

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 14 DECEMBER 2016
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2016/17
GOVERNORS:	Mr Peter Conway	Chair	✓	2 of 3
	Dr Nick England	Vice Chair	✓	2 of 3
	Mrs Debbie Lavin	Principal	✓	3 of 3
	Mr Steve Corbett		✓	2 of 3
	Mrs Jessica Garbett		0	2 of 3
	Mr Matt Grzegorzewski		0	2 of 3
	Prof. Nigel Hastings		✓	3 of 3
	Ms Catherine Jackson	Support Staff Governor	✓	3 of 3
	Mr Frantz Meckler	Student Governor	✓	2 of 2
	Ms Ginnie Orrey		✓	3 of 3
	Mrs Sheila Paul		✓	3 of 3
	Mr Martyn Pearl		✓	2 of 3
	Dr Nick Sinnamon		✓	3 of 3
	Mr Ben Slade	Student Governor	0	2 of 3
	Mr Phil Truckel	Teaching Staff Governor	✓	3 of 3
	Ms Jenni Turner	Student Governor	✓	2 of 3
Dr David Wake		✓	1 of 3	
Attendance % this meeting:	80%	Present at this meeting:	13 of 16	
Attendance % year to date:	80.43%	Total attendance year to date:	38 of 48	

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:	Jessica Garbett, Matt Grzegorzewski (H), Ben Slade (U)		

ACTION

43/16 DECLARATIONS OF INTEREST

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

44/16 APPROVAL OF THE NON CONFIDENTIAL AND STAFF AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2016

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

45/16 MATTERS ARISING FROM THE MINUTES OF 23 NOVEMBER 2016

It was noted that matters arising had been addressed or were in hand. The Assistant Principal (Students, Teaching & Learning and HR) said that he would circulate details regarding the College's position in relation to the mental health statistics produced by the Association of Colleges.

46/16 DRAFT AUDIT COMMITTEE MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2016

The Corporation NOTED the minutes.

47/16 DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2016

The Corporation NOTED the minutes.

48/16 APPOINTMENT OF GOVERNOR

The Corporation approved the appointment of:-

- (i) Graham Cooper for a four year term, commencing 18 January 2017
- (ii) Liz Dack as a co-opted Member of the Audit Committee for a four year term commencing 18 January 2017
- (iii) Nigel Hastings as a Member of the Search and Governance Committee and
- (iv) David Wake was re-appointed as a Member of the Corporation for a one-year period, commencing 1 January 2017.

The College Accountant joined the meeting at this point and, with the agreement of Members, the finance items were considered out of agenda order.

49/16 MONTHLY FINANCE REPORT

The College Accountant took Members through the report and informed them that the College is showing an operating surplus of £176k (versus a budget surplus of £359k). This is a £184k adverse variance. She stated that key variances on the income and expenditure account are funding income continuing to be behind profile, due to no ESF income and no apprenticeship growth income yet. Full cost income is also slightly behind profile although there has been a slight improvement in income this month due to more advanced learner loans income than profiled.

Labour costs are still higher than budget. This is because the budgeted savings have not yet been made but the balance sheets remains strong and the College's finance health is currently satisfactory, at 150 points (the minimum is 120 points). She added that during the year, this health grade will be impacted by the borrowings as a percentage of income measure – as income grows through the year, this ratio improves and accrues more points.

The Corporation CONSIDERED the report.

50/16 ANNUAL REPORT OF THE AUDIT COMMITTEE 2015/16

The Corporation APPROVED the report.

51/16 INTERNAL AUDIT SERVICE ANNUAL REPORT: YEAR ENDING 31 JULY 2016

For the benefit of the new Student Governor Members, the Chair provided background information on the internal and external audit processes.

The Assistant Principal (Finance and Resources) reminded Members that the report was considered at the November Audit Committee and was recommended by the Committee for approval. Members noted the reference to “substantial assurance” and congratulated the College on a clean audit.

The Corporation APPROVED the report.

