

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 15 JULY 2015
IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE**

			ATTENDED	ATTENDANCE 2014/15
GOVERNORS:	Mr Peter Conway	Chair	✓	8 of 8
	Dr Nick England	Vice Chair	✓	7 of 8
	Mrs Debbie Lavin	Principal	✓	8 of 8
	Miss Yasmin Bahyan	Student Governor	✓	8 of 8
	Ms Michelle Campbell	Support Staff Governor	0	7 of 8
	Mr Steve Corbett		✓	4 of 4
	Mrs Jan Gavin		✓	6 of 8
	Mr Mateusz Grzegorzewski	Student Governor	✓	7 of 8
	Mrs Jessica Garbett		0	8 of 8
	Prof. Nigel Hastings		✓	7 of 8
	Mr Mike Hosking		0	7 of 8
	Ms Ginnie Orrey		✓	7 of 8
	Mrs Sheila Paul		0	6 of 8
	Dr Nick Sinnamon		✓	8 of 8
	Mr Phil Truckel	Teaching Staff Governor	✓	8 of 8
	Dr David Wake		✓	8 of 8
Attendance % this meeting:			Present at this meeting:	12 of 16
Attendance % year to date:			Total attendance year to date:	129

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	✓
	Mrs Tracy Bull	College Accountant	0
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES:	Ms Michelle Campbell (W), Mrs Jessica Garbett (S), Mr Mike Hosking (H), Mrs Sheila Paul, Miss Fidelma Washington (H)		

The Chair opened the meeting by thanking all governors who had attended the awards day and congratulated the two student governors for the specific awards they received at the event.

ACTION

106/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA Advisory Board and Mr Steven Corbett as an employee of Portsmouth University.

107/15 APPROVAL OF THE NON-CONFIDENTIAL, CONFIDENTIAL AND STAFF, STUDENT AND SMT CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 17TH JUNE 2015.

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

108/15 MATTERS ARISING FROM THE MINUTES OF THE 17TH JUNE 2015

It was noted that the matter relating to the circulation of information in relation to Totton College have not been actioned. The Clerk will address this by the end of July.

Clerk**109/15 COMMITTEE MINUTES
DRAFT CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON THE 17TH JUNE 2015**

The Chair provided a brief summary of progress and stated that as governors were aware the STEM building had recently hosted a successful open day. The Chair then updated Members on issues regarding a completion date for the SLDD building and the action being taken to facilitate speedier completion of construction and access to the building.

It was noted that the STEM building project will be over budget due to issues with the substation and generator costs but the SLDD project is currently £14k under budget.

The Corporation NOTED the minutes of the 17th June 2015 and the Chairs verbal update from the 15th July 2015 meeting.

110/15 CALENDAR OF CORPORATION MEETINGS 2015/16

The Clerk drew attention to the calendar of meetings and asked Members to consider it carefully as a number of dates had changed from the previous draft.

The Corporation APPROVED the calendar of meetings for the 2015/16 academic year.

111/15 COLLEGE AND GOVERNOR EVENTS

Members noted the forthcoming events.

112/15 AOC GOVERNANCE SPECIALIST FEEDBACK

Members noted the feedback and The Chair commented on the positive views expressed by the visiting AoC consultant. The Clerk added that the areas for consideration and development would be reviewed at the September 2015 SAR session.

Clerk

The Corporation NOTED the AoC governance specialist feedback.

113/15 CODE OF GOOD GOVERNANCE FOR ENGLISH FE COLLEGES

The Clerk provided background information regarding the code and informed Members that detailed consideration of the document has been given by the

Search and Governance Committee and they recommended it for formal adoption by the Corporation.

The Corporation formally ADOPTED the Code of Good Governance for English FE Colleges.

114/15 CHAIRS BUSINESS

The Chair reminded Members that he would be undertaking the individual governor annual reviews during August and early September and would be assisted by the Vice Chair of Corporation.

**Chair/Vice
Chair**

115/15 PRINCIPALS REPORT

The Principal took Members through her report which provided a strategic update on Capital builds; subcontracting arrangements for 2015/16; Ofsted's new common inspection framework (CIF); the governance comprehensive spending review and the follow up to consultation on post 16 provision on the island.

With regard to consultation on post 16 provision Members expressed their disappointment and stated that the status quo will not result in improved education for Island students. They felt that the consultation design was flawed and has resulted in the maintenance of the status quo and the College needs to ensure that its collaborative approach is not detrimental to the College's curriculum delivery to students.

