

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 22 JUNE 2016**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2015/16
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	✓	8 of 8
	Dr Nick England	Vice Chair	✓	7 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Ms Michelle Campbell	Support Staff Governor	✓	7 of 8
	Mr Steve Corbett		✓	7 of 8
	Mrs Jan Gavin		0	5 of 8
	Mrs Jessica Garbett		0	4 of 8
	Mr Matt Grzegorzewski		✓	2 of 3
	Prof. Nigel Hastings		✓	7 of 8
	Mr Mike Hosking		✓	6 of 8
	Ms Wallis Haywood		0	4 of 8
	Ms Ginnie Orrey		✓	7 of 8
	Mrs Sheila Paul		✓	6 of 8
	Mr Martyn Pearl		✓	3 of 3
	Dr Nick Sinnamon		✓	6 of 8
	Mr Phil Truckel	Teaching Staff Governor	✓	6 of 8
	Dr David Wake		✓	8 of 8
	<b>Attendance % this meeting:</b>	<b>82.35%</b>	<b>Present at this meeting:</b>	<b>14 of 17</b>
	<b>Attendance % year to date:</b>	<b>80.99%</b>	<b>Total attendance year to date:</b>	<b>115 of 142</b>

<b>IN ATTENDANCE:</b>	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	✓
	Mrs Tracy Bull	College Accountant	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
<b>APOLOGIES:</b>	Mrs Jessica Garbett (H), Mrs Jan Gavin (W), Miss Wallis Haywood (CW), Ms Lynne Christopher (CW)		

**ACTION**

**275/15 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.

**277/16 MATTERS ARISING FROM THE MINUTES OF 25 MAY 2016**

It was NOTED that the three matters arising had been addressed.

**278/16 ELECTION OF THE CHAIR AND VICE CHAIR OF CORPORATION**

Mr Peter Conway and Dr Nick England left the meeting at this point. Mrs Sheila Paul took the Chair.

The Chair of Search and Governance informed Members that the Search and Governance Committee considered the re-appointment of Mr Peter Conway at length at its June 2016 meeting. The Nolan requirements, succession planning and Mr Conway's long service as a Governor (15 years) were considered. Following discussion and based on Mr Conway's specific financial skills and extensive experience with College building projects, the Search and Governance committee recommended re-appointment as a governor for a further two years.

1. The Corporation unanimously APPROVED the re-appointment of Mr Peter Conway as a Governor, for a two year term, commencing 1 August 2016 and ending 31 July 2018 and
2. Unanimously ELECTED Mr Peter Conway as Chair of Corporation and Dr Nick England as Vice Chair of Corporation for the 2016/17 academic year.

Mr Peter Conway and Dr Nick England re-joined the meeting.

The Chair thanked Members for his re-appointment and stated that his intention was to continue as Chair until successful completion of the CECAMM building project.

**279/15 CORPORATION SIZE AND COMPOSITION/COMMITTEE STRUCTURE/APPOINTMENT OF COMMITTEE CHAIRS AND COMMITTEE TERMS OF REFERENCE**

The Corporation APPROVED

- i. The Corporation membership as a total of 18 Members
- ii. The Committee membership and Chairs for 2016/17
- iii. The Committee Terms of Reference for the Audit, Search and Governance and Remuneration Committees.

**280/15 COMMITTEE MINUTES****Draft Confidential Capital Committee Minutes 25 May 2016**

The Chair updated Members on progress with the CECAMM project and thanked those Members who had attended the successful Golden Bolt ceremony. He also provided an update on the outstanding SLDD and STEM building works and informed Members that notice for Liquidated Damages had been served on Stoneham Construction regarding time delays to the STEM project.

The Corporation NOTED the report.

**Draft Search and Governance Minutes 8 June 2016**

The Corporation NOTED the minutes.

**Draft Audit Committee Minutes (Confidential and Non-Confidential) 8 June 2016**

The Vice Chair of the Audit Committee drew Members' attention to; the significantly revised Board Assurance Framework; the internal audit visit reports and the self-assessment of Committee effectiveness. He thanked the Assistant Principal (Resources, Finance & Communications) for developing the framework and producing

an excellent document. He added that Audit Committee Members were reassured by the internal auditors' statement that issues identified in audit visits are addressed and rectified very rapidly by the College.

