the Governor Contact Day.

The Corporation NOTED the report.

19/15 ANY OTHER NON CONFIDENTIAL BUSINESS

There were no items of any other business.

20/15 DATE OF NEXT MEETING:

Wednesday 25 March 2015 Corporation Meeting at 4.00 pm in room L10.

21/15 ANNUAL REVIEW OF THE PRINCIPAL (*Staff, Student & SMT Confidential*)
(Staff, Student & SMT Confidential Minute)

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community