

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 23 NOVEMBER 2016**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2016/17
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	✓	1 of 2
	Dr Nick England	Vice Chair	0	1 of 2
	Mrs Debbie Lavin	Principal	✓	2 of 2
	Mr Steve Corbett		0	1 of 2
	Mrs Jan Gavin		0	0 of 2
	Mrs Jessica Garbett		✓	2 of 2
	Mr Matt Grzegorzewski		✓	2 of 2
	Prof. Nigel Hastings		✓	2 of 2
	Ms Catherine Jackson	Support Staff Governor	✓	2 of 2
	Mr Frantz Meckler	Student Governor	✓	1 of 1
	Ms Ginnie Orrey		✓	2 of 2
	Mrs Sheila Paul		✓	2 of 2
	Mr Martyn Pearl		✓	1 of 2
	Dr Nick Sinnamon		✓	2 of 2
	Mr Ben Slade	Student Governor	✓	2 of 2
	Mr Phil Truckel	Teaching Staff Governor	✓	2 of 2
	Ms Jenni Turner	Student Governor	✓	1 of 1
	Dr David Wake		0	0 of 2
<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>78.13%</b>	<b>Total attendance year to date: 25 of 32</b>	

<b>IN ATTENDANCE:</b>			
	Ms Lynne Christopher	Deputy Principal	0
	Mr Peter Thompson	Assistant Principal – Finance & Resources	0
	Miss Fidelma Washington	Assistant Principal – Quality Improvement	0
	Mr Roland White	Assistant Principal – Students, Teaching & Learning and HR	0
	Mrs Tracy Bull	College Accountant	✓
	Mr Brian Bowker	Clerk to the Corporation	✓

**APOLOGIES:** Nick England (W), Steve Corbett (W), Jan Gavin (W), Dr David Wake (U)

**ACTION**

**22/16 DECLARATIONS OF INTEREST**

Prof Nigel Hastings, whose wife is a governor of the Innovation Trust.

**23/16 APPROVAL OF THE NON CONFIDENTIAL AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 19 OCTOBER 2016**

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

**24/16 MATTERS ARISING FROM THE MINUTES OF 19 OCTOBER 2016**

It was noted that two of the matters arising had been actioned and the remaining two would be dealt with at the relevant point in the academic year.

**25/16 DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 19 OCTOBER 2016**

The Chair of Corporation informed Members that he would provide an update on the hydrotherapy pool works at a later point in the meeting.

The Corporation NOTED the minutes.

**26/16 APPOINTMENT OF STUDENT GOVERNORS**

The Clerk informed Members that Frantz Meckler and Jennifer Turner were recommended for appointment as Student Governors, following interviews by Members of the Search & Governance Committee. He added that the Corporation membership would need to be increased from 18 to 19 for the 2016/17 academic year to accommodate a third Student Governor representative.

The Corporation APPROVED

- (i) the appointment of Mr Frantz Meckler and Ms Jennifer Turner for the period 23 November 2016 to 31 July 2017
- (ii) the Corporation Membership be increased from 18 to 19 for the 2016/17 academic year.

**27/16 COLLEGE CODE OF CONDUCT FOR GOVERNORS**

The Clerk reminded Members that the College has historically adopted the Eversheds document, which is updated by them on a regular basis. He then took Members through the changes introduced since the last edition of the Code and explained the rationale for those changes.

The Corporation APPROVED the updated College Code of Conduct for Governors.

**28/16 COLLEGE AND GOVERNOR EVENTS**

Members NOTED the CECAMM open evening arrangements and the Chair encouraged everyone to attend.

The Corporation NOTED the report.

**29/16 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION**

The Chair informed Members that he had taken action to resolve a dispute between HSE and SSE and provided the background detail.

The Corporation RATIFIED the Chair's action in resolving the obstructed dispute between HSE and SSE by taking action to grant indemnity for the three months when the CECAMM site (excluding substation land) becomes the College's freehold.

The Chair then provided background information regarding a contract between the College and Pick Everard and, following discussion:

The Corporation APPROVED the signing of the Centre of Excellence Framework Agreement for construction consultancy services between the Isle of Wight College and Pick Everard.

