

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 25 NOVEMBER 2015
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2015/16
GOVERNORS:	Mr Peter Conway	Chair	✓	2 of 9
	Dr Nick England	Vice Chair	0	1 of 9
	Mrs Debbie Lavin	Principal	✓	2 of 9
	Ms Michelle Campbell	Support Staff Governor	✓	2 of 9
	Mr Steve Corbett		✓	2 of 9
	Mrs Jan Gavin		✓	2 of 9
	Mrs Jessica Garbett		0	1 of 9
	Prof. Nigel Hastings		✓	2 of 9
	Mr Mike Hosking		0	1 of 9
	Ms Wallis Haywood		✓	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:		Present at this meeting:		12 of 15
Attendance % year to date:		Total attendance year to date:		

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

ACTION

152/15 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.

153/15 APPROVAL OF NON CONFIDENTIAL AND STUDENT CONFIDENTIAL MINUTES HELD ON THE 22 OCTOBER 2015

The minutes were approved as a true record.

154/15 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE 22 OCTOBER 2015

It was noted that two of the three matters arising had been addresses and the Chair

asked colleagues who have not completed their reviews to do so as soon as possible.

155/15 COMMITTEE MINUTES: DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 22 OCTOBER 2015

The Corporation NOTED the draft Capital Committee minutes.

The Chair provided a verbal update on progress and outstanding works relating to the Pathways and STEM buildings and the Solent LEP project. He stated that progress is being made in addressing outstanding building and site defects and informed Members that the Project Manager is exerting pressure on the contactors to have them completed in a timely manner.

The Chair informed Members that a decision had been made in the Capital Committee to name the Solent LEP project as Centre of Excellence for Composites, Advanced Manufacturing and Marine (CECAMMM). He stated that the College was close to being able to sign a contract for the CECAMMM project and he briefly took them through the contract terms as considered by the Capital Committee earlier that day.

He drew attention to section 6 of the Peter Marsh report and took Members through the terms and asked for their approval to proceed on the terms as described in the report.

The Corporation APPROVED the contract terms.

The Principal responded to a question regarding the potential risks in relation to unidentified problems in the ground and attention was drawn to risks and costs associated with the failure of Southern Water to complete foul drainage works.

With regard to the sale of E Block the Chair informed Members that the Principal was recommending a delay in the sale of E Block because interim accommodation may be required for future students pending completion of the CECAMM building.

156/15 COLLEGE AND GOVERNOR EVENTS

The Corporation noted the report.

157/15 CHAIRS BUSINESS/RATIFICATION OF CHAIRS ACTION

The Chair said that he wanted to publically thank a number of people for their considerable input into the Area Review process. He thanked members of the Senior Management team, Nigel Hastings, Nick Sinnamon, Wallis Haywood and all Governors for their outstanding contribution. He also gave particular thanks to David Wake for this work on the CECAMMM contract.

158/15 PRINCIPAL'S REPORT (CONFIDENTIAL MINUTE)

159/15 HIGHER EDUCATION STRATEGY

The Staff Governor took Members through the report and said that the College was seeking to grow this area of work. He stated that student numbers are up this year and the main challenge is to increase the number of higher level apprenticeships.

The Chair asked whether with CECAMM being developed the HE department should be planning for increased numbers in 2016/17 and 2017/18. The Principal said that consideration should be given to this but the College needs to assess all the curriculum options and associated funding.

Members noted the positive progress being made and asked that the College continues to identify development opportunities and establish the networks to support these opportunities. Members noted that the growth forecast is positive but questioned if a 40% growth target is realistic. What is the competition and what is the market data to support the above data? The Principal was asked if it was possible for the College to link into the defence developments in Portsmouth but she said that local colleges like Highbury tend to be used. However, she stated that the new CECAMM building, properly equipped will facilitate future development.

The Corporation CONSIDERED the report.

Paul Buckland joined the meeting at this point.

160/15 HEAD OF DEPARTMENT OF INTERNATIONAL, ADULT EDUCATION AND FULL COST

The Head of Department took Members through his report and the Chair asked what needed to be done to achieve language school accreditation. Members were informed that this is a lengthy process and it is not being pursued as the costs are prohibitive. The HoD identified several areas of success; including a successful bid for Erasmus Plus which has enabled five college staff to travel and experience education practice in Norway and France. A successful trip to Thailand has resulted in three new agents to act on the College's behalf and has seen the first return on income of 14k; all 15 students who sat the ESOL qualification passed; high success rates and satisfaction from employers have been reported from those who took international learners on work experience and the department has secured Council funding of £5,000 in two successive years to deliver ESOL/EFL in the community with good success rates for learners. Members noted the achievements in the above areas and congratulated the team.