52/16 COLLEGE RISK REGISTER: TERMLY REVIEW

The Assistant Principal (Finance and Resources) reminded Members that the full risk register is considered at almost all Audit Committee meetings and that the Corporation meeting document is a summary of the key risks.

A number of questions were asked regarding how the risk register relates to operational risks as evidenced by departmental SARs; the reasons for a number of risks moving from red to amber; and the financial health risks identified in the register. The Assistant Principal provided a detailed and satisfactory response.

53/16 COLLEGE ACCOUNTS

It was noted that the College accounts had been scrutinised in detail at the November Audit Committee meeting and had subsequently been emailed to all Members for consideration and comment.

The Chair stated the importance of showing an operating surplus (particularly in relation to bank covenants) and congratulated the College finance team on their work.

Questions were asked regarding the terms “show a surplus” and “impaired” and the College Accountant explained the semantics of accounting terminology. The Chair then provided positive feedback on the auditing of the College accounts, provided by the senior RSM Tenon representative.

The Corporation APPROVED the College accounts for the year ending July 2016, as listed in item 6(e) of the meeting agenda.

The College Accountant left the meeting at this point.

54/16 GOVERNANCE SAR

The Chair thanked Governors for their contribution to the governance self-assessment process and in particular for their contribution to SAR validation panel meetings. He added that a slightly different approach had been taken for reviewing governance for 2015/16 and in future, the assessment would be included in the review of leadership and management.

A question was asked about the area for improvement regarding ‘the College Corporation not being representative of the Island population’. The Clerk provided a response and stated that the College continues to broaden its representation on the Corporation to reflect the Island community.

The Corporation APPROVED the governance SAR.

55/16 COLLEGE AND GOVERNOR EVENTS

It was noted that the Chair and Vice Chair would attend the Duke of Edinburgh Award Ceremony.

56/16 CHAIR'S BUSINESS: RATIFICATION OF CHAIR'S ACTION

The Chair informed Members that he had signed the lease to release the land at the CECAMM site and further signatures are being obtained from SSE to facilitate the installation of power to the site.

The Chair provided a brief update on the potential sale of E Block and stated that further action is being taken to initiate its sale. Questions were asked about previous potential buyers and the Principal provided a detailed update.

The Corporation NOTED the report.

57/16 COLLEGE STRATEGY DAY

DL

The Principal took Members through the draft agenda and expanded on the items listed, confirming that relevant paperwork would be circulated a week prior to the meeting.

The Chair informed Members of the safety requirements required for the visit to the CECAMM site prior to commencing the Strategy Day.

The Corporation APPROVED the Strategy Day agenda.

58/16 COLLEGE SELF ASSESSMENT REPORT

The Assistant Principal (Quality Improvement) took Members through her comprehensive report. She stated that the College used the latest common inspection framework, introduced in September 2015, to self-assess against and this is in line with how the College self-assessed in 2014/15.

A lengthy discussion ensued and questions were asked regarding the poor Travel and Tourism outcomes and the number of students involved. A further question was asked about how well a subject area needed to do in maths and English for an otherwise Grade 1 performance to be graded at 1? The Principal provided detailed and satisfactory responses to these questions.

A question was asked regarding the importance of delivering effective work experience and what the College was doing with regard to this. The Principal outlined the College's current work experience strategy, which Members considered relevant. A further question was asked regarding "improving teaching and learning of maths and English" and the rationale for stating this in the SAR. The Assistant Principal (Quality Improvement) and the Principal provided a detailed response. Members agreed that based on lesson observations undertaken this year there is a range of teaching quality and student ability.

The Chair concluded the discussion by acknowledging that this was a challenging area for the College, particularly given that students had received ten years prior education in the junior and secondary school sector. He thanked

the English and Maths Sub Group for their ongoing work in reviewing programmes and identifying future strategies.

The Corporation APPROVED the College self-assessment report 2015/16.

59/16 COLLEGE SUCCESS RATES/OUTCOMES FOR LEARNERS 2015/16

The Assistant Principal (Quality Improvement) presented her report and a question was asked regarding Year 2 students, with a 99% achievement, only being graded 2. The Assistant Principal provided a detailed and satisfactory response.