**30/16 GOVERNOR CONTACT DAY ACTION PLAN**

The Chair appraised the new student Governors of the nature and purpose of the Contact Day and asked them for their views on their respective courses and the College in general. The students responded in detail and were generally very positive about their experiences.

It was noted that a detailed action plan had been requested from the Assistant Principal (Students, Teaching & Learning and HR), following the April 2016 Governor Contact Day. The Principal stated that she was comfortable with the actions identified in the plan and that Governors would receive a progress update later in the academic year.

The Corporation CONSIDERED the Governor Contact Day Action Plan.

Tracy Bull joined the meeting at this point and with the agreement of Members the Finance items were taken out of order.

**31/16 MONTHLY FINANCE REPORT**

The College Accountant took Members through the report and informed them that the College is reporting an operating surplus of £257k (versus a budget surplus for the year to date of £427k). This is a £171k adverse variance. She stated that the key variances on the Income and Expenditure Account relate to funding income being behind profile (no ESF and apprenticeship growth income to date) and full cost income is slightly behind profile at this stage. She added that labour costs are higher than budget because the savings have not yet translated into the required cost reduction.

The College Accountant then drew Members' attention to the balance sheet, which continues to look strong, and then provided detail on the fixed assets, debtors and cash days in hand. The financial health of the College should be "good" in October, at 200 points (assuming the College achieves the budget income).

A number of questions were asked regarding "income and savings not yet translated into cash" and how confident the College is of receiving them. ESF income and how critical it is for the College budget; effective deployment of staff, including fractional and sessional staff and staffing costs as a percentage of College income and where the College stood in relation to the FE sector benchmark.

The College Accountant and Principal responded in detail, indicating that mitigating action will be taken in January 2017 if anticipated income has not been received. With regard to deployment of staff, the Principal stated that this is a challenge for all sector colleges but the College rigorously monitors staff timetables and seeks to fully deploy staff across the academic year. With regard to staffing costs as a percentage of income, the Principal stated that there was no specific sector benchmark but analysis indicates that 57-59% is the current norm.

The Corporation CONSIDERED the report.

**32/16 BANKING COVENANTS**

The College Accountant informed Members that due to conversion to FRS102, the Isle of Wight College and Lloyds Bank must agree the definitions of the bank covenants

for the period 31 July 2016 onwards. The College and the bank have been engaged in lengthy discussions to agree the definitions and terms and the resulting arrangements will not be detrimental to either side. She added that the external auditors require the new arrangement to be in place, with the required signatories, before they can sign off the 2016 annual accounts.

Responding to questions, the College Accountant stated that fundamentally, nothing material has changed, other than the terminology, and the amendments have been scrutinised to ensure they do not disadvantage the College.

The Chair then provided a summary of the borrowing history with Lloyds Bank and asked for Corporation approval to sign the amended banking covenants.

The Corporation APPROVED the amendment letter provided by Lloyds Bank and authorised the Principal and Chair of Corporation to authorise the amendment.

The Principal thanked the College Accountant for the excellent work she has undertaken in relation to the covenants.

### **33/16 LOCAL GOVERNMENT PENSION SCHEME**

The College Accountant reminded Members that the Local Government Pension Scheme (LGPS) is a statutory pension scheme, available primarily for employees of local authorities. Unlike other statutory public sector pension schemes, the administration of the LGPS is not centralised. It is usually administered at a local level, often by a county council, and the benefits payable from the scheme are fully funded. The Isle of Wight College belongs to the Isle of Wight Council LGPS and the College contributions are amongst the highest in the sector. As a result, it should be noted that the pension deficit for the Isle of Wight scheme is significantly lower per contributor than the vast majority of other schemes.

Members were informed that a timetable of meetings has been scheduled and it is anticipated that the final agreed results and contribution rates for all employers will be approved by the pension fund committee at a meeting on 17 February 2017. New contribution rates will be effective from 1 April 2017 but for the College from 1 August 2017.

The Corporation CONSIDERED the report.

The College Accountant left the meeting at this point.

### **34/16 HEALTH & SAFETY REPORT 2015/16**

Members considered a detailed report that addressed health & safety policies and procedures; HASP's and H&S inspections; internal H&S audits; staff training; H&S through construction processes; key improvements during the year; learner safety; national accident statistics for 2015/16; insurance and health and staff sickness statistics.

