

**MINUTES OF A MEETING OF THE CORPORATION
HELD ON WEDNESDAY 30 JANUARY 2008
IN ROOM F12 AT THE ISLE OF WIGHT COLLEGE**

Present:	Dr Bob Smith Mr Peter Conway Dr Nick England Ms Ruth Grimmer Ms Tina Harris Mr Rodney Ireland Mrs Debbie Lavin Miss Heather Pullen Mr John Pulsford Mr Paul Roberts Mr Peter Shaw Dr David Wake	Chairman Principal
In Attendance:	Miss Carol Bliss Mr Brian Bowker Ms Lynne Christopher Mr Peter Thompson Mr Roland White Ms Tracy Bull	Interim Finance Director Clerk to the Corporation Assistant Principal – Strategic Planning Assistant Principal – Resources Assistant Principal – Curriculum (To observe)
Apologies:	Ms Sarah Dry Mr Nigel Mason	Student Governor (College work) Director of Client Services (funeral)

The Chairman welcomed everyone to the meeting particularly Tracy Bull the new College Accountant who was attending as an observer.

ACTION

01/08 INSTRUMENT AND ARTICLES FOR F E COLLEGES 2008

The Chair of the Search & Governance Committee fed back on the Search & Governance meeting earlier that day. The significant changes to the Instrument and Articles were noted and it was agreed that a paper relating to size/composition and the Committee's Terms of Reference would be considered at the February Corporation Meeting. The draft Action Plan to address the recent changes was considered and approved.

Clerk

The Corporation FORMALLY NOTED the revised Instrument and Articles as determined by the Secretary of State to apply from 1 January 2008 and APPROVED the Action Plan for implementing the changes to the 2008 Instrument and Articles.

02/08 DECLARATIONS OF INTEREST

Dr Bob Smith declared an interest in the Island Education Reforms as a director of the Prospects Services Group. Dr Nick England and Mr Peter Shaw also declared interests in the Island Education Reforms.

03/08 MINUTES OF THE MEETING HELD ON 19 DECEMBER 2007

Members received the Non-Confidential and Confidential Minutes of the meeting held on 19 December 2007.

One matter of accuracy was identified in Minute 197/07, the reference to Rodney Ireland attending a Governance Conference to be amended to Disability Awards Ceremony.

With the above amendment the Corporation APPROVED the Minutes of the 19 December 2007.

04/08 MATTERS ARISING FROM THE MINUTES OF 19 DECEMBER 2007

It was noted that all matters arising had been addressed, were on the agenda, or were for future action.

05/08 COMMITTEE MINUTES

CAPITAL PROJECT COMMITTEE

One matter of accuracy was identified relating to the Interim Director of Finance. It was noted that while she is listed as an attendee to the Capital Project Committee, she had not attended any meetings.

The Corporation NOTED the Capital Project Committee Minutes.

CAPITAL PROJECT COMMITTEE TERMS OF REFERENCE

Members noted the one amendment concerning the Committee's receipts of management minutes.

The Corporation APPROVED the Capital Project Committee Terms of Reference.

06/08 CHAIR'S BUSINESS

The Chair of Corporation formally congratulated the Principal on the news that she was expecting a baby in July. He explained the need to appoint an Interim Principal and outlined recent actions to address this. The Chair, Vice Chair and Principal had met and decided against appointing an external Interim Principal. Following individual meetings with two Assistant Principals, one AP stood down and a decision had been made to offer the post of Interim Principal, for a period of four months, to Lynne Christopher, Assistant Principal Strategic Planning.

The Corporation APPROVED the appointment of Lynne Christopher as Acting Principal for the period of the Principal's maternity leave.

The Chair informed Members of the recent Beacon status College Awards, where the Isle of Wight College was one of only two general F E Colleges in England to receive the award.

Corporation Members formally CONGRATULATED all College staff on acquiring Beacon status and highlighted the need to promote this good news.

07/08 ISLAND EDUCATION REFORMS

Confidential Minute

08/08 CAPITAL PROJECT: APPLICATION FOR AiP

Confidential Minute

THREE YEAR STRATEGIC PLAN**09/08**

The Assistant Principal – Strategic Planning took Members through the Strategic Plan. A brief discussion took place regarding the need to highlight the development of a new 6th Form in the College's Strategic objectives. It was agreed that the Principal would finalise the text with particular reference to Strategic Aim 1 and ensure that the document was fully updated.

**Principal/
LC**

The Corporation AUTHORISED the Principal to finalise the Three Year Strategic Plan 2008-2011

10/08 POST 16 CURRICULUM

The Assistant Principal – Curriculum took Members through the Post 16 Curriculum paper reporting on the College's plans to re-introduce A Levels within the College. He indicated that the potential for introducing the International Baccalaureate is also being considered. He also provided a summary of the key activities and the associated timescale, including curriculum and tutorial development, marketing, recruitment and the appointment of a Head of 6th Form.

The Corporation CONSIDERED the report.

11/08 EQUAL PAY ISSUES

Confidential Minute. The College Personnel Manager joined the meeting for this item.

12/08 MONTHLY FINANCE REPORT

The Interim Director of Finance took Members through the report. She drew attention to the positive nature of the KPI's and indicated that there were no significant variances from the previous month. The operating results for the College (excluding ESF) show a surplus for the year to date of £413,371 against a year to date forecast of £352,603, giving a favourable variance of £60,768.

Higher risk areas were identified as being Work Based Learning and Train to Gain.

The Interim Director of Finance explained that College staffing cost expenditure had been reviewed and was close to budget. The report indicated that staffing costs are currently 59.3% of income but Members requested that future reports show percentage staffing costs both with and without prison staff expenditure. The Interim Director of Finance agreed to do this.

College cashflow was considered and was positive but issues were identified for February and March 2008 due to the LSC payment profile. Debt management was considered and the increase in debts was noted but Members were informed that a Credit Controller had been appointed and rigorous new procedures had now been put in place. Concern was expressed regarding the IOW Economic Partnership not having made a payment since June 2007. It was recommended that prompt pressure be placed on them for payment. The outstanding IWIGTS invoice was also noted as a concern for immediate action. The Principal stressed the need to see positive progress around debt management in the next month's report.

The Chair also asked that the Finance Report should be combined in one set of numbered pages and should be distributed with the main corporation agenda and papers.

The Corporation NOTED the Finance Report

13/08 THE REPORT OF THE CLERK TO CORPORATION

The Corporation NOTED the Report.

14/08 COLLEGE AND GOVERNOR EVENTS

The Corporation NOTED the Report.

15/08 ITEMS FOR THE NEXT MEETING

The items for the next meeting were considered and the Clerk asked to be contacted with any additions or amendments.

16/08 SENIOR MANAGEMENT MATTERS

Confidential Minute

17/08 ANY OTHER NON CONFIDENTIAL BUSINESS

There were no items for discussion.

18/08 DATE OF NEXT MEETING

Wednesday 27 February 2008

Date: _____ Chairman: _____

**MISSION STATEMENT
Putting Students First
Working for Employers
Raising Community Aspiration**