The Corporation NOTED the minutes.

#### **281/16 COLLEGE AND GOVERNOR EVENTS**

The Chair drew attention to the Awards Ceremony on 8 July 2016 and informed Members that, for the first time, he would be unable to attend. He asked Members to notify the Principal's PA of attendance and asked that every effort be made to attend the afternoon session.

The Corporation NOTED the events.

#### **282/16 GOVERNOR CONTACT DAY 2016: REPORT AND ACTION PLAN**

The Assistant Principal (Teaching, Learning & Students) took Members through the action plan. A lengthy discussion took place and, although the action plan was welcomed, Members requested specific actions with clear and tangible outcomes. A Member suggested there was a need to avoid an approach of "doing more of everything and better" and key actions and targets should be identified by SMT and not just be derived from the Contact Day activity. The Principal agreed that a revised action plan would be produced for the next meeting.

**RW**

Members agreed that the Contact Day had been both enjoyable and productive but the Assistant Principal was asked to review the afternoon student session to generate greater student involvement.

**RW**

The Corporation welcomed the first draft of the Contact Day action plan and APPROVED that a similar event be held in April 2017.

*Michelle Campbell joined the meeting at this point.*

#### **283/16 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION**

The Chair informed Members of the July Corporation afternoon timings and activity, with the planned sessions commencing at 1.30pm with lunch.

#### **284/15 STRATEGIC MATTERS**

With Members' agreement, the Chair amended the order of agenda items.

#### **285/15 FRANCHISE PROVISION REPORT**

The Assistant Principal (Curriculum and Quality Improvement) took Members through her report and informed them that the College continues to work productively with its franchise partners. All provision is subject to College quality assurance systems, termly quality monitoring meetings and reconciliation meetings are conducted to review both learner and financial performance through the year. She added that the College has two franchise partners and signed contracts are in place for both these partners, in line with Funding Agency guidelines.

A question was asked regarding sub-contracting and the observation made that the College is dealing with very small numbers and are these activities cost effective? The Assistant Principal provided a detailed response to the satisfaction of Governors. A

further question was asked regarding UKSA and Platform One and who delivers the English and maths teaching. Members were informed that the College did.

The Corporation CONSIDERED the report.

*Tracy Bull joined the meeting at this point.*

#### **286/15 MONTHLY FINANCE REPORT**

The College Accountant took Members through the report and it was noted that there were no significant changes to the accounts presented at the May 2016 Corporation meeting. She added that the key variances in the month can be attributed to, funding body income being behind profile (no ESF income to date) and the non-pay contingency being unspent. Members asked what the key risks were and were informed that these were control of non-pay, achievement of income, control of sessional pay spend and full deployment of under deployed staff.

The Chair noted that the supporting accounts had not been included in the finance report this month but there are no significant issues and hard copies were made available to Members.

A question was asked regarding ESF income and why £61K income had been anticipated but not achieved. The Assistant Principal (Resources, Finance & Communications) responded that one ESF funding bid by the lead partner on the mainland had not been successful and others were still being considered.

The Corporation CONSIDERED the report.

#### **287/15 LATEST ESTIMATE**

The Assistant Principal (Resources, Finance & Communications) took Members through the report and stated that there was little change from the previous month and the current figures indicate a small end of year surplus. The Assistant Principal was asked for the reason for the £26K in-year improvement and he stated that this is largely due to a refund secured from utilities companies due to incorrect VAT charges received in the last few weeks.

The Corporation CONSIDERED the report.

#### **288/15 FINANCIAL REGULATIONS**

The Corporation APPROVED the College Financial Regulations for 2016/17.

*Tracy Bull left the meeting at this point.*

#### **289/15 PRINCIPAL'S REPORT**

The Principal presented her report, which covered Higher Education and the increasing costs associated with HE provision; IGCSE; an Ofsted consultation exercise regarding the concept of having an overall effectiveness grade per campus and a special administration regime for colleges. She informed Members that the College was having an Ofsted visit. Richard Beynon is coming to the College on 29 June 2016 in order to conduct a thematic survey and to look at study programmes and College good practice. The purpose of this visit is to follow-up on a previous national survey conducted in 2014

in order to assess the progress made by the sector. The Principal then drew Members' attention to the College dashboards recently circulated by the Skills Funding Agency.

