

**MINUTES OF A MEETING OF THE CORPORATION HELD ON**  
**WEDNESDAY 12 JULY 2017**  
**IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2016/17
<b>GOVERNORS:</b>	Mr Peter Conway	Chair	✓	7 of 9
	Dr Nick England	Vice Chair	✓	8 of 9
	Mrs Debbie Lavin	Principal	0	8 of 9
	Mr Graham Cooper		✓	6 of 6
	Mr Steve Corbett		0	5 of 9
	Mr Matt Grzegorzewski		0	6 of 9
	Prof. Nigel Hastings		✓	8 of 9
	Ms Catherine Jackson	Support Staff Governor	✓	9 of 9
	Mr Frantz Meckler	Student Governor	✓	8 of 8
	Ms Ginnie Orrey		✓	8 of 9
	Mrs Sheila Paul		✓	8 of 9
	Mr Martyn Pearl		✓	8 of 9
	Dr Nick Sinnamon		✓	8 of 9
	Mr Ben Slade	Student Governor	✓	8 of 9
	Mr Phil Truckel	Teaching Staff Governor	✓	7 of 9
	Ms Jenni Turner	Student Governor	✓	7 of 8
	Dr David Wake		✓	6 of 9
<b>Attendance % this meeting:</b>	<b>84.21%</b>	<b>Present at this meeting:</b>	<b>16 of 19</b>	
<b>Attendance % year to date:</b>	<b>83.75%</b>	<b>Total attendance year to date:</b>	<b>134 of 160</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>	Mrs Debbie Lavin (P), Mr Steve Corbett (W), Dr David Wake (W)	

The Chair informed Members that, for family related matters, the Principal was unable to attend the meeting. He also reminded Members that this was the last meeting for Mr Phil Truckel (Teaching Staff Governor) and the three Student Governors. Members thanked them for their contribution and a presentation was made to the Student Governors.

**ACTION**

**99/17 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.

**100/17 APPROVAL OF THE NON-CONFIDENTIAL, STAFF & STUDENT CONFIDENTIAL AND STAFF, STUDENT & SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 JUNE 2017**

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

**101/17 MATTERS ARISING FROM THE MINUTES OF 21 JUNE 2017**

It was noted that the College Charter had been amended and that the "Post Project Evaluation report" would be considered later in the meeting.

**102/17 COMMITTEE MINUTES****DRAFT CONFIDENTIAL CAPITAL COMMITTEE MINUTES OF 21 JUNE 2017**

The Corporation NOTED the minutes.

**103/17 CALENDAR OF CORPORATION MEETINGS 2017/18**

The Corporation APPROVED the Calendar of Meetings.

**104/17 GOVERNOR CONTACT DAY 2017 and 2018**

Members considered the report on the 2017 Governor Contact Day and then discussed the proposals for 2018. It was agreed that a new approach should be adopted and the Assistant Principal (Students, Teaching & Learning and HR) agreed to provide a draft programme at the February 2018 Corporation Meeting.

**RW****105/17 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTIONS**

The Chair provided a brief progress update on E Block, the outstanding Pathways and STEM building works and current CECAMM developments. He reminded Members to keep clear the 13 September 2017 as a possible date for the opening of CECAMM.

Discussion took place regarding the hydrotherapy pool and the works required to complete it.

The Corporation APPROVED the College to contract directly with Trident to complete the outstanding works, if required.

With the agreement of Members, the next item was taken out of agenda order.

Cheryl Ross joined the meeting at this point.

**106/17 HEAD OF DEPARTMENT REPORT FOR HEALTH, BUSINESS & ADULT LEARNING**

The Head of Department, Cheryl Ross, provided Members with the context for her departments' work and drew attention to the outstanding grade for Adult Learning in the recent inspection report. She then identified and focused on the seven priority areas for improvement and development within the department.

The Chair questioned the Head of Department on the distance learning provision and congratulated the team on the 1,400 enrolments. However, he asked what specific action was being taken to maintain current quality and development of the provision. A question was asked on student attendance in English and maths and also the extent of the "ownership" of English and maths by staff in the sections within the department. A further question was asked regarding responding to competition from Island schools offering provision in areas like Health & Social Care. The HoD was also asked if Island business leaders are invited into the College to talk to Business students. The HoD responded to all the above questions to the satisfaction of Members.

A further question was asked regarding how department staff respond to poor student attendance and punctuality and what action was taken to address this. Members agreed that it was important to engender good work ethic values in all students and particularly those attending vocational courses.

The Corporation CONSIDERED the report.

Cheryl Ross left the meeting at this point.

Tracy Bull joined the meeting at this point.

**107/17 MONTHLY FINANCE REPORT**

The College Accountant took Members through the report and reminded them that the management accounts report the actual position for the 11 months to June 2017. She stated that the College is now reporting a loss of £304k (versus a budget surplus of £433k, which is a £737k adverse variance, and a £58k worsening position in month). She drew attention to the detail of the income and expenditure account and stated that the bank covenants were met in month and that the financial health category of the College remains as satisfactory.

Questions were asked regarding the depreciation of the CECAMM building and assets and the forecasting of staff pay. With regard to the latter, a question was asked as to whether there were any lessons to be learned for next year. The Assistant Principal (Finance & Resources) provided a detailed response, referring to reduced general income, the lack of CECAMM income and staffing

levels.

