

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 23 MAY 2018
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2017/18
GOVERNORS:	Dr Nick England	Chair	✓	5 of 7
	Prof. Nigel Hastings	Vice Chair	0	6 of 7
	Mrs Debbie Lavin	Principal	✓	7 of 7
	Mr Graham Cooper		0	5 of 7
	Mr Steve Corbett		0	0 of 1
	Mr Robert Davies	Student Governor	0	4 of 7
	Ms Lisa Flaherty	Student Governor	✓	6 of 7
	Mr Matt Grzegorzewski		✓	5 of 7
	Ms Catherine Jackson	Support Staff Governor	0	5 of 7
	Mr Ben Lyon	Student Governor	0	6 of 7
	Ms Ginnie Orrey		✓	7 of 7
	Mrs Sheila Paul		✓	5 of 7
	Mr Martyn Pearl		✓	5 of 7
	Mr Gordon Pownall		✓	5 of 6
	Dr Nick Sinnamon		✓	7 of 7
	Dr David Wake		✓	7 of 7
	Mr Steve Winfield-Hunt	Teaching Staff Governor	✓	3 of 5
Attendance % this meeting:		62.5%	Present at this meeting: 10 of 16	
Attendance % year to date:		79.63%	Total attendance year to date: 86 of 108	

IN ATTENDANCE:	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	✓
	Ms Christina Conroy	Observer	✓
	APOLOGIES:	Professor Nigel Hastings (H), Mr Graham Cooper (P), Mr Steve Corbett (W), Ms Catherine Jackson (CW), Mr Robert Davies (CW), Mr Ben Lyon (W)	

The Chair welcomed Christina Conroy to the meeting, who was attending as an observer, with a view to applying to join the Corporation.

233/18 DECLARATIONS OF INTEREST

Dr Nick England in relation to work currently being undertaken with Island schools. Dr David Wake as a member of the UKSA Advisory Board.

234/18 APPROVAL OF THE NON-CONFIDENTIAL AND STAFF & STUDENT CONFIDENTIAL MINUTES OF THE MEETING HELD ON 25 APRIL 2018

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

235/18 MATTERS ARISING FROM THE MINUTES OF 25 APRIL 2018

It was noted that all matters arising had been actioned or would be addressed during the meeting.

236/18 CONFIDENTIAL CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 25 APRIL 2018

The Corporation NOTED the minutes.

237/18 GOVERNOR RE-APPOINTMENT

Dr Nick Sinnamon left the meeting at this point.

The Clerk reminded Members that Dr Sinnamon's term of office as a Governor would end in June 2018. However, Dr Sinnamon has stated that he would be willing to serve for a further two years and, following discussion at the March Search & Governance Committee, it was recommended that Dr Sinnamon re-appointed.

The Corporation APPROVED the re-appointment of Dr Nick Sinnamon for a period of two years from 1 June 2018 to 31 May 2020.

Dr Nick Sinnamon re-joined the meeting.

238/18 PROTECTING COLLEGE AND PERSONAL DATA

The IT Services Manager joined the meeting at this point.

The Assistant Principal (Finance & Resources) drew attention to the tabled document, "The GDPR Don'ts", and provided a brief update on GDPR legislation to-date. The IT Services Manager then took Members through a list of ten priority actions to protect College and personal data. He was then asked questions regarding encryption of laptops, using names of third parties and action by the College to raise student awareness of GDPR matters. The IT Services Manager responded in detail and to the satisfaction of Members.

239/18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Assistant Principal (Finance & Resources) informed Members that the College Data Protection Policy has been revised to incorporate the new GDPR

requirements that apply with effect from 25 May 2018.

The Corporation APPROVED the College Data Protection (GDPR) Policy.

The IT Services Manager left the meeting at this point.

240/18 REVIEW OF GOVERNOR CONTACT DAY 2018

The Assistant Principal (Students, Teaching & Learning and HR) said that based upon the feedback received, it is recommended that a similar event be held next year. A refinement to the planning process for 2019 will be that Governors will be asked to nominate areas that they would like to visit and this will be taken into account when developing the plan for the day. The Chair thanked the Assistant Principal for what had clearly been a successful day.