A lengthy discussion took place regarding the dashboards with questions seeking clarity and further detail. There was a particular focus on the finance dashboard, with clarification being sought regarding "cash based operating profit". Further focus was then given to the interpretation of the terms "lower" and "higher quartile". The charts show the college is making good progress in most PIs except the current ratio.

With regard to IGCSEs in 2016/17, Members asked if the government decision for Colleges to use the IGCSE to meet the 16-18 English and maths condition of funding in 2016/17 was a surprise. The Principal stated that it was and that it would be foolish of the College not to offer an IGCSE. She then provided a detailed and clear rationale for continuing to offer IGCSE and concluded that this was the best offer for the students as the college is here to offer a re-sit opportunity to students. It is therefore important students re-sit the same qualification and do not embark on a new qualification, as there is not the time for new input. A brief discussion then took place regarding whether this was the best offer for all students or just for lower ability students.

The Corporation CONSIDERED the report.

#### **290/15 ENGLISH AND MATHS TEACHING: STRATEGIC DEVELOPMENT**

The Assistant Principal (Teaching, Learning & Students) took Members through his report. He reminded Members that the College has experienced significant growth in the number of students studying GCSE maths and English because of government policy and funding changes. He stated that in 2016 College pass rates in GCSE maths were above the national average, while in English, they were below average and those in the 16-18 age range were poor.

The Assistant Principal stated that at this point in time it is difficult to provide absolute clarity on plans for 2016/17. He stated that factors beyond the College's control continue to evolve; for example, the decision by government to allow Colleges to teach IGCSE in 2016/17 was only made in the first week of June, reversing the previous position. Similarly, up until this time, students over 19 years old were only fundable if they studied the new GCSE specification, but again this decision was reversed.

The Chair reminded Members that this was a critical element of the College's current activity and a lengthy discussion ensued. Questions were asked regarding the difference in standing between GCSE and IGCSE; the status of IGCSE with regard to league tables; the comparable degrees of difficulty between GCSE and IGCSE; controlled assessments in schools and the wide range of syllabi being followed by Island students.

Members were informed that the genesis of the paper came from the Governor Sub Group and it was suggested that a further sub group meeting should be held with an oral update to Corporation at the July meeting.

**RW**

The Corporation CONSIDERED the report.

#### **291/15 NATIONAL ACHIEVEMENT RATES**

The Assistant Principal (Curriculum and Quality Improvement) took Members through

her report and updated them on the national achievement rates for 2014/15, with a comparison of these rates against the performance of the College.

The national achievement rates' appendix was considered in detail following which the Assistant Principal was asked to show historical trends and the number of learners in future reports.

**FW**

The Corporation CONSIDERED the report.

**292/15 LEARNER INVOLVEMENT: ANNUAL UPDATE 2016-20**

The Assistant Principal (Teaching, Learning & Students) took Members through the report and assured them that seeking the views, ideas and input of learners in College decision-making remains a key focus for the College.

The Corporation CONSIDERED the report.

**293/15 RISK REGISTER/REVIEW OF HIGH LEVEL RISKS: ANNUAL REPORT**

The Assistant Principal (Resources, Finance & Communications) reminded Members that the full risk register was considered in detail at the June meeting of the Audit Committee. He stated that the College risk register has been fully revised during the last 12 months to focus on Board Assurance Framework controls at three levels of assurance; local, management and external.

The Chair asked why risk 3I relating to "insufficient cash flow headroom" was graded as a red rated risk. He was informed that the Area Review finance team specified this item as a high risk and it has been incorporated.

The Corporation CONSIDERED the report.

**294/15 RISK MANAGEMENT POLICY**

The Corporation APPROVED the Risk Management Policy.

**295/15 COLLEGE CHARTER**

Members considered the updated Charter and requested the Assistant Principal (Teaching, Learning & Students) to make a number of amendments.

**RW**

Subject to the amendments, the Corporation APPROVED the College Charter 2016/17.

**296/15 ANY OTHER BUSINESS**

There were no items of any other business.

**297/15 DATE OF NEXT MEETING**

Wednesday 13 July 2016 at 15.45hrs – 18.30hrs in room L8.

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

**MISSION STATEMENT**

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