Members felt that the opportunities for cooperation are very slight and given the size of the College and its Sixth Form a strategic review is required to map out future options and developments, particularly in light of AS retention. It was agreed that The Corporation should consider "what if" scenarios and it was agreed that a small group of Governors would meet in late August to develop a framework for further consideration by full Corporation.

Members congratulated the organisers of the successful STEM building open day.

The Corporation CONSIDERED the Principals report.

Arelene Cooper joined the meeting at this point

116/15 COLLEGE HIGH LEVEL PI'S AND TARGETS; 2014/15 MONITORING REPORT

The Deputy Principal took Members through her comprehensive and detailed report indicating that performance against PI's measurable to date is very good on the whole and the majority of PI's for 2014/15 are exceeding targets. She then focused attention on the nine medium risk indicators (highlighted in amber) and the two high-risk indicators (highlighted in red). Members noted that where PI's have been rated as red or amber a rationale for action being undertaken to address them has been provided.

The Deputy Principal informed Members that the 2015/16 targets have not been produced as new accountability measures are being developed and therefore PI's for the next academic year will be presented for approval in October 2015. In addition Governor Dashboards will be made available.

LC

Members noted the links from the PI's report to the quality of teaching and learning report and the Vice Chair of Corporation stated that it was good that students were now being recommended to do three A Levels, rather than four, which should assist with improving retention and results.

The Corporation CONSIDERED the report.

Tracey Bull joined the meeting at this point

CURRICULUM UPDATE FOR THE SCHOOL OF VISUAL ARTS

117/15

Members considered the report and were informed that the School of Visual Arts self-assessment report was validated as Grade 2 "good" for 2013/14 and that the success rate for the same period was 88%, in line with the national average, which maintained the performance of 2012/13. Current in-year retention for the School of Visual Arts is 92%, which is in line with the 2014/15 national average and current student numbers show 94% retention going into 2015/16. Attendance is currently 88% which is 1% below the College target, although it is anticipated this will improve when all current academic year registers are complete. With regard to 2015/16 applications for the School of Visual Arts, full time course applications are positive with 125 current applications as against 101 applicants at the same time last year.

The Head of School was asked why the College is starting a Foundation Diploma when access to universities can now be direct from A Level or BTEC programmes. The Head of School stated that market research indicated a demand and recruitment will be from current IOW College students and other Island sixth forms.

Members questioned the revamped FdA, asking what changes have been made and why and how recruitment is proceeding. The Head of School provided a detailed response. A further question was asked regarding the range of apprenticeships on offer and what liaison with other island community arts groups takes place. Members were informed that liaison takes place with the Quay Arts Centre and NADFAS. Members also asked about career progression, questioning where students progress to and they were informed that they often become sole practitioners but with other employment to support them in the early stage of their careers.

The Head of School was questioned on how the visual arts curriculum is contributing to the government agenda to developing the economy and how the curriculum can be defended when Ofsted inspectors seek evidence of a contribution to the economy.

A further question was asked regarding performance across the School of Visual

Arts and whether all areas were performing equally well and Members were informed that they were. She was also asked what is the departments' strategy to address Maths and English in 2015/16. The Head of School informed Members that Functional Skills will be embedded even further into curriculum activity and the relevance of Maths and English for employment will be reinforced to students.

The Corporation CONSIDERED the report.

Arlene Cooper left the meeting at this point

118/15 QUALITY OF TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal – teaching, learning and students reminded Members that the purpose of his report is to provide Members of the Corporation with a summary of the quality of teaching, learning and assessment at the College and an update on work to further enhance standards in these key areas. He stated that the interim report confirms that the overall learning experience of students remains very good, retention is in line with expectation for this time of the year, student attendance is 87%, slightly below the target of 89% and action continues to address this. Also, as previously reported, students satisfaction with teaching and learning remains high.

Members asked for details of the specific areas giving concern and were informed that lessons in Maths and English require better planning to generate student interest; errors in spelling, punctuation and grammar are not always identified in marked work; and teachers do not always make full use of the information available to them to plan lessons. Members then questioned the Assistant Principal on what specific action was being taken to address these matters and they received a comprehensive response he was also asked what the impact of previous action has been on student satisfaction levels and Members were informed that in 70% of courses, where an action plan was requested, issues have been successfully eradicated during 2014/15. For the 30% where satisfaction remains an issue this will be addressed through the teaching and learning review meetings and robust actions agreed to ensure sustained improvement.

Members asked if there were any specific sixth form related issues and were informed that there were none relating to teaching and learning but there were some support issues that are being addressed. Members were informed that the new HoD's of construction and engineering have made a positive impact and student satisfaction in construction has improved significantly although some issues remain and these are being addressed with a specific action plan. Questioned on teacher training, the Assistant Principal stated that the area is more stable this year, although some student satisfaction issues remain. A specific question was asked regarding Level 3 Childcare and its retention issues and the Assistant Principal provided a detailed response of the action being taken

to address this.