The Corporation APPROVED a Governor Contact Day be held in 2019, based on the style and format of the 2018 event.

241/18 CHAIR'S BUSINESS – RATIFICATION OF CHAIR'S ACTION

The Chair thanked Members for their contribution to the review of current arrangements for producing and circulating Corporation papers and reminded them that the College was committed to implementing paperless meetings. He added that the demands for compliance with the new General Data Protection Regulations added impetus to the development of this strategy.

With the agreement of Members, the agenda order was revised to consider the Head of Department report on full cost provision.

Janet Stevens, Head of Department Full Cost Provision, joined the meeting at this point.

242/18 HEAD OF DEPARTMENT REPORT: FULL COST PROVISION

The Head of Department took Members through the development of full cost provision and drew attention to current and planned activity.

She was asked a question regarding hospitality training and responded that there have been expressions of interest for training in this vocational area. She was then asked for an estimate of potential income from hospitality training during this academic year and she stated that discussions were at an early stage and therefore it was difficult to predict income. Further questions were asked regarding online training for students off the Island and whether there was a demand for online safeguarding and child protection courses. The HoD stated that currently there were no off-Island students accessing full cost provision and, with regard to safeguarding and child protection, online courses were available free of charge from other organisations. HoD

explained that tailor made courses had been delivered to a housing association on the island. It was suggested some of this content could be useful to other housing associations and the HoD agreed to take this forward.

The Corporation CONSIDERED the report.

The Head of Department, Gordon Pownall and Christina Conroy left the meeting at this point.

243/18 MONTHLY FINANCE REPORT

The College Accountant informed Members that the College's management accounts for the nine months to April 2018 show an operating surplus of £131k (budget forecast of £374k surplus) excluding staff restructuring. This results in a £243k year to date adverse variance, a deterioration of £37k. She then took Members through the detail of the report addressing the income and expenditure account, the balance sheet, trade creditors and debtors, cash flow and the bank covenants. She identified the priorities for the month as further progressing restructuring activity, working with employers who have levy capacity, careful monitoring of critical income streams (AEB, FC, HE) and micro-controlling purchase orders and payments.

The Corporation CONSIDERED the report.

244/18 LATEST ESTIMATE (*Staff and Student Confidential*)

245/18 DEBTORS' REPORT/DEBT WRITE-OFFS

The College Accountant informed Members that there is £10,556 of debt deemed to be uncollectable by the College's debt collection agency, STA Grayden.

The Corporation APPROVED the debt write-off of £10,556.

The College Accountant left the meeting.

246/18 CAPITAL PROJECT RECONCILIATION

The Special Projects Advisor informed Members that the reconciliation report had been considered in detail at the April Capital Committee meeting.

The Chair congratulated all staff and Governors involved in managing a complex set of projects to a positive conclusion.

The Corporation NOTED the report.

247/18 PRINCIPAL'S REPORT

The Principal provided updates on the ESFA assessment of the College's

financial health, the NUS Quality Commission report and an update on capital builds. She informed Members that all retention monies for STEM and the Pathways project have been paid and these projects will no longer be reported to Corporation. Answering a question regarding the hydrotherapy pool, the Principal informed Members that the pool is operational (although there are still some issues) and external organisations are hiring the facility and it is generating income.

The Principal was asked how the College identifies and supports students with difficulties and the Principal replied that a bursary system, which is being reviewed with a view to widening access, is the current support arrangement. When asked whether affordability is an issue for potential students, the Principal stated that it is difficult to accurately assess but there is clear evidence that once enrolled the bursary system enables students to remain in college and complete their courses.

A question was asked regarding the ESFA's assessment of the College's financial health and the Principal reminded Governors that in the past the College identified within the accounts capital funds and outturn excluding capital funds, with the former producing a distorted view of College finances. The ESFA accept that the deteriorating financial health category is due to the capital monies no longer being available and that the operating position of the college has always been satisfactory.

