

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 22 MARCH 2017
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2016/17
GOVERNORS:	Mr Peter Conway	Chair	0	3 of 5
	Dr Nick England	Vice Chair	✓	4 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Mr Graham Cooper		✓	2 of 2
	Mr Steve Corbett		0	3 of 5
	Mrs Jessica Garbett		✓	4 of 5
	Mr Matt Grzegorzewski		✓	3 of 5
	Prof. Nigel Hastings		✓	5 of 5
	Ms Catherine Jackson	Support Staff Governor	✓	5 of 5
	Mr Frantz Meckler	Student Governor	✓	4 of 4
	Ms Ginnie Orrey		✓	4 of 5
	Mrs Sheila Paul		✓	5 of 5
	Mr Martyn Pearl		✓	4 of 5
	Dr Nick Sinnamon		✓	5 of 5
	Mr Ben Slade	Student Governor	✓	3 of 5
	Mr Phil Truckel	Teaching Staff Governor	✓	4 of 5
	Ms Jenni Turner	Student Governor	✓	3 of 4
	Dr David Wake		✓	3 of 5
	Attendance % this meeting:	88.24%	Present at this meeting:	16 of 18
Attendance % year to date:	82.28%	Total attendance year to date:	66 of 81	

IN ATTENDANCE:	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	✓
	Mr David Hodgkins	HR Manager	✓
APOLOGIES:	Mr Peter Conway (H), Mr Steve Corbett (W)		

In the absence of the Chair of Corporation, the meeting was chaired by Dr Nick England (Vice Chair).

ACTION

19/17 DECLARATIONS OF INTEREST

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

20/17 APPROVAL OF THE NON-CONFIDENTIAL, CONFIDENTIAL AND STAFF AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2017

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

21/17 MATTERS ARISING FROM THE MINUTES OF 15 FEBRUARY 2017

It was noted that all the matters arising had been addressed, with the exception of the SEND Consultancy Report, which has been added to the July 2017 Corporation meeting agenda.

22/17 DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2017

The Principal provided an update on progress with the capital works and focused on the CECAMM building. She stated that the handover of the building would be delayed for two/three weeks but good progress is being made. Members were informed that there will be a visit by a Secretary of State on 23 March 2017.

The Corporation NOTED the minutes.

23/17 DRAFT SEARCH & GOVERNANCE MINUTES OF THE MEETING HELD ON 1 MARCH 2017

The Corporation NOTED the minutes.

24/17 DRAFT AUDIT COMMITTEE MINUTES OF THE MEETING HELD ON 8 MARCH 2017

The Corporation NOTED the minutes.

25/17 STANDING ORDERS FOR THE CONDUCT OF CORPORATION BUSINESS

The Corporation APPROVED the Standing Orders.

26/17 APPOINTMENT OF CHAIR AND VICE CHAIR OF CORPORATION

The Clerk to the Corporation reminded Members that Mr Peter Conway's term of office as a Governor and Chair of Corporation ends on 31 July 2017, following 16 years as a Member of the College Corporation. He added that a successor to the roles of Chair and Vice Chair has been discussed at length in the Search & Governance Committee and Members have been consulted directly by email on this matter.

Following discussion and consideration of consultation feedback, it is the recommendation of the Search & Governance Committee that Dr Nick England (Chair) and Professor Nigel Hastings (Vice Chair) are appointed to these roles. However, the Clerk stated that there was an opportunity at the meeting for interested parties to express their interest in taking on the Chair or Vice Chair roles.

Given no expressions of interest, Professor Hastings left the room and nominations were sought for the role of Vice Chair of Corporation. Professor Hastings was nominated by Mrs Ginnie Orrey and seconded by Mrs Sheila Paul. The nomination was unanimously supported and

Professor Hastings re-joined the meeting.

Dr Nick England then left the meeting and his appointment as Chair of Corporation was nominated by Mr Phil Truckel and seconded by Mrs Jessica Garbett. The nomination was unanimously accepted.