The Corporation CONSIDERED the report.

**108/17 LATEST ESTIMATE**

The Assistant Principal (Finance & Resources) informed Members that a surplus will not be made in the 2016/17 year and the College is focusing on avoiding breaking the cash flow covenant.

The Corporation CONSIDERED the report.

The meeting reverted to the original agenda.

Frantz Meckler left the meeting at this point.

**109/17 PRINCIPAL'S REPORT**

The Deputy Principal took Members through the report which addressed the two-year financial plan; AoC policy updates; the Ofsted inspection report; the Strategic Plan 2017/2020; an English and maths progress update and outstanding capital build works.

A question was asked in the light of the Grenfell Tower fire and the Assistant Principal (Finance & Resources) was asked how often potential fire issues, testing, evacuation procedures and other fire related matters are monitored. The Assistant Principal responded that monitoring is exceptional and far in excess of legislative requirements.

The Corporation CONSIDERED the report.

**110/17 NATIONAL ACHIEVEMENT RATES 2015/16**

Members considered the report that provided an update on the national achievement rate tables (NART) for 2015/16 and compared these rates against the performance of the College.

The report was considered in detail and a number of specific questions were asked regarding the College's performance. The Assistant Principal (Quality Improvement) responded to the satisfaction of Members.

The Corporation CONSIDERED the report.

**111/17 COLLEGE STRATEGIC PLAN 2014/17 EXTENSION REQUEST AND UPDATE ON DRAFT 2017/20**

The Corporation APPROVED an extension of the current Strategic Plan to 31 October 2017.

**112/17 COLLEGE HIGH LEVEL PIs AND TARGETS 2016/17 MONITORING REPORT AND 2017/18 RECOMMENDED KPIS**

A brief discussion took place regarding the 2016/17 KPIs and then the Assistant Principal (Quality Improvement) took Members through the KPIs and targets recommended for 2017/18. These were considered in detail and discussion took place regarding student destinations and progressing from Level 3 to Higher Education and the need, given the significant costs of HE, to provide very clear guidance to students on appropriate progression. The Staff Governor (Careers Advisor Marketing) agreed the need to be clear that gaining a degree should have a positive impact on future life choices and confirmed that the College consistently strives to do that.

The Corporation CONSIDERED the 2016/17 High Level Performance Indicators and APPROVED the High Level Performance Indicators for 2017/18.

**113/17 PAY POLICY FRAMEWORK 2017/18 AND MARKET SUPPLEMENT POLICY 2017/18**

The pay framework and Market Supplement Policy were considered and the need to make “market forces payments” was recognised. The potential danger of paying a poor performing Teacher in a high demand area more than an outstanding Teacher in a non-shortage area was recognised.

The Corporation APPROVED the revised pay framework and Market Supplement Policy for 2017/18.

**114/17 RISK REGISTER/REVIEW OF HIGH LEVEL RISKS: ANNUAL REPORT**

PT

The Corporation noted that this would be presented at the October 2017 meeting.

**115/17 SEND CONSULTANCY REPORT ACTION PLAN UPDATE**

The Corporation CONSIDERED the report.

**116/17 TEACHING, LEARNING AND ASSESSMENT REPORT**

It was agreed that the detail in the report had been considered in the pre-meeting Ofsted Inspection Report item.

**117/17 RESULTS OF PARENTS’ SURVEY**

The Corporation CONSIDERED the report.

**118/17 SAFEGUARDING TERMLY REPORT**

The Corporation CONSIDERED the report.

**119/17 DRAFT TWO YEAR FINANCIAL FORECAST AND 2017/18 BUDGET**

The Assistant Principal (Finance & Resources) reminded Members that the budget had to be submitted to the Education Skills Funding Agency (ESFA) by 31 July 2017. He then took Members through the four sections of the draft submission and concluded by stating that the College is projecting a small surplus for 2017/18 and similarly for 2018/19. However, the Assistant Principal drew attention to the significant risks associated with the forecast which required a reduction of circa £1m in staffing.

Governors noted that the income targets would need to be monitored very closely and asked if there was a plan B for if the initial business restructuring was not successful in addressing any income shortfall. The Assistant Principal responded in detail to the satisfaction of Members. A brief discussion then took place on the possibility of using 'sponsored lecturers' as sometimes takes place in Higher Education.

The Corporation APPROVED the two-year financial forecast and 2017/18 budget.

**120/17 CAPITAL PURCHASE AND FINANCING**

The Corporation APPROVED the purchase of £150k capital items through a hire purchase agreement with Barclays Bank for 2017/18.

**121/17 REAPPOINTMENT OF INTERNAL AUDITORS**

The Corporation APPROVED the reappointment of Southern Internal Audit Service as the College Auditors for 2017/18.

**122/17 INTERNAL AUDIT STRATEGIC PLAN**

The Corporation APPROVED the Internal Audit Strategic Plan.

**123/17 EXTERNAL AUDIT PLANNING MEMORANDUM**

The Corporation APPROVED the External Audit Planning Memorandum.

**124/17 ANY OTHER BUSINESS**

There were no items of any other business.

**125/17 DATE OF NEXT MEETING**

Wednesday 18 October 2017 at 16.00hrs – 18.30hrs in room L8.

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

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