

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 16 DECEMBER 2015
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2015/16
GOVERNORS:	Mr Peter Conway	Chair	✓	3 of 9
	Dr Nick England	Vice Chair	✓	2 of 9
	Mrs Debbie Lavin	Principal	✓	3 of 9
	Ms Michelle Campbell	Support Staff Governor	✓	3 of 9
	Mr Steve Corbett		✓	3 of 9
	Mrs Jan Gavin		✓	3 of 9
	Mrs Jessica Garbett		✓	2 of 9
	Prof. Nigel Hastings		✓	3 of 9
	Mr Mike Hosking		✓	2 of 9
	Ms Wallis Haywood		0	2 of 9
	Ms Ginnie Orrey		✓	2 of 9
	Mrs Sheila Paul		✓	2 of 9
	Dr Nick Sinnamon		✓	2 of 9
	Mr Phil Truckel	Teaching Staff Governor	✓	1 of 9
	Dr David Wake		✓	1 of 9
Attendance % this meeting:		93%	Present at this meeting: 14 of 15	
Attendance % year to date:		91%	Total attendance year to date: 41 of 45	

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	0
	Mr Peter Thompson	Assistant Principal – Resources & Finance	✓
	Miss Fidelma Washington	Assistant Principal – Curriculum & Quality Improvement	✓
	Mr Roland White	Assistant Principal – Teaching, Learning & Students	✓
	Mrs Tracy Bull	College Accountant	0
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Wallis Haywood (W), Lynne Christopher (H)		

ACTION

168/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA Advisory Board and Mr Steven Corbett as an employee of Portsmouth University and link with the Education Training Foundation contract. Prof Nigel Hastings as married to a governor of the Innovation Trust.

169/15 APPROVAL OF NON CONFIDENTIAL AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2015

Subject to one amendment the minutes were approved as a true record.

170/15 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE 25 NOVEMBER 2015

It was noted that the two matters arising had been addressed.

171/15 COMMITTEE MINUTES

DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2015

The Corporation noted the draft Capital Committee minutes.

172/15 DRAFT AUDIT COMMITTEE MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2015

The Corporation noted the draft Audit Committee minutes.

173/15 DRAFT GOVERNANCE SAR 2014/15

The Chair reminded Members that there had been a more limited consultation process on the SAR than in previous years. This was due to the demands placed on the College and the Governing body by the requirements of the Solent Area Review. The Chair thanked Members for their contribution to the draft SAR circulated for comment. Feedback has been incorporated into the final document and the observations on areas of particular strength and areas for future development have been extremely helpful.

The Chair said that feedback from the SAR panel regarding governor performance and contribution was very positive but the recommended grade for 2014/15 was a grade 2, as opposed to a grade 1 last year.

Discussion took place regarding what further contribution governors could have made to support the College in terms of monitoring performance, providing advice, giving specific support to key areas of College activity.

The Principal informed Members that the framework has changed and the governance grade, as well as the overall College leadership and management grade, have been affected by maths and English student outcomes. She stated that although 65% of students passed maths and English, 35% of students did not, and the impact of this on the College leadership and management grade is a negative one. Governors could understand the impact of poor maths and English performance on the governance SAR grade but not on the curriculum areas that cannot control the quality of maths and English provision. The Principal acknowledged this was difficult but reminded governors that curriculum areas are responsible for programmes of study, which include the vocational element, work experience and maths and English. Some areas teach maths and English embedded in area, others have a mixture of embedded and centrally taught. GCSE's are centrally taught and it is for curriculum area staff to ensure their learners attend. If attendance improves then outcomes will improve and it is in everyone's interest to ensure this happens.

The Assistant Principal – Teaching, Learning and Students explained the challenge faced by teaching staff regarding student's attitude to maths and English. He said that poor attendance was being addressed but this was leading to challenging behaviour in the classroom because many of the students failed to see the relevance for their chosen subject areas, despite staff becoming more adept at embedding maths and English into the core vocational curriculum.

