

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
THURSDAY 22ND OCTOBER 2015
IN ROOM SF04 AT THE ISLE OF WIGHT COLLEGE**

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

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

ACTION

129/15 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.

130/15 APPROVAL OF THE NON-CONFIDENTIAL AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 15TH JULY 2015

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

131/15 APPROVAL OF THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY MEETINGS HELD ON 14TH AUGUST 2015 AND 30TH SEPTEMBER 2015

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

132/15 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 15TH JULY 2015

It was noted that all of the matters arising were being addressed, were in hand for future meetings or would be addressed during the current meeting.

133/15 COMMITTEE MINUTES DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETINGS HELD ON THE 15TH JULY AND 30TH SEPTEMBER 2015

The Chair provided a verbal update on progress and outstanding works relating to the Pathways and STEM buildings and the Solent LEP project.

The Corporation NOTED the draft Capital Committee minutes.

134/15 APPOINTMENT OF STUDENT GOVERNOR

Members noted that there are currently two vacancies for student governors on the Corporation. Students from across the College were encouraged to express an interest in becoming a Governor and those coming forward met with the Assistant Principal – Teaching, Learning & Students who explained the role and its requirements. Three students expressed an interest and were interviewed by two Governors and based on this process it is recommended that one student be appointed to the Corporation for the 2015/16 academic year.

Members considered the expression of interest provided by Wallis Haywood-Farley and supported the recommendation that she be appointed.

The Corporation APPROVED the appointment of Wallis Haywood-Farley for the 2015/16 academic year.

Wallis Haywood-Farley joined the meeting at this point.

135/15 ANNUAL REVIEW OF CONFIDENTIAL MINUTES

Members noted that minutes previously considered to be confidential have been reviewed by the clerk and some have been assessed as being no longer confidential.

The Corporation APPROVED the publication of minutes of meetings that have been reviewed and are no longer considered confidential.

Clerk

136/15 GOVERNOR ATTENDANCE 2014/15

The Corporation NOTED Governor attendance for 2014/15.

137/15 COLLEGE GOVERNOR EVENTS

The Corporation NOTED the report.

138/15 CHAIRS BUSINESS/RATIFICATION OF CHAIR'S ACTION

The Chair informed Members that he and the Vice Chair conducted some of the annual individual reviews and requested that colleagues who have not completed the reviews do so as soon as possible.

139/15 COLLEGE STRATEGIC PLAN 2015/17 – UPDATE

The Deputy Principal took Members through the revised plan and informed them that a small number of changes to the original document had been made. She stated that the update ensures the plan remains relevant following the recent local authority consultation on post 16 education on the Island, the Corporation's decision not to enrol a new core cohort of AS students and updates to the LEP skills priorities. Members raised a number of questions relating to the projected number of college students applying to university and ensuring that key strategic plan targets correlated with targets in the draft 2015/17 curriculum plan. Suggestions were also made regarding the plan layout and including specific dates, for example completing a review of shared services options by 2016 and the Principal agreed to consider the points raised and amend if appropriate.

The Corporation APPROVED the updated 2015/17 strategic plan.

140/15 HIGH LEVEL PERFORMANCE INDICATORS 2015/16

The Chair introduced this item with a summary of the process for determining the high level PI's, asking if last year's indicators had been reviewed, ones that were no longer relevant removed and new PI's introduced to monitor current areas of college activity. The Deputy Principal confirmed that this was the case and the high level performance indicators will be monitored on a termly basis by Corporation. Members had considered the proposal to withdraw several indicators/targets and tested the rationale for the withdrawal proposal. The proposed new PI's were also considered in detail and the Deputy Principal was asked to expand on the reason for their inclusion and identify how the new measures would assist Corporation in its monitoring of performance. The Deputy Principal provided a comprehensive response.

The Chair reminded Members that a key function of the Corporation is to identify performance measures and monitor them carefully. He stated that the current performance measures had been arrived at following extensive deliberation.

The Corporation CONSIDERED and APPROVED the 2015/16 high level college performance indicators.

141/15 STUDENT ENROLMENT 2015/16

The Deputy Principal introduced the report by reminding Members that the learner number allocation for 16-18 year olds for 2015/16 is 1,847. This includes all full time and part time learners and is a decrease of 38 on the previous year's allocation of 1,885. Current full time 16-18 enrolments are 1,565, which is 123 lower than the 2014/15 outturn of 1,688 and constitutes a reduction of 7.2%. Student retention will erode current numbers over the year, so the final number of learners will depend on the success of additional recruitment during the year. She stated that at the same time last year, recruitment (full and part time) was 1,738 or 116 higher than today (1,622) and that the final outturn for 2014/15 was 1,825, 22 below this year's allocation. It is likely that by the year-end the College will fall short of the 1,847 target by approximately 138 learners.

