

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 19 OCTOBER 2016**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2016/17
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	0	0 of 1
	Dr Nick England	Vice Chair	✓	1 of 1
	Mrs Debbie Lavin	Principal	✓	1 of 1
	Mr Steve Corbett		✓	1 of 1
	Mrs Jan Gavin		0	0 of 1
	Mrs Jessica Garbett		✓	1 of 1
	Mr Matt Grzegorzewski		✓	1 of 1
	Prof. Nigel Hastings		✓	1 of 1
	Ms Catherine Jackson	Support Staff Governor	✓	1 of 1
	Ms Ginnie Orrey		✓	1 of 1
	Mrs Sheila Paul		✓	1 of 1
	Mr Martyn Pearl		0	0 of 1
	Dr Nick Sinnamon		✓	1 of 1
	Mr Phil Truckel	Teaching Staff Governor	✓	1 of 1
	Dr David Wake		0	0 of 1
	Mr Ben Slade	Student Governor	✓	1 of 1
<b>Attendance % this meeting: 75%</b>			<b>Present at this meeting: 12 of 16</b>	
<b>Attendance % year to date: 70.59%</b>			<b>Total attendance year to date: 12 of 16</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>	Peter Conway (H), Jan Gavin (P), Martyn Pearl (W), Dr David Wake (W)	

**ACTION**

**1/16 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.

**2/16 APPROVAL OF THE NON CONFIDENTIAL, CONFIDENTIAL AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 13 JULY 2016**

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

**3/16 MATTERS ARISING FROM THE MINUTES OF 13 JULY 2016**

It was noted that with the exception of 3(i) and (iii), the matters arising had been addressed. Further clarification outside the meeting will be provided for the Assistant Principal (Students, Teaching & Learning and HR) to enable him to take the required action.

**4/16 DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2016**

Members were informed that the meeting took place off-site at the CECAMM project. They were also informed that the Balfour Beatty site appeared well organised and Committee Members were encouraged by the progress to date.

The Corporation NOTED the minutes.

**5/16 APPOINTMENT OF STUDENT GOVERNOR**

The Clerk informed Members that Ben Slade was being recommended for appointment to the role of Student Governor. Ben has been interviewed by two Members of the Search & Governance Committee who considered that he would make a positive contribution to the Corporation.

The Corporation APPROVED the appointment of Mr Ben Slade as a Student Governor for a period of one year, commencing 19 October 2016.

**6/16 REVIEW OF CONFIDENTIAL MINUTES**

The Corporation APPROVED that the Clerk publicise Corporation meeting minutes no longer deemed to be confidential.

**7/16 ANNUAL GOVERNANCE ATTENDANCE AT CORPORATION MEETINGS 2015/16**

The Corporation NOTED the report.

**8/16 COLLEGE AND GOVERNOR EVENTS**

The Corporation NOTED the report.

**9/16 CHAIR'S BUSINESS – RATIFICATION OF CHAIR'S ACTION**

There were no items of business.

*The College Accountant joined the meeting at this point.*

With the agreement of Members, the Finance and Resources meeting items were brought forward for consideration.

**10/16 MONTHLY FINANCE REPORT**

The College Accountant took Members through the report, which records the actual financial position for the academic year to date (to September). It was noted that the accounts are showing an operating surplus of £455k (versus a budget surplus for the year to date of £562k). This is a £107k adverse variance.

The College Accountant stated that the key variances on the income and expenditure

account are; funding income being behind profile; full cost income slightly behind profile and labour costs higher than the projected budget, because the identified savings have not yet translated into the required cost reduction. She stated that there are no significant variances in non-pay and the balance sheet continues to look strong. With regard to covenants, the College is still awaiting the legal definition of the amended covenants from Lloyds and the financial health of the College was good in September, at 220 points.

A number of questions were asked, including a projected outturn position for the College, with Members being informed that a small surplus should be generated. Some of the variances were queried and the College Accountant stated that this is because the College can project its expenditure but not the specific period when that expenditure will occur.

The Chair asked a question regarding staffing costs being reduced in line with budget. He was informed that currently income is lower but staffing reductions have not yet appeared in the accounts. The Principal informed Members that there was currently a £500k shortfall but the College has clear plans to manage and achieve the targeted savings. Members asked for detail and the Principal responded with specific examples that were supported by Governors.

Members recognised the difficulty of continuing to make financial savings, particularly as the size of the College did not lend itself to generating savings through economies of scale. They also commented that the FE sector is being tasked with operating like a business, while being encumbered by public sector bureaucracy. The Principal was then asked about the College's position in relation to meeting its long-term financial targets. She responded that the College is on track, continues to make savings but then an income stream, for example ESF, fails to deliver and contingency plans have to be implemented.

The Corporation CONSIDERED the report.

*The College Accountant left the meeting at this point.*

#### **11/16 HEALTH & SAFETY POLICY**

Members considered the policy and noted the changes from the previous document. The Assistant Principal (Finance and Resources) was asked about the implications of the CECAMM annexe, due to come on stream in early 2017, and the health & safety implication generated by the nature of work on that site. The Assistant Principal stated that the Health & Safety Policy consists of one overarching document, with a number of subsidiary policies produced to address the various activities around the College. He informed Members that these subsidiary policies are reviewed and approved by SMT and will address CECAMM provision.

The Corporation APPROVED the Health & Safety policy.

#### **12/16 BARCLAYS BANK SIGNATORIES**

The Corporation APPROVED the addition of the Management Accountant to the list of authorised signatories for payments from the College bank accounts.

