

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 13 JULY 2016
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2015/16
GOVERNORS:	Mr Peter Conway	Chair	✓	9 of 9
	Dr Nick England	Vice Chair	✓	8 of 9
	Mrs Debbie Lavin	Principal	✓	9 of 9
	Ms Michelle Campbell	Support Staff Governor	✓	8 of 9
	Mr Steve Corbett		✓	8 of 9
	Mrs Jan Gavin		0	5 of 9
	Mrs Jessica Garbett		✓	5 of 9
	Mr Matt Grzegorzewski		✓	3 of 4
	Prof. Nigel Hastings		✓	8 of 9
	Mr Mike Hosking		0	6 of 9
	Ms Wallis Haywood		✓	5 of 9
	Ms Ginnie Orrey		0	7 of 9
	Mrs Sheila Paul		0	6 of 9
	Mr Martyn Pearl		✓	4 of 4
	Dr Nick Sinnamon		✓	7 of 9
	Mr Phil Truckel	Teaching Staff Governor	✓	7 of 9
	Dr David Wake		✓	9 of 9
Ms Christine Jackson	Observing	✓	1 of 1	
Attendance % this meeting: 76.47%		Present at this meeting: 13 of 17		
Attendance % year to date: 81.01%		Total attendance year to date: 128 of 158		

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	✓
	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	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Mrs Jan Gavin (W), Ms Ginnie Orrey (H), Mr Mike Hosking (W), Mrs Sheila Paul (H), Mr Roland White (U)		

The Chair of Corporation made presentations to Michelle Campbell and Wallis Haywood who were attending their final meetings. Members thanked them for their contribution to the College governing body.

ACTION

298/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA Advisory Board. Dr Nick England in relation to work currently being undertaken at Sandown and Ryde Academies and Mr Steve Corbett as an employee of Portsmouth University. Prof Nigel Hastings, whose wife is a governor of the Innovation Trust.

299/16 APPROVAL OF THE NON CONFIDENTIAL AND STAFF, STUDENT & SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22 JUNE 2016

It was noted that the absence of Mrs Jessica Garbett at the June meeting was due to work and not holiday. It was also noted that Prof Nigel Hastings declared an interest due to his wife's work with the Innovation Trust.

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

300/16 MATTERS ARISING FROM THE MINUTES OF 22 JUNE 2016

It was noted that the required amendments to the College Charter have been made and that the other matters arising would be addressed at the relevant point during the 2016/17 academic year.

301/15 COMMITTEE MINUTES**Draft Capital Committee Minutes from 22 June 2016**

The Corporation NOTED the minutes.

302/15 APPOINTMENT OF SUPPORT STAFF GOVERNOR

The Clerk informed Members that he had received unanimous support for the recommendation to appoint Catherine Jackson as Support Staff Governor following her interview by Members of the Search & Governance Committee.

The Corporation APPOINTED Catherine Jackson as Support Staff Governor for a period of two years, commencing 1 September 2016.

303/15 CALENDAR OF CORPORATION MEETINGS 2016/17

Following discussion, it was agreed that amendments be made to the draft calendar, relating to the September 2016 Updating Session and the July 2017 Corporation meeting. The Clerk was asked to amend the calendar and circulate to Members.

Clerk

304/16 COLLEGE AND GOVERNOR EVENTS

The Clerk informed Members of a performing arts event taking place at Ventnor Winter Gardens on the 18 and 20 July that had been submitted too late for inclusion in the Corporation papers.

The Corporation NOTED the events.

305/16 CHAIR'S BUSINESS

The Chair informed Members that he would be carrying out the annual individual reviews, supported again by Dr Nick England.

306/16 PRINCIPAL'S REPORT (*Student Confidential*)**307/15 MONITORING OF HIGH LEVEL PERFORMANCE INDICATORS FOR 2015/16**

The Assistant Principal (Curriculum, Quality & Improvement) took Members through her report. She stated that most PIs for 2015/16 are performing well against agreed targets where it is possible to measure progress at this point in the year. Most retention rates are in line with target; learner satisfaction results are above target; progress is positive for most financial health indicators and the College is forecast to

meet all bank covenants for the year, based on the latest estimate.

Members focused on the five high-risk indicators and considered the risk rationale, with associated action identified to address the issues.

Questions were asked regarding retention levels in Functional Skills, currently 3% below target; full time and part time staff working towards a relevant teaching qualification, currently 4% and 5% below target respectively; delivery against funding allocation for learner responsiveness and 16-18 apprentices and delivery against learner targets for 16-18 students. The Assistant Principal provided a response to these questions and informed Members of the specific actions being taken to address the issues.

A question was asked based on the adage that 'good teachers are born not made'. With that in mind, it was asked whether those who have a certificate of education are better teachers than those without. The Principal noted the point and replied that all teachers are regularly monitored to ensure high standards and encourage continuous development. A question was asked regarding the monitoring of participation and success rates of "looked after" children. The generation of the 94% target was questioned and the Assistant Principal stated that the target is internally set, based on the previous year. Further questions were asked regarding the risk rag ratings and the determinant criteria for red and amber. The Assistant Principal responded satisfactorily to these questions.

