

**MINUTES OF A MEETING OF THE CORPORATION  
HELD ON WEDNESDAY 27 FEBRUARY 2008  
IN ROOM F12 AT THE ISLE OF WIGHT COLLEGE**

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

The Chairman welcomed everyone to the meeting.

**ACTION**

**19/08 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, as Head of Ryde School, also declared an interest in the Island Education Reforms.

**20/08 MINUTES OF THE MEETING HELD ON 30 JANUARY 2008**

Members received the Non-Confidential and Confidential Minutes of the meeting held on 30 January 2008.

The Chair asked that the words “this year” be added after “.....the Isle of Wight College was one of only two general F E Colleges in England to receive the award” in Minute 06/08.

With the above amendment the Corporation APPROVED the minutes of the meeting on the 30 January 2008.

**21/08 MATTERS ARISING FROM THE MINUTES OF 30 JANUARY 2008**

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

**22/08 COMMITTEE MINUTES**

**CAPITAL PROJECT COMMITTEE**

The Corporation NOTED the Capital Project Committee Minutes.

**SEARCH & GOVERNANCE MINUTES**

The Chair indicated that he would like to see the draft Policy and Procedure for publishing Corporation and Committee Minutes on the website. The need to address this urgently was noted.

The Corporation NOTED the Search & Governance Committee Minutes.

**AUDIT COMMITTEE MINUTES**

The Chair reminded Members of the need for the full Corporation to undertake an annual review of the high level risks associated with the College. John Pulsford said that this would be programmed by the Audit Committee.

The Corporation NOTED the Audit Committee Minutes

**23/08 SEARCH & GOVERNANCE TERMS OF REFERENCE**

The Chair of the Search & Governance Committee took Members through the revised Terms of Reference. She informed Members that revisions had been made to ensure that the Terms of Reference reflected changes in the recently amended Instrument and Articles of Government.

The Corporation APPROVED the updated Search & Governance Committee Terms of Reference

**24/08 CORPORATION BOARD SIZE AND COMPOSITION**

The Chair of the Search & Governance Committee took Members through the agenda paper. She explained that specific changes needed to be made in the Size and Composition of the Corporation Board again because of the recent changes in the Instrument and Articles of Government. Specifically there is a removal of the categories in the composition of the Corporation relating to the clause for business, community, co-opted and local authority Members; there is also a need to increase the minimum number of Student Governors from one to two.

The Chair of the Search & Governance Committee drew Members attention to the specific Committee recommendations, in particular that the Corporation should retain its current level of external Member numbers, but increase the current size of the Corporation body to accommodate an additional Student Member. This would increase Board Membership to 18, with 5 positions being mandatory to ensure compliance with the Instrument and Articles.

The Corporation APPROVED an increase in the Corporation size from 17 to 18 and the appointment of an additional Student Member.

Members discussed the challenges of appointing a Student Governor and the current Student representative was asked for her views. She indicated that she had been recruited by her course tutor. It was agreed that the Chair of Search & Governance would liaise with the Director of Client Services to initiate the replacement of the current student representative, following completion of her term, and the appointment of an additional student. The benefit of having one first year and one second year student was noted.

**RG/NM**

The Chair of Search & Governance, following discussion with Search & Governance Members, recommended the reappointment of Peter Conway for a one year term. If approved, this would take his service to a full eight years. She said that Peter Conway had a 100% attendance record at this year's Corporation Meetings, Special Meeting and Planning Day. Peter Conway's role as the Lead Governor for Health and Safety was also noted.

The Corporation APPROVED the reappointment of Mr Peter Conway for a further year, until 25 May 2009.

The Chair of Search & Governance informed Members that the Search & Governance Committee were actively seeking new Governors and would welcome any proposals from current Members.

**25/08 CHAIR'S BUSINESS**

It was noted that there was no Chair's business.

**26/08 MONTHLY FINANCE REPORT**

The Principal provided Members with a general financial overview, indicating that staffing costs were in line with projections, the debtors issue was being addressed, that the Performance Indicators were on target but that small issues remained relating to income from Work Based Learning and Train to Gain. She informed Members that the College had now initiated Capital Expenditure on the Capital Project preparatory work. This currently amounted to net expenditure of £141,405 and this had not been included in the budget.

The College Accountant provided more detail in relation to the Finance Report. She stated that the operating surplus was slightly down on forecast. Reassurance was sought that all relevant Operational Plan funding will be spent by the 31 March 2008. The Chair raised concern regarding the shortfall in some Train to Gain partnership activity and asked if the College had any influence to address this. The Principal indicated that the College has limited control over partner performance and stated that the College would review future partnership work and may withdraw from it next year. The college is monitoring partners and had asked that the LSC do the same in their contribution to our contract.

The Principal responded to a question regarding tuition fees, "Account Deferment for Entitlement", relating to benefit claims, and outlined the action the College is taking to address this.

**CB**

The Chair thanked the Finance Department for separating out the College and Prison staffing costs. He asked that for clarity, reference to the Exceptional Support Funds should be written out in full, to avoid confusion generated by the term ESF which is more commonly used for the European Social Fund.

