

**NON CONFIDENTIAL MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 15 FEBRUARY 2017**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2016/17
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	✓	3 of 4
	Dr Nick England	Vice Chair	✓	3 of 4
	Mrs Debbie Lavin	Principal	✓	4 of 4
	Mr Graham Cooper		✓	1 of 1
	Mr Steve Corbett		✓	3 of 4
	Mrs Jessica Garbett		✓	3 of 4
	Mr Matt Grzegorzewski		0	2 of 4
	Prof. Nigel Hastings		✓	4 of 4
	Ms Catherine Jackson	Support Staff Governor	✓	4 of 4
	Mr Frantz Meckler	Student Governor	✓	3 of 3
	Ms Ginnie Orrey		0	3 of 4
	Mrs Sheila Paul		✓	4 of 4
	Mr Martyn Pearl		✓	3 of 4
	Dr Nick Sinnamon		✓	4 of 4
	Mr Ben Slade	Student Governor	✓	2 of 4
	Mr Phil Truckel	Teaching Staff Governor	0	3 of 4
	Ms Jenni Turner	Student Governor	✓	2 of 3
	Dr David Wake		✓	2 of 4
<b>Attendance % this meeting:</b>		<b>81.25%</b>	<b>Present at this meeting: 13 of 16</b>	
<b>Attendance % year to date:</b>		<b>79.37%</b>	<b>Total attendance year to date: 50 of 63</b>	

<b>IN ATTENDANCE:</b>	Ms Lynne Christopher	Deputy Principal	✓
	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	✓
<b>APOLOGIES:</b>	Matt Grzegorzewski (U), Ginnie Orrey (H), Phil Truckel (W)		

**ACTION**

**1/17 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.

**2/17 APPROVAL OF THE NON CONFIDENTIAL AND STAFF & STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 14 DECEMBER 2016**

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

**3/17 MATTERS ARISING FROM THE MINUTES OF 14 DECEMBER 2016**

It was noted that the matters arising had been addressed or were in hand for future reports. The Assistant Principal (Students, Teaching & Learning and HR) updated Members on PREVENT training by College staff and stated that staff completion rates were now at 95%. The remaining staff will complete their training shortly.

**4/17 DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 14 DECEMBER 2017**

The Corporation NOTED the minutes.

**5/17 GOVERNOR CONTACT DAY 2017: DRAFT AGENDA**

The Chair provided background information on the Contact Day for new Members and then the Assistant Principal (Students, Teaching & Learning and HR) expanded on the proposed programme.

Members made a number of recommendations including: contextualising the activity for students and try to differentiate the morning and afternoon sessions; provide the questions to Governors beforehand to facilitate pre-planning and ensure students are briefed. Keep the format simple; title the session "Future of the College"; provide a draft of the strategic plan prior to the event to facilitate a more productive session and show how strategic planning impacts on the College and on individual students and their future studies.

Following discussion, it was agreed that the Assistant Principal should liaise with the three Student Governors to help structure the day.

**RW**

The Corporation APPROVED the Contact Day agenda.

**6/17 COLLEGE AND GOVERNOR EVENTS**

The Clerk was asked to provide the date of the Hair Show for Governors.

Clerk

The Corporation NOTED the report.

**7/17 CHAIR'S BUSINESS; RATIFICATION OF CHAIR'S ACTION**

The Chair briefed Members on a proposed revision to the Safeguarding Policy and sought Corporation approval for him and Sheila Paul (Safeguarding Governor) to approve, to facilitate immediate use. Ratification of the document would then take place at the March 2017 Corporation meeting. The Assistant Principal (Students, Teaching & Learning and HR) was asked to send the document to the Chair and Mrs Paul.

**RW**

Peter Ellwood joined the meeting at this point.

**8/17 HEAD OF DEPARTMENT REPORT: STUDY PROGRAMMES**

The Head of Department informed Members that the purpose of his report was to update them on the progress towards successfully delivering a range of study programmes across the curriculum and outline the College's current position. He informed Members that from September 2016 the College had adopted a new approach to help clarify and reinforce to learners and their

parents/guardians that they were studying a complete programme and not just a vocational qualification. The minimum component parts of all relevant study programmes are maths, English, work experience and a vocational qualification.

Members asked questions about the promotion of courses and whether prospective students, their parents and employers are aware of the requirement to undertake studies outside the specific vocational area. Members were informed that the term “study programme” is used with all relevant parties and good progress has been made to ensure students, in particular, are clear about their programme of study.

Questions were asked regarding student resistance and what strategies are used to encourage them. Members were informed that there can be resistance from some students to pursuing maths and English, particularly when they have had a poor experience at school. Their perception is that they would leave the subjects behind on entering college and focus purely on a vocational programme. The Head of Department stated that a key challenge for staff is to motivate students to attend and integrate maths and English into the core curriculum.

Questions were asked regarding employer attitudes towards the broader programmes of study and Members were informed that the majority of employers are supportive of the inclusion of maths, English, and employment skills in student programmes.

A Member stated that department SARs indicate that some areas do better at contextualising maths and English than others and asked what strategies the College is adopting to spread best practice to all curriculum areas. The Principal provided a detailed response.

Members then asked questions regarding work placements; the availability of work placements on the Island; what impact apprenticeships are having on work placement availability; the shift to work related learning and the monitoring by the College of work experience to ensure full compliance with study programme requirements. The Head of Department, Principal and Deputy Principal provided detailed responses to these questions.

The Chair thanked the Head of Department for his comprehensive report.