The Corporation CONSIDERED the report.

308/15 HIGH LEVEL COLLEGE PERFORMANCE INDICATORS FOR 2016/17

The Assistant Principal (Curriculum, Quality & Improvement) took Members through her report. She explained the rationale for the grey shaded items and drew attention to the proposed changes including new targets and renaming and removing of other College performance measures.

The Chair of Corporation asked if a specific performance indicator (PI) on marketing should be included. A long discussion ensued and the difficulty of using anything other than student enrolments was considered with the need to avoid qualitative judgements being noted. The Principal informed Members that the College monitors market penetration, employers worked with, both gained and lost, and a general marketing PI would be difficult to monitor, without specific targets. Further questions were asked regarding the target relating to measuring the level of the College's responsiveness to employers, staff and external stakeholders. Following discussion, the Principal agreed to circulate relevant data and this would enable further Governor questions.

DL

The Assistant Principal (Resources & Finance) reminded Members that although the marketing budget has been significantly reduced, market share has increased during the last six or seven years and monitoring indicates significant success in reaching the College's target market. The Assistant Principal was asked if the College was missing opportunities to mobilise account managers to target employers, the AP explained there had been a restructure that had put in more account managers and the situation will be monitored to see what impact they have.

The Principal agreed to give a presentation on Labour Market Intelligence at a date to be agreed in the autumn term.

DL

The Corporation APPROVED the High Level Performance Indicators for 2016/17.

309/15 PAY POLICY FRAMEWORK 2016/18 AND MARKET SUPPLEMENT POLICY 2016/17

The Assistant Principal (Resources & Finance) presented the Pay Policy Framework and informed Members that there was one proposed change relating to the timing of the payment of staff increments.

The Market Supplement Policy was considered and the Assistant Principal drew attention to the tracked changes in the document, which largely related to the section on Travel and Accommodation Supplements.

The Corporation CONSIDERED and APPROVED:-

- (i) The revised College Pay Policy Framework 2016/18 and
- (ii) The Market Supplement Policy, including Travel Supplements and Relocation Allowances.

310/15 JOB EVALUATION REPORT (*Confidential*)

311/15 ENGINEERING CURRICULUM UPDATE

Martin Ince (WBL delivery manager) joined the meeting at this point.

Members considered the report and noted that the engineering staff team have engaged in a thorough review of the curriculum during 2015/16, recognising the need for change to support key developments in study programmes, apprenticeships and higher education, as well as being more responsive to the requirements of local employers. Members asked what action has been taken to support progression and were informed that the curriculum for full time students will now be better aligned to the apprenticeship provision.

Members focused on the seven key actions identified in the report and interrogated the WBL delivery manager on how these key actions would be delivered. A detailed response was provided. Further questions were asked regarding the predicted value added, which was lower than in 2014/15, and why this was the case when retention rates, student and employer satisfaction results were good and apprenticeship achievement was strong. A related question was asked also regarding progression to HE which was predicted to be lower in 2015/16.

Members were informed that the current year's cohort of students do not see university as the key outcome from their course, although most students progress to work related apprenticeships. For example, two students have applied to university during this current year but nine students made applications last year.

The WBL delivery manager was asked what could be done about this and Members were informed that the department experienced a huge growth spurt last year and this has placed demands on recruiting engineering staff, which is proving very difficult.

Members noted this and recognised that progression to high-level apprenticeships, rather than progression to HE, may well be the most appropriate route for many students. They stressed the need to ensure that College students are appropriately trained, with the relevant practical skills, to ensure that they were competitive for these high-level apprenticeships.

Members asked questions relating to the teaching of maths and how students cope with the demands of maths in engineering and if the quality of teaching was of the required standard. The WBL delivery manager stated that recruiting good quality staff was essential, although challenging, and informed Members that a maths teacher has been recruited from the College Sixth Form. The Principal added that the College is working with the Centre of Excellence and developing the skills of current maths staff. Members were informed that the College is seeking to develop a degree programme in maths.

The Chair asked what the student response was to the teaching of English as part of their engineering curriculum and whether there was any resistance to undertaking resit examinations. Members were informed that there is some resistance but students are strongly encouraged to recognise the essential nature of English in engineering and English teaching is embedded in the core curriculum.

The Chair thanked the WBL delivery manager for his report.

The Corporation CONSIDERED the report.

Martin Ince (WBL delivery manager) left the meeting at this point.

312/15 TEACHING, LEARNING & ASSESSMENT REPORT

The Assistant Principal (Curriculum, Quality & Improvement) presented her interim report on the quality of teaching, learning and assessment at the College and it confirms that the overall learning experience of students remains very good. Members noted that retention currently stands at 94% for all qualifications, in line with the College target; student attendance is 86%, slightly below the 87% target and observation and survey data provides a range of evidence of the College making good progress against the areas of focus in this year's College Learning Policy. She added that assessment practice at the College remains robust, meeting awarding organisation expectations and enabling students to learn. Based on awarding organisation reports received to date this year, 85% (the same as this time last year) of programmes have no or low risk associated with assessment and internal quality assurance, based on the College's rigorous internal risk rating system.