The Deputy Principal stated that it is imperative that the College successfully recruits additional learner numbers throughout the year to protect its funding

allocation in 2016/17. Members questioned the Deputy Principal on the loss of sixth form student numbers, the loss of the ProLearn contract and the impact of the declining demographic trend of school leavers on the Island. The Deputy Principal responded by informing Members that all curriculum areas across the College have worked extremely hard to either maintain or improve recruitment (although some areas have seen a decline) and would continue to do so.

Members asked what new strategies the College is introducing to target the potential short fall in numbers and the Deputy Principal responded. The Chair asked how many students enrolled in the current year are required to do maths and English and he was informed that 55% of recruited students do not have one or both of GCSE maths and English.

With regard to recruitment the Principal explained that a range of measures are being used to increase recruitment.

The Chair asked the new student governor about the College experience and received a very positive response. She stated that a number of students are returning from the schools (Medina/Nodehill) to pursue courses at the College.

The Corporation CONSIDERED the student enrolment report for 2015/16.

142/15 PRINCIPALS REPORT (STUDENT CONFIDENTIAL MINUTE)

143/15 SAFEGUARDING ANNUAL REPORT

The Assistant Principal – Teaching, Learning and Students took Members through the report and provided them with an update of activities undertaken by the College in relation to safeguarding during the 2014/15 academic year. It was noted that Mrs Sheila Paul was the designated Safeguarding Governor.

The Corporation CONSIDERED the report.

144/15 STUDENT ANTI-BULLYING POLICY AND PROCEDURE

The Assistant Principal – Teaching, Learning and Students reminded Members that they were required to consider and approve the student anti—bullying policy and procedure on an annual basis. He stated that there were only a few amendments to the previous policy and drew Members attention to the track changes. He informed them that the policy now makes reference to the promotion of British values in connection with the Prevent duty.

The Student Governor feedback was very positive about the Colleges approach to identifying and addressing bullying.

The Corporation CONSIDERED and APPROVED the student anti-bullying policy and procedure 2015/16.

145/15 LEARNING POLICY

Members asked how the policy was devised and were informed that the learning policy covers both student and staff activities and this is informed by an evaluation of activities of the preceding year; college strategic priorities and national

educational issues. He was asked how the policy is implemented and was informed that this is through the curriculum management structure and it is monitored through the College's teaching and learning group. He drew attention to the track changes and the four themes identified for action during 2015/16.

The Corporation CONSIDERED and APPROVED the learning policy 2015/16.

Sheila Paul and Nick England left the meeting at this point.

146/15 MONTHLY FINANCE REPORT

The Principal took Members through the report addressing the actual results for the College, for the year to date; the operating surplus for the year to date; income and tuition fees; pay and non-pay and cash and debtors. She informed Members that Lloyds have now taken the five payments in August that they had not previously collected and reminded them that the covenants are only measured at year end although they do need to be monitored through the year. In summary she stated that the financial health of the College is currently good and has been favourably impacted by project cash not yet spent. She reminded Members that there is a difficulty as the report was generated against the unrevised financial forecast, although the new two-year forecast is more positive.

Responding to a question regarding staff recruitment for Engineering the Principal said that it is proving very challenging and that the College is looking at a range of measures to attract high calibre applicants. Discussion took place regarding utilising retired but highly qualified engineers in some capacity but the difficulties of doing this were noted.

The Corporation CONSIDERED the monthly finance report.

147/15 HEALTH AND SAFETY POLICY

It was suggested that the policy be expanded and reordered to better capture the roles and responsibilities of College Governors. A request was also made to number the paragraphs in the policy.

PT

The Corporation APPROVED the health and safety policy 2015/16 subject to the above changes, The Clerk was asked to distribute the updated policy to Members by email.

Clerk

148/15 FINANCIAL REGULATIONS AND PROCEDURES

The Corporation APPROVED the financial regulations and procedures 2015/16.

149/15 2015/16 PARTNER CONTRACTS: PLATFORM ONE/UKSA

Corporation noted the report.

Wallis Haywood-Farley left the meeting at this point.

150/15 ANY OTHER NON-CONFIDENTIAL BUSINESS

The Clerk informed Members of a complaint from an ex-student who attended the College 14 years ago and was seeking a replacement qualification certificate. He stated that the College had made every effort to assist the individual but had now reached a decision where the College was no longer willing to communicate with the

individual.

151/15 DATE OF NEXT MEETING

Wednesday 25th November @ 16.00 – 18.30 in room L8.

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community