The Corporation CONSIDERED the report.

119/15 RESULTS OF PARENTS SURVEY

The Assistant Principal – teaching and learning took Members through his report and stated that compared to 2013/14 the percentage of respondents agreeing has increased for 11 metrics, stayed the same (within a 3% tolerance) for 11 and decreased for 22. Overall the results show continuing high levels of satisfaction amongst parents and carers of students at the College.

The Vice Chair of Corporation questioned the current arrangements for AS students and stated that it may be more productive if the students were in College for year 2 teaching. The Assistant Principal was asked to review the arrangement.

RW

The Corporation CONSIDERED the report.

120/15 SAFEGUARDING TERMLY REPORT

Members questioned the arrangements for staff teaching foreign language students in The College and asked if the language schools were asked for checks on individual staff. It was noted that this was a difficult area to oversee and manage but the Assistant Principal was asked to provide feedback at the next meeting.

RW

The Corporation CONSIDERED the report.

121/15 PUBLIC SECTOR EQUALITY DUTY (PSED) REPORT

The Corporation CONSIDERED the report and APPROVED:

1. The recommendation to publish the College PSED equality information annually in December.
2. The minor changes to the Equality and Diversity policy to reflect this change.
3. The formation of a small working group of governors to provide feedback and consultation on the format of the new report.

RW

122/15 DRAFT 2 YEAR FINANCIAL FORECAST AND 2015/16 BUDGET (CONFIDENTIAL MINUTE)

LATEST ESTIMATE

The Assistant Principal – Resources and Finance reminded Members that the June report forecast an end of year position, before additional actions, of a £343,000 loss. The July update, due to additional variances in income and forecasting shows the end of year forecast is a loss of £84,000; a significant improvement on the previous forecast position. He added that based on the very latest estimate the College may achieve a very small surplus in 2014/15 of £40,000 and this has been

used as the basis for the first year of the 2-year financial forecast. He reminded Members of the critical importance of the forecast and that it will be subject to significant scrutiny by the Skills Funding Agency.

The Corporation CONSIDERED the latest estimate.

Phil Truckel left the meeting at this point.

MONTHLY FINANCE REPORT

The College Accountant took Members through the finance report and stated that the Colleges management accounts for the 11 months to June 2015 show an operating surplus of £49k (budget forecast of £42k surplus) excluding staff restructuring. This results in a £7k year to date favourable variance. She then took Members through the actions influencing this outcome. Members asked for the specific areas of concern and were informed that these relate to debtor days (student); cash days in hand; 24+ (age) plus student loans debt and cash days continued to be high due to receipts of capital build monies not yet paid to suppliers, although this is now reducing as the buildings progress. Members asked about the lower level of international income and were informed that the forecast for the year has been downturned again in month, and is predicted to be some £161k lower than the budget (£23k adverse variance in month), due to project cancellations, mostly as a result of the strong pound.

The Chair thanked the finance team for their outstanding effort in producing the projected outcome.

123/15 FINANCING FOR PURCHASE OF ASSETS VIA BARCLAYS FINANCE

Members CONSIDERED the report and APPROVED the purchase of £150k capital items through a higher purchase agreement with Barclays.

124/15 REAPPOINTMENT OF INTERNAL AUDITORS

The Corporation APPROVED the reappointment of Southern Internal Audit as College internal auditors for 2015/16.

125/15 INTERNAL AUDIT STRATEGIC PLAN

It was noted that the internal audit plan had been given detailed consideration by the Audit Committee at its June 2015 meeting and was recommended for approval.

The Corporation APPROVED the 2015/18 Internal Audit Strategic Plan.

126/15 EXTERNAL AUDIT PLANNING MEMORANDUM

The Assistant Principal – Resources and Finance provided an update on the external audit planning meeting between College managers and Baker Tilly and presented the proposed external audit planning memorandum 2015/16.

The Corporation APPROVED the external audit planning memorandum 2015/16.

127/15 ANY OTHER NON CONFIDENTIAL BUSINESS

The Principal thanked Mateusz Grzegorzewski and Yasmin Bahyan, the student governors, for their significant contribution to Corporation and presented them with a small gift. Members wished the two students the very best in their future education and careers.

128/15 DATE OF NEXT MEETING:

Governance SAR – Wednesday 23rd September 2015 at 4.00pm in room L10.

Corporation meeting – Thursday 22nd October 2015 at 4.00 pm in room L10.

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community