A lengthy and wide-ranging discussion took place on how student outcomes in maths and English could be improved. In response to a question regarding the "setting" of students, the Principal said that currently setting did not take place. A governor view was expressed stating that "ability setting" is essential for maths. He added that "setting by motivation" should also be considered and if possible more teaching hours than the current 90 should be allocated. It was made clear that the funding body dictates the hours and the college cannot increase the hours at this time.

Discussion took place regarding developing employer engagement and a governor who is an

employer said that she would be willing to visit the College to speak to students, explain the importance of maths and English, and try to motivate them. Other employers, particularly in vocational areas, could also be invited to speak to students regarding the relevance of maths and English.

The difference between functional skills and GCSE qualifications was considered, as were the determinants for allocating students to particular programmes. A question was raised regarding the national position and whether there was a move away from the “pure maths” approach. The Principal responded that the perceived “gold standard” is still being pursued nationally but the AoC is lobbying for a change to reflect the hard work being done by colleges, despite the potential negative effect that this area of work is having on college funding. The current focus by government on problem solving and original thinking was discussed and it was recognised that it is extremely difficult to change government policy.

Principal

The Principal was asked what governors could do to improve student performance in maths and English. She stated that the College quality improvement plan requires targets to be set and approved by governors and progress rigorously monitored. She added that there will be a governor led project on “governors in maths and English” and the development of this will be considered at the January strategy day, she also suggested that the observations carried out by governors be in maths and English for the next academic year. She also suggested they monitored maths and English attendance.

The Corporation APPROVED the Governance SAR 2014/15.

174/15 COLLEGE AND GOVERNOR EVENTS

The Corporation NOTED the events calendar.

175/15 CHAIRS BUSINESS/RATIFICATION OF CHAIRS ACTION

The Chair reminded Members of the importance of the January strategy day and informed them that Norma Honey – Maths Adviser would be presenting during the first hour and the rest of the day will be given over to the area review and associated aspects, including marketing.

The Chair updated Members on progress with the STEM and SLDD outstanding building issues and said that they were now being actively addressed, following action by David Loudon. A particular priority is to address the problems with the hoist for the pool, both for College students and external organisations who are seeking to hire the facility.

He notified Members that he and David Wake had signed the CECAMM contract earlier that afternoon and in terms of due diligence informed them that; the contract had been considered by Bond Dickinson solicitors, Balfour Beatty’s current finances have been investigated by the College Accountant and David Loudon has overseen the development of the contract. He added the he is confident that the College cash flow position is good, no loans are required and all Solent LEP project criteria had been met.

The Chair informed Members that the College seal has been applied to the CECAMM contract.

Chris Harpum joined the meeting at this point and with Members agreement the Chair revised the agenda to bring forward the Head of Department report on the sixth form.

176/15 CURRICULUM UPDATE FOR THE COLLEGE SIXTH FORM

The HoD stated that the purpose of his report is to update governors on the performance of the sixth form and highlight the department's position in the current year, detail areas for improvement identified from the most recent SAR and summarise progress made to date. He added that there was an air of sadness in his presentation but stated that there is much that the College should be proud of. He reminded them that the sixth form was assessed on the outcomes for AS and A2 separately rather than together and the grade for AS was a grade 3 (requires improvement) and the grade for the A2 was a grade 2 (good). He then took Members through the detail of his report, covering A2 achievement, destinations data, AS and A2 high grades, value added and attendance and retention. He also outlined the range of A level provision and some of the non-curricular activity and events, for example the "Aspirations week", the developing partnership with Ryde School and external curriculum related visits.

Members recognised the difficulties involved in managing the sixth form and its students and staff during a very challenging period. The HoD was formally congratulated on how well he was managing this. Governors asked him to identify the key risks for the sixth form and the HoD said that staff turnover; A2 retention; STEM high grades and value added and attendance for A2 were the key areas of risk.