The Corporation CONSIDERED the report.

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

#### **9/17 MONTHLY FINANCE REPORT: LATEST ESTIMATE**

The Chair introduced the report and summarised the current financial position and its potential impact on the bank covenants. He stressed that FE sector funding remained a challenge and the scope for reducing costs and increasing income is extremely limited.

The Assistant Principal (Finance & Resources) took Members through the latest estimate and reminded them that it is always based upon the management accounts and the actual position to month end for the year to date. For the last six months the management accounts have consistently shown negative

variances on both staff costs and income. The calculations are based upon the budget set, with known variations and forecasts of income and costs.

Before mitigation, the estimated outcome would be -£688k, however, the College is confident in a number of mitigations worth circa £369k. This would leave a forecast year-end position of -£319k.

There are two key stakeholders in this outcome, the SFA and the banks and at -£319k, SFA involvement is likely, although the financial health category would probably remain as satisfactory. Such a loss in itself would not lead to a break in the bank covenants but would require a surplus to be made in the following year (losses in successive years break the covenant).

However, this level of deficit, caused by reduced income and higher staffing costs would lead to the College breaking the cash flow covenant which, based on current modelling, may still be broken unless the College manages the year-end cash position to be £898k. Current modelling indicates £539k, based on implementing the actions identified at the end of the latest estimate report.

Members asked a number of questions. These included what lessons can be learned from the 2015/16 budgeting process to assist in future years; should the shortfall in income have been identified and addressed earlier; the impact and risk associated with breaching the bank covenants; College contingency plans and whether reducing staffing would impact negatively on the potential for increasing income generation.

The Principal was asked to explain what action was being taken by the College and she provided a comprehensive response including; that the income shortfall had been consistently reported at all Corporation meetings; that a key target is to secure the cash flow bank covenant. Also a detailed review of curriculum staffing has taken place, leading to the drafting of a staff restructuring proposal and other specific actions. Reduced income can be traced to apprenticeship numbers being lower than planned and CECAMM not coming on line early enough.

Governors then focused on the impact of a 2016/17 deficit on the 2017/18 financial year. They asked College management to ensure that short-term issues are addressed but also to retain a clear focus on planning for next year. .

The Principal then provided a summary of the discussion, detailing current action being taken by the College and future action being planned.

The Corporation CONSIDERED the report.

Tracy Bull left the meeting at this point.

## **10/17 NOTES AND ACTION PLAN FROM THE GOVERNORS STRATEGY DAY (Confidential)**

### **11/17 PRINCIPAL'S REPORT**

Members considered the Principal's report, which provided updates on key strategic matters including; capital builds; English and maths attendance, functional skills and GCSE; OCR; ICT provision to the Studio School and the

AoC spring 2017 budget submission. She also asked Members to pay particular attention to the government green paper on its new industrial strategy.

Members noted that the Select Committee were encouraging a focus on skills, although there was no real evidence of firm progress. Members also noted the positive outcomes to the matrix assessment, the HEFCE annual provider review and the excellent marketing of the CECAMM facility.

The Corporation CONSIDERED the report.

**12/17 REVISED SENIOR MANAGEMENT STRUCTURE (Staff & Student Confidential)**

**13/17 SEND CONSULTANCY REPORT**

The Chair informed Members that the report had been read by Dr Nick Sinnamon (SEN designated Governor). Dr Sinnamon stated that he felt it was a good report with a detailed action plan and very specific deadlines.

The Assistant Principal (Students, Teaching & Learning and HR) expanded on his paper and reminded Members that the College had commissioned an external consultant to review its processes for supporting students with special educational needs and/or a disability (SEND). He added that the report was helpful and clearly identified the complexity of the SEND area of work but also the potential financial impact and risk of this activity. The Assistant Principal was asked to provide an updating report at the July 2017 Corporation meeting.

**RW**

The Corporation CONSIDERED the report.

**14/17 OPTIONS FOR THE DISPOSAL OF E BLOCK (Confidential)**

**15/17 RESULTS OF EMPLOYER SURVEY 2015/16**

The Assistant Principal (Finance & Resources) reminded Members that they had requested a follow-up exception report to the one presented to Corporation in December 2016. That report had detailed both low and declining satisfaction from employers and Members had requested a more detailed review of the responses, with an outline of actions being taken as a consequence.

Members asked the Assistant Principal to identify the priority actions for improvement. These included; better management internally of the FE Choices survey; more training for employers on SmartAssessor; providing more timely and more detailed information directly to the employer (including learning programmes for their students, termly reports, employer events at the College and off the job attendance and absenteeism reports). In addition, higher level of engagement with employers at learner reviews, with increased frequency; greater ownership by assessors of the student's whole programme and revision of the customer service protocols to set out expected standards. Members also noted that the Head of Apprenticeships has been tasked with embedding specific actions related to the above in her Quality Improvement Plan, to ensure timely and appropriate action is taken.

Following further discussion, a number of additional suggestions were made by Members including surveying potential employers; communicating with self-employed individuals and communicating regularly with ex-students who have

already completed a vocational course at the College.

The Corporation CONSIDERED the report.

**16/17 EQUALITY AND DIVERSITY: PUBLIC SECTOR EQUALITY DUTY**

The Corporation CONSIDERED the report.

**17/17 ANY OTHER BUSINESS**

There were no items of any other business

**18/17 DATE OF NEXT MEETING**

Wednesday 22 March 2017 at 16.00hrs – 18.30hrs in room L8.

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

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