A question was asked regarding why there was no mention of the standards that students achieve in class. There is reference to their skills, their attitudes and the quality of teaching. It was suggested that by measuring their knowledge and its application, we could see evidence of good teaching and learning over time. There is reference in the report to learner skills but not what the learner knows and what is learned during a lesson. The Principal said that the College carries out observations to an agreed framework and agreed to raise this matter with the Assistant Principal (Teaching, Learning & Students) for consideration in future reports.

DL

A Member noted that the T&L reports are historical and do not report on progress in

areas previously identified for action. Each report identifies areas as 'requires improvement' but Members need to know through subsequent reports how well they, particularly 'repeat offenders', have been addressed. The Principal was asked to liaise with the Assistant Principal (Teaching, Learning & Students) to address this in future reports.

DL

Members noted that the observation process is hugely expensive and referred to Ofsted moving away from this to purely focusing on output and asked whether the College should be doing this? The Principal responded that Ofsted may stop grading lesson observations but will not stop doing them entirely and the College will take its lead from the Ofsted approach.

DL

The Corporation CONSIDERED the report.

313/15 PARENTS SURVEY REPORT 2016

The HOD Support for Students took Members through the report and the results show continuing high levels of satisfaction amongst parents and carers of students at the College. Members then considered the report in detail and focused on the action identified to address particular areas of feedback. The low response rate was noted and Members asked that the survey process be reviewed, along with a number of the questions, to ensure a higher level of response in 2017.

RW

The Chair noted that the report was generally very positive but supported the need for a review of the process and the questions.

The Corporation CONSIDERED the report.

Matt Grzegorzewski left the meeting at this point.

314/15 SAFEGUARDING TERMLY REPORT

Members considered the report in detail but focused on the need to ensure that all staff complete the relevant safeguarding training and asked that managers follow up any outstanding training requirements. The Chair stated that the 100% target should be achieved as soon as possible and asked that this be addressed as a matter of urgency.

RW

A question was asked where the single register of records is retained and the Principal provided the response.

The Corporation CONSIDERED the report.

Michelle Campbell left the meeting at this point.

315/15 DRAFT TWO YEAR FINANCIAL FORECAST AND 2016/17 BUDGET (Confidential)

316/15 MONTHLY FINANCE REPORT

The College Accountant took Members through the report and informed them that the management accounts are now showing an operating surplus of £83k (versus a budget surplus for the year to date of £295k). This is a £212k adverse variance. It was noted that the adverse variance in May was £158k. She then outlined the key variances on

the income and expenditure account; namely income where there is no real difference from previously reported months; pay, where for the month of June 2016 it is £23k higher than budgeted; non-pay, showing no significant variances in month.

The College Accountant stated that the balance sheet continues to look strong and she informed Members that debtor days continue to reduce, with total debtor days for June 2016 standing at 75 (versus 82 in June 2015). In summary, she added that the band covenance were met at the end of June and the financial health of the College is still good.

Members congratulated the Finance team on its work in rigorously chasing up bad debt.

The Corporation CONSIDERED the report.

317/15 LATEST ESTIMATE

The College Accountant reminded Members that the College had set a budget with an operating surplus of £84k, post restructuring costs and pre-loss on disposal of fixed assets. She stated that in July of each year, the College submits a two-year financial forecast to the SFA, which includes a forecast of year-end position for the year just ending. At the June 2016 month end, the College is forecasting a year-end position of £172k. Members interrogated the rationale behind this forecast and asked for details of work currently being completed prior to year-end to ensure this target is met.

The Chair, on behalf of the Corporation, expressed his thanks to the Finance team and the Assistant Principal (Resources & Finance) for their ongoing work and stated that a year-end position of £172k surplus would be a significant achievement.

The Corporation CONSIDERED the report.

318/15 CAPITAL PURCHASE AND FINANCING

The Corporation APPROVED the purchase of £120k capital items through the higher purchase agreement with Barclays.

319/15 RE-APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS 2016/17

The Corporation APPROVED the Audit Committee recommendation to re-appoint for 2016/17:-

- (i) Southern Internal Audit Services as Internal Auditors
- (ii) RSM UK Audit as External Auditors and
- (iii) RSM UK Audit as External Auditors for a further five years from 1 August 2016-31 July 2021

320/15 INTERNAL AUDIT PLAN 2016/19 AND ANNUAL INTERNAL AUDIT PLAN 2016/17

The Corporation APPROVED the specific internal audit plan for 2016/17 and the provisional plan covering the period to 2019.

321/15 EXTERNAL AUDIT PLANNING MEMORANDUM

The Corporation APPROVED the External Audit Planning Memorandum 2016/17.

322/15 ANY OTHER BUSINESS

The Chair thanked Members for their significant contribution and commitment to the College during what has proved to be a challenging academic year.

323/15 DATE OF NEXT MEETING

Wednesday 19 October 2016 at 16.00hrs – 18.30hrs in room L8.

Chairman: _____ Date: _____

MISSION STATEMENT

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