Dr England re-joined the meeting and both the newly appointed Chair and Vice Chair were informed that their term of office would commence on 1 August 2017.

An observation was made by a Member that the newly appointed Chair and Vice Chair are from an educational background and effort should be made to include a Governor with commercial experience where possible. Reference was also made to the need to try and ensure a gender balance when appointing to the two roles. The Clerk noted the comments.

The Corporation APPROVED

- (i) The re-appointment of Dr Nick England for a further four year term of office as a Governor
- (ii) Professor Nigel Hastings as Vice Chair of Corporation for the period 1 August 2017 to 31 July 2018
- (iii) The appointment of Dr Nick England as Chair of Corporation for the period 1 August 2017 to 31 July 2018.

27/17 COLLEGE AND GOVERNOR EVENTS

The Corporation NOTED the events.

28/17 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

There were no items of business.

29/17 PRINCIPAL'S REPORT (INCLUDING ENGLISH AND MATHS ATTENDANCE)

The Principal presented her report which addressed the government budget in March 2017; T levels, area review and College mergers; English and Maths development and an update on capital builds.

Members commented favourably on the increase in the number of training hours for 16-19 year olds (50%). The Principal agreed that this was a positive development but if work experience is factored in then there could be a negative impact on funding. A question was asked regarding attendance in maths and English and the Principal stated that she has concerns and that SMT are closely monitoring attendance and are taking appropriate action to address poor attendance issues.

A question was asked regarding potential cuts to education funding and the impact on the College. The Principal provided a detailed response regarding the College and potential impact on other Island education institutions. In response to a question on T levels, she provided an update stating that the indications are that T levels will be implemented in 2019 but specific details are still evolving. The Principal was asked a question regarding the future of vocational BTEC qualifications and she stated that the current position is unclear. The latest information suggests that BTEC qualifications will stay in their new examined form.

A Member commented that the recently appointed Chief Inspector is making encouraging statements regarding English and maths teaching and this is very positive, assuming the proposals come to fruition. A final question was asked of the Principal regarding the changes in the local political situation and she stated that she had met with the leader of the Council and early indications were positive.

The Corporation CONSIDERED the report.

David Hodgkins joined the meeting at this point.

30/17 HUMAN RESOURCES AND ORGANISATION DEVELOPMENT ANNUAL REPORT

The Chair welcomed the HR Manager to the meeting and congratulated him on an excellent report, particularly noting the clear link to the College strategic plan.

The HR Manager took Members through his report and focused on recruitment, retention and turnover; the College pay framework; staff sickness levels; organisational restructuring; HR policies and procedures; HR data and continuous professional development of staff.

The HR Manager then responded to a range of questions. He was asked about sickness levels and a comparison with national averages; whether the College has a formal commitment to the National Living Wage and non-work related illness.

A Member congratulated the HR Manager on a clear report and stated that it was positive that HR is integral to the overall College development and the report data is evidence of this. The HR Manager was asked about staff turnover and, whilst noting that this is below the national average, he was questioned whether the College has the right number of ambitious staff and whether there was a need for a “healthy” turnover. The HR Manager informed Members that the College recognised the importance of employing new, ambitious, innovative staff but the “Island factor” does have an influence on staff recruitment and retention. He was then asked whether the College appraisal system focuses on developing staff on both a personal and professional level and responded that the appraisal system does indeed do that.

The Chair asked how the College sickness statistics compare with schools and recognised that staff and sickness is a challenging area to manage in terms of balancing genuine sickness with occasions where reasons for absence were less clear.

A Member observed that it is important for the College to monitor sickness and use return to work interviews, which can be positive, for both the employee and employer. The HR Manager endorsed this and stated that return to work interviews are implemented by the College.

A question was asked regarding staff recruitment to the new CECAMM study programmes and how effective that is proving. The HR Manager provided detailed data relating to application response for advertised posts.