Members considered the Debt Schedule and the Principal informed Members that there were issues relating to the linking of two software systems and the need to consolidate separate reports. It was noted that Corporate debt was being controlled but that Student debt required further work and a dedicated temporary member of staff has been appointed to address this. It was agreed that a further detailed review of Student debt and Corporate debt should be undertaken with a report provided to the Corporation at its April Meeting. It was recommended that the College charge interest on outstanding Student payments but this was considered to be impractical at this stage.

**CB**

The Corporation CONSIDERED the Monthly Finance Report.

**27/08 ISLAND EDUCATION REFORMS**

Confidential Minute

**28/08 6<sup>th</sup> FORM DEVELOPMENT**

Confidential Minute

**29/08 MAJOR CAPITAL PROJECT**

Confidential Minute

**30/08 3 YEAR STRATEGIC PLAN**

The Assistant Principal – Strategic Planning presented the College Strategic Plan 2008/2011. Members discussed the plan and noted the sections on Educational Character, College Values and Strategic Aims and Objectives.

The Corporation APPROVED the College Strategic Plan 2008/2011.

**31/08 PRINCIPAL'S REPORT**

The Principal provided a short progress report on the Eco Island Strategy and stressed the need for the College to be involved. The Chair asked that an item on the Eco Island Strategy should be included on the Agenda for the March meeting.

**Principal**

The Corporation NOTED the Principal's Report.

**32/08 DELAMITE PROGRESS REPORT**

Postponed until the March 2008 Meeting when Carol Bliss would be present.

**33/08 MONITORING OF HIGH LEVEL PERFORMANCE INDICATORS AND TARGETS**

The Assistant Principal – Strategic Planning took Members through the agenda paper. She reminded them that the Corporation agrees High Level Performance Indicators and sets Annual Targets. Progress on the Performance Indicators is regularly presented to the Corporation to monitor. She drew attention to the progress columns which highlighted action against the eight KPI's covered in the report. Areas of concern were discussed and it was noted that the monitoring of High Level PI's did not include other curriculum areas, for example Prison work or IWIGTS.

It was agreed that a review of Equality and Diversity and the SARQ would take place at a future meeting.

**Clerk/NM/  
CB**

The Corporation CONSIDERED the Report.

**34/08 OBSERVATION OF TEACHING AND LEARNING PROFILE (OTL)**

Members considered the OTL profile to date and the actions taken or proposed for 2007/08. The College has an OTL Policy which requires that each member of staff is observed at least once annually. Observations are undertaken by Heads of Department, Senior Manager and other nominated trained observers. The Assistant Principal – Strategic Planning highlighted that the first table in Section 1 of the report shows that at this point the College is performing better than targeted.

The outcome of the External Quality Review (EQR) indicates the need to improve current grades in Engineering, although it was noted that the focus was on progressing from 'satisfactory' to 'good'. The Principal highlighted the diverse nature of the College Engineering curriculum.

The Chair reminded the Assistant Principal – Strategic Planning of the need to monitor IWIGTS and praised the systems implemented to monitor teaching and learning.

The Corporation CONSIDERED the observation of Teaching and Learning Profile Report.

**35/08 FIRST IMPRESSIONS SURVEY**

Members considered the report and were informed that the overall feedback received from students is very positive and there are no areas below the national average. Again data on IWIGTS learners should be included in the future in a separate report.

**LC**

The Corporation CONSIDERED the First Impressions Survey results 2007/2008.

**36/08 QUARTERLY REPORTS TO GOVERNORS ON CREDIT CARD USAGE, GOVERNOR EXPENSES AND FOREIGN TRAVEL**

Members considered the report and a question was asked relating to the significant expenditure placed with Aladdin's Cave. It was suggested that this should be checked and purchases made from Island chandlers assuming competitive rates.

**CB**

The Corporation CONSIDERED the report.

**37/08 MAY CORPORATION STRATEGY MEETING**

Discussion took place regarding the need for a Corporation Strategic Planning Meeting in May 2008. It was agreed that there would be two significant items for consideration; Island Education Reforms and monitoring of the Strategic Plan.

It was provisionally agreed that the Corporation Meeting scheduled for the 21 May 2008 should commence at 2.00 p.m. to facilitate greater consideration of these issues. The need, or not, for this extended meeting will be considered at the April meeting.

**Clerk**

**38/08 CLERK'S REPORT**

The Clerk drew attention to the scheduled Governor Training sessions to be held on the 12 and 19 March 2008 and agreed to provide electronic notification of these events.

**Clerk**

Members NOTED the Report

**39/08 COLLEGE AND GOVERNOR EVENTS**

The Corporation NOTED the report.

**40/08 ANY OTHER NON CONFIDENTIAL BUSINESS**

**There were no items for discussion.**

**41/08 DATE OF NEXT MEETING**

**Wednesday 26 March 2008.**

Date: \_\_\_\_\_ Chairman: \_\_\_\_\_

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