**13/16 PARTNER CONTRACTS 2016/17: PLATFORM ONE/UKSA/POMPEY IN THE COMMUNITY**

The Assistant Principal (Quality Improvement) took Members through her report. She informed them that an additional audit would not be required this year because the College will not trigger the £100k threshold of sub-contracted provision. She was asked if the College is protected regarding conditions of funding with regard to its contract with Platform One. Members were informed that the College is protected, as relevant conditions are written into the contract.

The Corporation RATIFIED the partner contracts for 2016/17.

*The Chair now reverted to the items as listed on the meeting agenda.*

**14/16 STUDENT ENROLMENTS**

The Assistant Principal (Quality Improvement) took Members through her report. The Chair reflected on the impact of the closure of the College Sixth Form and a brief discussion took place about the financial implications of the closure and the impact on the College curriculum. The Chair recognised that it was very difficult for the College to compete and retain staff when the Sixth Form staff could earn significantly more in the schools sector. The Principal summarised the discussion by stating that ultimately the amount of time and effort put into running the Sixth Form was disproportionate to its size.

The Assistant Principal was questioned on the reference in her report to the College achieving market share and was asked for evidence of where that market share will come from and at which organisation's expense. She was also asked whether there are year on year trends showing a decline and, if so, in which areas. The Assistant Principal provided an appropriate response.

Further questions were asked about HE recruitment and the recruitment of part-time students during the academic year, including why students are recruited later in the year. Members were informed that there are two reasons for part-time recruitment; individuals being unable to meet the full time hours requirement and some students reducing their programme hours during the year. A question was also asked regarding the strong recruitment for Platform One provision but why there appeared to be a reduction in income. The Assistant Principal provided a detailed explanation.

The Corporation CONSIDERED the report.

**15/16 PRINCIPAL'S REPORT (Student Confidential)****16/16 ENGLISH AND MATHS TEACHING 2016/17**

The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the report was originally produced for a meeting of the Governors' English and Maths sub group held in September 2016. The sub group lead Governor then informed Members that he and other Governors on the group, including the Chair and Vice Chair, were reassured by the planning, rigor, evaluation and allocation of additional resources by the College in addressing English and maths teaching. Members noted that results for English last year were very poor and asked for the reasons to be identified and reported back to Corporation. The Assistant Principal stated that significant care and planning has gone into generating student timetables for 2016/17 and, although the College recognises the scale of the challenge, progress is more advanced than at this

**RW**

stage last year.

Lengthy debate took place on iGCSE, the need to prioritise this area of the curriculum and continue to manage and monitor very carefully.

The Chair asked the Student Governor for a response on this matter and he reported on his experience as an Engineering student and felt that there were transferrable skills in the Engineering curriculum, which enabled students to feel more confident.

Members stated that the maths results were good and challenged the national trend and the College was congratulated for that. The Assistant Principal recognised the satisfactory maths results, particularly given the volume of entrants, but felt that being above a poor national average is not a good measure of success.

The Chair of the sub group reminded Members that recommendations from its last meeting were that it should meet again in early November and this is scheduled. In addition, a briefing/training event should be organised for Members, addressing developments in the assessment and monitoring of the College's performance in securing students' progress and achievements. Also, an earlier proposal for Governors to observe Maths and English lessons should be implemented. The Clerk was asked to action this.

Clerk

The Corporation CONSIDERED the report.

#### **17/16 ANNUAL SAFEGUARDING REPORT**

The Assistant Principal (Students, Teaching & Learning and HR) took Members through his report and informed them that the College continues to meet its statutory obligations regarding Safeguarding and provides a high level of support for its students, particularly those who are most vulnerable. He reminded them that the College Safeguarding Policy was updated and approved at the March 2016 Corporation meeting, with further minor updates approved in July. He added that to further strengthen the College's work in the safeguarding arena a new role of 'Head of Safeguarding and Student Advocacy' has been established.

The Assistant Principal was asked for an update on the number of staff who have completed training and they were informed that this was currently 80%. Members stressed the importance of all staff completing training and asked for an additional box to be included in future reports to provide Prevent training data.

RW

The Chair stated that when he visits schools in his inspection capacity, their high priorities include sexting and combating self-harm. He asked for information on what the College was doing in these areas and the Assistant Principal provided relevant examples. The Chair also raised the matter of training currently being delivered in universities during Fresher's Week regarding "no means no" and "alcohol consumption" and asked that the College continue to address these important areas.

The Corporation CONSIDERED the report.

**18/16 STUDENT ANTI BULLYING POLICY AND PROCEDURE ANNUAL REVIEW**

The Assistant Principal (Students, Teaching & Learning and HR) took Members through the policy and drew attention to the few changes from the current policy. It was noted that the policy included reference to students rather than learners. The Chair asked that a statement to indicate how damaging bullying can be and asked that a reference to linking bullying to the College Disciplinary Policy be included.  
**RW**

The Corporation APPROVED the Student Anti Bullying Policy and Procedure.

**19/16 LEARNING POLICY 2016/17**

The Assistant Principal then took Members through the Learning Policy and reminded them that it provides a framework to support the continued development and enhancement of learning and teaching at the College. He added that the Learning Policy covers both student and staff activities and is reviewed annually to reflect issues and priorities for the coming academic year. He drew attention to the only substantive change, on page 4 of the policy, relating to the 2016/17 themes. He added that all other changes in the policy largely related to nomenclature.

The Corporation APPROVED the Learning Policy 2016/17.

It was noted that the Finance and Resources agenda items had been addressed earlier in the meeting.

**20/16 ANY OTHER BUSINESS**

The Clerk to the Corporation distributed the new College car parking permits and asked Members to inform the PA to Deputy & Assistant Principals and Clerk to the Corporation of any vehicle registration changes.

**21/16 DATE OF NEXT MEETING**

Wednesday 23 November 2016 at 16.00hrs – 18.30hrs in room L8.

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

**MISSION STATEMENT**

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