The Chair thanked the Assistant Principal (Finance and Resources) and the College Health & Safety Manager for a very comprehensive report. He stated that, without being complacent, the report, particularly given the size of the organisation, was positive and the sector benchmarking data supported this view.

Questions were asked regarding the reason for the significant rise in back and neck injuries, the take up of the free health checks and the reduction in short term sickness rates. The Principal responded in detail and agreed to provide responses to the questions. Members also requested separate data for teaching and support staff and the inclusion of sessional staff, where possible, in future reports.

DL

PT

The Corporation CONSIDERED the report.

### 35/16 PRINCIPAL'S REPORT

The Principal took Members through her report, which provided a number of strategic updates in relation to the Solent Area Review, developing an insolvency regime for the FE and 6<sup>th</sup> Form sector, a technical and Further Education Bill and the AoC autumn statement. In addition, she drew attention to the HEFCE guide to quality assessment, pension contributions and job evaluation funds and stated that these would be addressed in more detail at a later point in the meeting. The Principal also informed Members that the College had successfully hosted "Your Future", a careers educational job fayre organised in partnership with Young Chamber, County Press, Island Futures and the Isle of Wight Council. The event had been an outstanding success with over 750 visitors attending.

The Corporation CONSIDERED the report.

### 36/16 SOLENT AREA REVIEW: FINAL REPORT

A brief discussion took place regarding the final report, which had been previously emailed to Members. A robust comment was promised by the FE Commissioner about the proliferation of small 6<sup>th</sup> forms in Island schools. It was disappointing that the comments in the report on this issue did not reflect the promise made. It was agreed that it was a disappointing document, particularly given the significant amount of time and effort that had been given to attending meetings and responding to consultation requests. It was agreed that the College should seek to benefit, via the County Press, from the publication of the local area review report and the College should prepare a press release in anticipation of the publication.

PT

The Corporation CONSIDERED the report.

### 37/16 HIGHER EDUCATION STRATEGY/ANNUAL REPORT AND ANNUAL QUALITY ASSESSMENT RETURN

Members were informed that in November 2014 the Corporation approved the College's HE Strategic Plan for the period 2014/17. HEFCE are now introducing a new quality framework with a requirement for the governing body to supply specific assurances. Members considered the annual report and noted that standards are being maintained and the provision meets the expectations and current requirements of HEFCE.

Nigel Hastings, given his extensive HE background, was consulted on the proposed new quality framework and he took Members through the proposal and implications for Governors in signing the assurance template. Extensive discussion then took place and the Assistant Principal (Students, Teaching & Learning and HR) was asked to merge action plans relating to the continuous improvement of the student academic experience and student outcomes.

RW

Subject to the above action, the Corporation APPROVED the signing of the annual quality assessment return template for FE Colleges.

**38/16 EXAMINATION RESULTS 2015/16**

In the absence of the Assistant Principal (Quality Improvement), the Principal took Members through the report. She focused on the English and maths GCSE results and, in particular, the low (11%) high grades in English. She said that the national average is 31% and this area of College provision requires significant improvement and is being addressed.

Consideration was given to the other results, detailed discussion took place, with particular focus on the main areas of concern, and GCSE actions for 2016/17 identified in sections 5 and 6 of the report.

The Corporation CONSIDERED the report.

**39/16 MENTAL HEALTH REPORT**

Members considered the report, which provided the outcomes of a mental health survey conducted by the Association of Colleges. Members asked how the College supports students with mental health issues and the Principal identified a range of provision that is co-ordinated through the Student Services and Student Progress Advisor team, in partnership with a range of external agencies. Following discussion, the Principal was asked to provide details of the College's position in relation to the statistics produced by the Association of Colleges.

**DL**

The Corporation CONSIDERED the report.

**40/16 ANNUAL REPORT TO GOVERNORS 2015/16 OF CREDIT CARD USAGE, GOVERNORS' EXPENSES AND FOREIGN TRAVEL**

The Corporation NOTED the report.

**41/16 ANY OTHER BUSINESS**

There were no items of any other business.

**42/16 DATE OF NEXT MEETING**

Wednesday 14 December 2016 at 16.00hrs – 18.30hrs in room L8.

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

<p><b>MISSION STATEMENT</b>  <b>Putting Students First   Working for Employers   Supporting Our Community</b></p>
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