A Member stated that workplace stress manifests itself in many ways and the College data should be interrogated sensitively. A Member added that it was important to motivate staff in non-pay related ways but also address under-performance to benefit the individual and the organisation.

The Chair asked for the Staff Code of Conduct to be considered as part of this agenda items (rather than in Appendix M) and the Assistant Principal (Students, Teaching & Learning and HR) presented the document, drawing attention to changes suggested by the JNCC and then asking for questions. Members endorsed the decision to take the Code of Conduct out of the Safeguarding Policy but queried the terminology regarding “should” versus “must”. The Chair asked the HR Manager to review the document with regard to this and also strengthen the wording by indicating that some of the identified actions would constitute a criminal offence.

DH

A question was asked regarding whether the Staff Code of Conduct relates to students in full time education and the Principal responded that adult staff/students relationships were more complex and the College will further review and clarify the wording of the Code.

RW

The Chair suggested cross-referencing the “Protection of Vulnerable Adults” policy in the Code of Conduct.

The Corporation CONSIDERED the report.

David Hodgkins left the meeting at this point.

Tracy Bull joined the meeting at this point.

With the agreement of Members, the finance report was taken as the next item.

31/17 MONTHLY FINANCE REPORT

The College Accountant took Members through the report and informed Members that the accounts for the seven months to February 2017 show an operating result of £0k (budget forecast of £370k surplus) excluding staff restructuring. This results in a £370k year to date adverse variance.

A Member sought clarification on the timing of the balances in relation to bank covenants and whether they are statement or book balances. A lengthy discussion took place and the Principal and College Accountant responded to the satisfaction of Members. The Principal suggested a meeting with a new Governor, Chair of Audit Committee, Assistant Principal (Finance and Resources) and the College Accountant.

In response to a question regarding key action to be taken, the College Accountant stated that priorities include: review of the costing model for each budget area; implementation of mitigating actions to protect the budget; progression of some local restructuring and drafting of a revision of the College's depreciation policy (notably for CECAMM equipment).

The Corporation CONSIDERED the report.

32/17 LATEST ESTIMATE

The Assistant Principal (Finance and Resources) informed Members that as at the end of January 2017, the College is forecasting a year end position of -£574k before mitigations. He reminded them that the previous estimate was -£688k. He warned that modelling the current position into the cashflow places the 31 July “balance at bank” at significant risk and therefore, there was a high chance of breaching this covenant. He added that the financial loss would be of significant interest to the SFA, albeit the College would remain as financial health category “satisfactory” until a loss of -£420k was experienced. If the “balance at bank” fell below +£898k, the cashflow covenant would be broken.

Members asked what action was required to improve the position and the Assistant Principal stated that the following actions were required; reduction of in year staffing costs; lower expenditure on non-pay; the deferment of capital expenditure; careful management of trade creditors and increase income across any of the forecast income streams. In response to a question on the implications of breaking the banking covenant, the Assistant Principal provided a comprehensive response, to the satisfaction of Members.

The Principal reported that the College has recently received a positive response from the SFA regarding its overall accounts and has received an affirmation of its “good” status.

The Chair thanked the Finance Team and Members noted the positive movement in the accounts.

The Corporation CONSIDERED the report.

Tracy Bull left the meeting at this point.

The Chair returned to the listed agenda item order.

33/17 HIGH LEVEL PERFORMANCE INDICATORS 2016/17: MONITORING REPORT

The Assistant Principal (Quality Improvement) took Members through her report and reminded them that its purpose was to monitor progress against the high level performance indicators set by Corporation for 2016/17, to review the published DFE data on headline measures and receive the 15/16 national rates published in the Qualification Achievement Rates (QAR) dashboard. Members were informed that most PIs for 2016/17 are performing well against targets set, where it is possible to measure progress at this point in the year. Three high risk indicators (highlighted in red) and five medium risk indicators (highlighted in amber) have been identified. Where PIs have been rated as red/amber, a rationale has been provided with actions identified to address the issues, where appropriate. The Assistant Principal added that in February 2017, the QAR data, which includes College performance and national rates, was re-released and the KPI spreadsheet has been updated to reflect this data.