The Principal stressed that with regard to the "early intervention" letter from the ESFA, the College is not in early intervention and no monthly monitoring is taking place. Responding to a question about how many colleges were in early intervention, she stated that this information is published by the ESFA.

The Corporation CONSIDERED the report.

248/18 HE STRATEGY

The Assistant Principal (Students, Teaching & Learning and HR) asked Governors to consider the report and provide feedback on the current draft prior to the final version being presented to Corporation for approval in November 2018. The Assistant Principal was asked about the potential for a university being developed on the Island and he responded that to his knowledge no universities were currently considering establishing a campus on the Isle of Wight.

The Corporation CONSIDERED and APPROVED an extension to the HE Strategy until November 2018.

249/18 NATIONAL ACHIEVEMENT RATES 2016/17

The Assistant Principal (Quality Improvement) reminded Members that the

purpose of the report was to update the Corporation on the national achievement rate tables (NART) for 2016/17 and compare these rates with the performance of the College. In summary, she stated that the College has performed well in apprenticeships for both “overall” and “timely” which are both significantly above the national average. GCSE 16-18 English pass and achievement performance has improved since last year, with rates now 2% below the GFE national rates, compared to 11% below the previous year. GCSE 19+ English pass and achievement rates have performed well with the pass rate in line with GFE national rates and the achievement rate 2% above the GFE national rates.

At 84%, the overall pass rate at all ages for GCSE English is 8% below the GFE national rate of 92% and at 75% overall achievement rate for all ages is 6% below the GFE national rate. However, these results are a marked improvement on the previous year.

With regard to GCSE maths, pass and achievement for all ages have performed well. At 30% and 27% respectively, these rates are 5% above the GFE national rates, however, as predicted these rates declined from last year as a significant number of students without a D grade were entered.

The Chair noted that governors have seen these results before but now have the opportunity to assess how the College has performed compared to other providers. He asked for clarification on the difference between “pass” and “achievement” and the Assistant Principal provided clarification. The Chair then asked what had generated the improvement in maths and English and Members were informed that hard work on the part of staff, taking specific action to improve student attendance and reviewing and rigorously applying policies had produced improved outcomes.

The Chair then thanked the Curriculum Manager Functional Skills and Head of Academic Studies for their hard work and congratulated the Vice Chair of Corporation for his work in chairing the Maths & English Sub Group. He suggested that the prioritising of these curriculum areas may have given added impetus to generating improvement.

The Corporation CONSIDERED the report.

250/18 OUTCOMES OF THE LEARNER SURVEY 2018

The Assistant Principal (Students, Teaching & Learning and HR) provided background to the report, outlining the survey methodology, the response rate and details regarding the amended higher education survey.

The Chair asked the student governor about student perception and feedback from her course and she responded that due to specific circumstances relating

to her course, student satisfaction was not as high. However, she stressed that this did not reflect on the commitment and high quality of the teaching staff. The staff governor said that despite a challenging start to the year students in his curriculum area were generally very positive.

The Assistant Principal was asked if all curriculum areas are surveyed and he responded that they were and informed Members that all student concerns are investigated and followed up.

The Corporation NOTED the report.

251/18 EMPLOYEE CODE OF CONDUCT

The Corporation APPROVED the Employee Code of Conduct.

252/18 FRANCHISE PROVISION ANNUAL REPORT 2017/18

The Corporation NOTED the report.

253/18 ANY OTHER BUSINESS

The Chair reminded Members that the next meeting in July would commence at 2.15pm and would be preceded by lunch and a Health & Safety briefing session.

254/18 DATE OF NEXT MEETING

Wednesday 11 July 2018 at 14.15hrs – 16.45hrs in room L8.

Chairman: _____ Date: _____

<p style="text-align: center;">MISSION STATEMENT Putting Students First Working for Employers Supporting Our Community</p>
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