A lengthy debate then took place regarding achievement rates and value added; key areas for development; work based learning; apprenticeships; learner progression and destinations and progression to higher education. Members then focused their questions on the areas identified for development and the specific action proposed by the College to improve performance.

A number of specific requests were made regarding presentation and interpretation of data for future reports.

FW

The Corporation CONSIDERED the report.

60/16 HIGH LEVEL PI'S AND TARGETS 2016/17: MONITORING REPORT

Members considered the report and noted that the KPI's for 2016/17 had been updated following their review at Corporation in July 2016, where some indicators were removed and new indicators were agreed.

The Chair asked for clarification regarding destination requirements and the value of capturing destination data. The Principal informed Members that collecting this data is mandatory for Colleges, forms part of the new measures of success and must be carefully evidenced.

The Corporation CONSIDERED the report.

61/16 PRINCIPAL'S REPORT

The Principal took Members through her report, which was provided to update the Corporation on key strategic matters. She provided strategic updates regarding the Technical and Further Education bill 2016/17, the Chancellor's autumn statement, the Ofsted annual report 2015/16, engineering work place visits and placements and capital builds.

Discussion took place regarding the academic/vocational divide and the need to improve student programmes for vocational students, particularly those studying at a lower level and undertaking apprenticeship provision. The relatively positive nature of the Chancellor's autumn statement was noted.

The Corporation CONSIDERED the report.

62/16 RESULTS OF EMPLOYER SURVEY 2015/16

The Assistant Principal (Finance and Resources) presented the report and Members noted the generally positive feedback but focused on the areas for concern.

The Assistant Principal was asked to identify the specific areas of concern and he responded that; providing more regular feedback from assessors on student progress; improving communication; addressing perceived inefficiency by the College; insufficient capacity to influence structure, content and duration of training required and delivering training that does not reflect up to date industry practices were the key issues.

Members asked what specific action was being taken to address these concerns. The Assistant Principal stated that a task group of key internal managers will meet to bring forward a plan for immediate changes and secure corrective action. A comprehensive interrogation of results from the FE CHOICES survey will be undertaken; the process and procedure of apprenticeship recruitment will be reviewed and internal audit have been asked to focus on this area in their January 2017 audit. In addition, more employer focus groups and individual interviews will be conducted and all negative respondents will be contacted before the end of January 2017 to investigate and resolve the problems described.

The Assistant Principal was thanked for his report and asked to provide an update at the February 2017 Corporation meeting. **PT**

The Corporation CONSIDERED the report.

63/16 TEACHING AND LEARNING ASSESSMENT REPORT PART 1

The Chair informed the meeting that there was one Staff and Student Confidential item that would need to be discussed at the end of the meeting.

The Assistant Principal (Students, Teaching & Learning and HR) then took Members through his report and was asked to expand on the matter of who should carry out observations and he then explained about the introduction of cross college observers, the associated training and the recording of observations. A detailed and lengthy discussion then took place with Members focusing on the action plan identified in the report. **RW**

Questions were asked regarding why Ryde Academy had been selected to observe and the Assistant Principal outlined the good work being implemented by the Academy, particularly in relation to iGCSEs. A further question was asked regarding “stretch and challenge” and a Member stated that when he had considered a department scheme of work there was no recognition of “stretch and challenge” in the scheme of work and there should be.

A further question was asked regarding the Prevent training and the Assistant Principal was asked to actively pursue full completion of this training by staff. **RW**

The Staff and Student Governors left the meeting at this point.

The Corporation CONSIDERED the report.

64/16 EXTERNAL PROJECTS BUSINESS PARTERSHIPS REGISTER

The Corporation NOTED the report.

65/16 ANY OTHER BUSINESS

The Chair thanked Members for their contribution during the year and wished everyone a happy Christmas.

67/16 DATE OF NEXT MEETING

Wednesday 15 February 2017 at 16.00hrs – 18.30hrs in room L8.

Chairman: _____ Date:

MISSION STATEMENT
Putting Students First | Working for Employers | Supporting Our Community