The Chair asked the Assistant Principal to identify the key areas of positive progress but also indicate the areas of concern, with an associated action plan. Members focused on the three red and five amber PIs and considered them in detail, with a number of specific questions being asked. The Chair drew attention to the comparator table at the end of the document and noted the positive outcomes compared to other Hampshire colleges.

The Principal noted the complexity of the report and the difficulty of Governors interpreting the data and she asked for suggestions on how it could be made more accessible.

The Chair again drew Members' attention to the comparator tables at the end of the report which were valuable in identifying the generally positive progress being made by the College.

A Member agreed that the reports are rich in data but it can be difficult to identify the essential performance elements and consideration should be given to providing comparative, tabular data to assist interpretation. The Principal agreed to review Corporation reports and seek to simplify presentation of data, while ensuring clear evidence of College performance.

DL

The Corporation CONSIDERED the report.

34/17 GOVERNOR CONTACT DAY 2016: ACTION PLAN FINAL REPORT

The Assistant Principal (Students, Teaching & Learning and HR) took Members through the report and the positive outcomes were noted. He was asked if the Student Governors had provided an input into the 2017 Contact Day programme and Members were informed that they had.

The Corporation CONSIDERED the report.

35/17 SAFEGUARDING POLICY AND PROCEDURES AND STAFF CODE OF CONDUCT ANNUAL UPDATE

The Assistant Principal (Students, Teaching & Learning and HR) drew attention to the key aspects of the termly report and the Section 175 audit.

The Corporation CONSIDERED the report and approved:

- (i) The Safeguarding Policy and Procedures and
- (ii) The Staff Code of Conduct.

36/17 SAFEGUARDING BOARD TERMLY REPORT (SPRING 2017)

The Assistant Principal (Students, Teaching & Learning and HR) took Members through the report and informed members that since the last report to Corporation in December 2016, there have been 85 recorded incidents with potential safeguarding implications, in respect of 48 individual students. Of these, eight cases were formally referred to Children's Services or the Vulnerable Adult Team; no cases were referred to the police Safeguarding Team.

Questions were asked regarding s175 audit, staff training and the extent and severity of bullying. The Assistant Principal provided a comprehensive answer, particularly with regard to bullying where he said that the College monitors this extremely carefully and responds very quickly.

The Corporation CONSIDERED the report.

37/17 EQUALITY AND DIVERSITY

The Corporation APPROVED the Equality and Diversity Policy (including

Equality Objectives 2016/2020).

The Corporation noted the update to the College's "Guidance for Students with a Disability" and the progress on equality objectives embedded within the policy.

38/17 TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Students, Teaching & Learning and HR) reminded Members that the purpose of the report was to provide them with a summary of the quality of teaching, learning and assessment at the College, and an update on progress to further enhance standards in these key areas. Members considered the report and asked the Assistant Principal to identify the key areas for improvement. He stated that these were stretch and challenge, developing a range of teaching methods, pace of learning and effective use of learning support. Questions were then asked regarding English and maths teaching, staff development, performance management and the demands placed by high needs students. The Assistant Principal provided a comprehensive response to Members' satisfaction.

The Corporation CONSIDERED the report.

39/17 ICT PROVISION TO STUDIO SCHOOL 2015/16 (*Student Confidential*)

40/17 COLLABORATIVE PROJECTS

The Corporation NOTED the collaborative projects.

41/17 ALUMNI NEWSLETTER

The Corporation NOTED the newsletter.

42/17 ANY OTHER BUSINESS

There were no items of any other business.

43/17 DATE OF NEXT MEETING

Wednesday 26 April 2017 at 16.00hrs – 18.30hrs in room L8.

Chairman: _____ Date: _____

<p style="text-align: center;">MISSION STATEMENT Putting Students First Working for Employers Supporting Our Community</p>
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