A question was asked regarding whether there will be a compensating factor made to allow for students dropping out, or dropping a subject, during the course of this academic year (which would potentially see an improvement in % achievement). The HoD provided a detailed and comprehensive answer.

The HoD was asked that if we had an AS group this year what would he be doing differently. The HoD responded that the actions currently being implemented would be highly relevant, namely; support for students outside the classroom; removing underperforming staff (which has been actioned); employing good new staff, which has also been implemented. He added that the last academic year presented a set of unusual challenges for staff because of the high percentage of students with mental health issues. He was asked if the recently appointed staff would have an opportunity to be redeployed within the College when the sixth form closes and he responded that where appropriate they would.

The Principal stated that the HoD has been remarkable during this year and she wanted it formally logged that he had done an extremely professional job in holding the sixth form students and staff together. This was endorsed by the Chair who added his thanks.

The Corporation CONSIDERED the report.

Chris Harpum left the meeting at this point. Ginnie Orrey and Jan Gavin also left the meeting at this point.

177/15 DRAFT JANUARY 2016 STRATEGY DAY AGENDA

The Chair said that this had been addressed earlier in the meeting and that a draft agenda would be formalised by him and the Principal.

178/15 COLLEGE SELF ASSESSMENT REPORT 2014/15

The Principal reminded Members that the purpose of the report was for them to consider and approve the recommended draft College self-assessment report for 2014/15 as part of the quality assurance and improvement process. She added that the College chose to use the

new Common Inspection Framework (CIF) introduced in September 2015 to self-assess against. She explained that there are many changes to the CIF, including the introduction of a new “aspect” called “personal development, behaviour and welfare”, which is graded, as well as a new “type of provision”, which is graded separately. She then took Members through the detail of the report and explained the difficulties faced by the panel in determining the final self assessment grade. Members were informed that once the Corporation approved the final grades, the full College summary SAR would be completed and posted on the provider gateway. Quality improvement plans, to support both individual self-assessment reports and the overall college SAR, have been prepared and progress will be monitored in December 2015, March and June 2016 to ensure that the necessary progress is being made to secure improvements and maintain high standards.

The Corporation APPROVED the College self-assessment report 2014/15.

179/15 OUTCOMES FOR LEARNERS/COLLEGE SUCCESS RATES 2014/15

The Assistant Principal – Curriculum & Quality Improvement took Members through the College report on student performance and learner outcomes for 2014/15. Success rates and value added were considered under the headings of strengths; key areas for development and other areas for development. Work based learning was considered under the heading of strengths and other areas for development; achievement gaps between different groups of learners under the heading strengths and other areas for development; performance by curriculum subject sector area under the heading strengths and learning progression and destinations under the strengths heading.

The Corporation CONSIDERED the report.

180/15 PRINCIPAL'S REPORT

The Principal informed Members that the report was no longer required to be confidential and started by congratulating Dr Nick England on his recent appointment as High Sheriff which he will take up in 2 years time. The Principal then took Members through her report which provided strategic updates on the external subcontracting audit, the government spending review, capital builds and the Solent area review. With regard to the spending review she drew attention to the appendix attached to her report, provided by the AoC, and stated that there had been some key changes to funding, particularly for adult provision, and work will be done to assess the impact on the College.

Principal

With regard to the Solent Area Review, the Principal reminded Members that the FE Commissioner has asked all parties to declare their options at the January 2016 area review meeting and it is important therefore that the Corporation mandate the Chair and Principal to do that. Following discussion, this was agreed, whilst recognising that a detailed consideration of options by the Corporation will take place on the 20th January 2016, which is after the 16th January Area Review meeting. Members were informed that the whole review process will be completed in March 2016.

The Corporation CONSIDERED the Principal's report.

181/15 TEACHING, LEARNING AND ASSESSMENT TERMLY REPORT

The Assistant Principal – Teaching, Learning and Students took Members through his report which he reminded them was the first for 2015/16 on the quality of teaching, learning and assessment of the College. Members considered the report and a specific question was asked regarding whether there is an examination board that the College can use that provides

exam based assessment. The Assistant Principal responded that there was and consideration will be given to that next year.