Members then focussed on the key risks and the HoD said that the current strength of sterling is impacting negatively and the recent terror attacks have also had a negative impact on foreign student recruitment in general. He stated that the team are fully aware of the need to proactively develop relevant programmes.

Tracy Bull joined the meeting at this point.

Questions were raised regarding the contribution to the income of the College by International studies and the HoD replied that margins are small but although income has declined in recent years the surplus per capita has increased.

Steve Corbett declared an interest at this point as he has been talking to the HoD regarding collaborative projects. He said that he saw potential in developing British Council work and would be keen to support the College in developing this area. Whilst encouraging this the Assistant Principal – Resources and Finance stated that the cost of joining the British Council is very high. Members welcomed the huge amount of energy that is clearly going into this provision and asked if the courses are discrete courses for International students or do the students infill into existing provision? They were informed that there are a combination of opportunities, including infilling, separate English lessons and work experience. The HoD was asked if he considered the curriculum offer to be too wide ranging and would it be better to have a narrower offer and specialise to a higher level. It was also suggested to the HoD that consideration should be given to developing accredited progression routes.

The Corporation CONSIDERED the report.

Paul Buckland left the meeting at this point.

161/15 COLLEGE ACCOUNTING POLICIES 2014/15

With Members agreement The Chair asked to move to the College accounting policies. The College Accountant informed Members that that College declared an operating surplus of £134,000 in 2014/15 (the historic cost surplus of £204,000 includes the release of the revaluation reserve). She stated that the financial health category derived from this was Good and that the external audit team have made no recommendations on processes. She added that the College actioned several minor adjustments which are incorporated within the results. The Assistant Principal – Resources and Finance reminded Members that the accounts were scrutinised in detail by the Audit Committee two weeks ago.

The Chair suggested there needs to be a reference to the sixth form closure and then asked the College Accountant to take Members through the list of items required to be approved.

PT

The Corporation APPROVED the College accounting policies.

The Corporation APPROVED the statement of internal control and corporate governance.

The Corporation APPROVED the 2014/15 financial statements.

The Corporation NOTED the financial statements management letter.

The Corporation NOTED the letter of representation.

The Corporation APPROVED the Skills Funding Agency finance record.

The Corporation APPROVED the self-assessment questionnaire for regularity audit.

The Corporation APPROVED the Delamite Limited: financial statements for 2014/15.

The Corporation APPROVED the Delamite Limited: letter of support.

Members congratulated the Finance team for a very clean audit and stated that a £134,000 surplus was a very significant achievement. The Chair formally thanked the Assistant Principal – Resources and Finance and the College Accountant for all their hard work.

162/15 MONTHLY FINANCE REPORT

The College Accountant took Members through the management accounts for the three months to October and stated that they show an operating surplus of £361k (budget forecast of £519k) excluding staff restructuring. This results in £158k a year to date adverse variance. The October 2014 year to date result showed a £350k operating surplus – which was a £111k favourable variance.

She stated that the key variances in the month can be attributed to funding body income being behind profile and non-pay contingency being unspent. She added that key risks remain control of non-pay, achievement of income, control of sessional pay spent and full deployment of under deployed staff.

A question was asked regarding section 4.1: key performance indicators and why staff costs as % of income are so low at this time of year. The College Accountant provided a detailed and satisfactory response.

The Assistant Principal – Resources and Finance reminded Members that this is the third surplus in a row that the College has reported, which is highly unusual for the FE sector at this time.

The Corporation CONSIDERED the report.

Tracy Bull left the meeting at this point.

163/15 HEALTH AND SAFETY ANNUAL REPORT

The Assistant Principal; - Resources and Finance took Members through the report he stated that the learner feedback survey for 2015 reported 96% of learners feel safe at College, which is 2% higher than the national benchmark. The same survey also reported 98% of learners are aware of their responsibilities for Health and Safety, up 9% against the national benchmark and 96% thought the H&S culture in the College had helped them to lead a healthy lifestyle, up 15% compared to the national benchmark. He added that there were no RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in year.

The Chair stressed that there was no room for complacency and the College needed to remain vigilant but no reportable incidents and a low level of general incidents for the size of the College and the number of people is very good.

The Assistant Principal was asked if staff have access to external H&S briefings and updates, he stated that they do. The AoC have good support mechanisms and other individuals provide support.

The Principal requested that a H&S document, recently released by the AoC, should be presented to Corporation at the December meeting.

PT

The Corporation APPROVED the annual Health & Safety report.

164/15 ANY OTHER BUSINESS

There were no items of any other business.

165/15 DATE OF NEXT MEETING

Wednesday 16th December 2015 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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