The Corporation CONSIDERED the report.

182/15 SAFEGUARDING BOARD TERMLY REPORT

The Assistant Principal – Teaching, Learning and Students took Members through his report which addressed referrals to children’s services (Hants Direct) and the vulnerable adult team; bullying; staff training; Local Safeguarding Children’s Board (LSCB) and the Local Area Designated Officer (LADO). He stated that there were no significant issues or areas of concern to report.

RW

The Corporation CONSIDERED the report.

183/15 EQUALITY AND DIVERSITY SCORECARD SUCCESS RATES UPDATE

The Assistant Principal – Teaching Learning and Resources stated that there were no issues and it will now be published on the College website.

184/15 A LEVEL AND GCSE RESULTS

Members agreed that this item had been addressed by the earlier report on the College sixth form.

The Corporation NOTED the A Level and GCSE results.

185/15 CURRICULUM UPDATE FOR SIXTH FORM

Considered earlier in the meeting.

186/15 MONTHLY FINANCE REPORT

The College Accountant took Members through the report and reminded them that the management accounts report the actuals for the 4 months to November 2015. To date, the College is reporting an operating surplus of £223k, versus a budget target surplus of £422k. This is a £197k adverse variance – which is £51k worse than last month. Key variances include the following: Funding income is behind profile – the key variance being the additional £470k of budgeted Local Authority High Needs Income has not been confirmed, so it was not possible to accrue for it (£154k). Subsequently, £420k of the £470k has been confirmed (which can now be adjusted in the December 2015 accounts). Certain income streams are performing adversely to target. Full Cost Income is £62k behind profile, and the finance team are working with the budget manager to reforecast the annual income, as indications are they are unlikely to meet the £313k income target. Non Pay Costs are higher than the budget for the year to date. This includes: Staff development costs are higher : 75% of the annual budget has been spent. Franchise costs (Island Training) are in advance of profile – there have been increased numbers of students studying through us at other colleges – we will need to secure an amended year end forecast. The balance sheet continues to look strong. Cash is high at £1.9m (some relates to build projects not yet spent). Debtors are being chased – 24+ loans are £98k higher than in November 2014, and bursaries are still not allocated and processed. The College currently has a financial health category of Good at 210 points (200 points November 2014).The 14/15 financial statements are in the final stages of sign off.

187/15 ANNUAL REPORT OF THE AUDIT COMMITTEE

It was noted that the annual report of the Audit Committee has been considered and commented on by all members of the committee.

The Corporation APPROVED the annual report of the Audit Committee 2014/15.

188/15 INTERNAL AUDIT REPORT

It was noted that the annual internal audit report had presented an opinion for 2014/15 that the Isle of Wight College framework of governance, risk management and management control is adequate and audit testing has demonstrated controls to be working in practice. The Chair of Audit asked that it be noted that the report has not been to the Audit Committee but there were no material issues raised in the report.

All

The Corporation APPROVED the annual internal audit report 2014/15.

189/15 AOC SENTENCING GUIDELINES FOR HEALTH AND SAFETY OFFENCES 2015

The Assistant Principal – Resources and Finance drew Members attention to the recent H&S briefing provided by the Association of Colleges. He asked that Members consider and note the new guidelines.

The Corporation CONSIDERED the report.

190/15 EXTERNAL COLLABORATIVE PROJECTS AND PARTNERSHIPS LOG

The Corporation NOTED the report.

191/15 ANNUAL REPORT TO GOVERNORS 2014/15 OF CREDIT CARD USAGE, GOVERNORS EXPENSES AND FOREIGN TRAVEL

The Corporation NOTED the report.

192/15 ANY OTHER BUSINESS

There were no items of any other business.

193/15 DATE OF NEXT MEETING

Wednesday 24th February 2016 at 16.00hrs – 18.30hrs in room L8.

Chairman: _____ Date: _____

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