

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
 WEDNESDAY 21 MAY 2008
 IN ROOM C34 AT THE ISLE OF WIGHT COLLEGE**

Present:	Mrs Tina Harris Mr Peter Conway Miss Sarah Dry Dr Nicholas England Mr Rodney Ireland Mr Tim Kirkpatrick (part) Mrs Debbie Lavin Ms Heather Pullen Mr Paul Roberts Mr Peter Shaw (part) Dr Bob Smith Dr David Wake	Chairman Student Governor Student Governor Principal Teaching Staff Governor Support Staff Governor
In attendance:	Miss Carol Bliss Mrs Shirley Butchers Mr Nigel Mason Mr Peter Thompson Miss Fidelma Washington Mr Roland White	Interim Finance Director Acting Clerk to the Corporation Director of Client Services Assistant Principal – Resources Acting Director of Workforce Skills and Offender Learning Assistant Principal – Curriculum
Apologies:	Mr John Pulsford (work), Ms Ruth Grimmer (work), Mr Roy Bromley (work), Ms Lynne Christopher (holiday) Mr Brian Bowker (abroad).	

The Chairman welcomed Shirley Butchers to the meeting and informed members that Shirley would be acting Clerk for this meeting.

ACTION

86/08 DECLARATIONS OF INTEREST

A declaration of interest was made by Dr Nick England in relation to the schools reforms.

87/08 APPOINTMENT OF NEW GOVERNORS

Dr Bob Smith reported that two new governors had been put forward for approval by the Corporation. They were Mr Roy Bromley and Mr Tim Kirkpatrick (Student Governor). A detailed report had been given to the Corporation outlining their experience and they had both been interviewed.

RESOLVED That the Corporation APPROVED the appointment of Roy Bromley and Tim Kirkpatrick as Governors of the Isle of Wight College.

Tim Kirkpatrick joined the meeting at this point and the Chairman welcomed him to the Corporation.

88/08 CONFIDENTIAL AND NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 23 APRIL 2008

Members received the confidential and non-confidential minutes of the meeting held on 23 April 2008. On page 1 - Dr David Wake reported that he had been away on business and combined the break with a holiday.

RESOLVED That the confidential and non-confidential minutes of the meeting held on 23 April were agreed subject to the above change

- 89/08 MATTERS ARISING FROM THE MINUTES OF 23 APRIL 2008**
Minute 68/08 – Committee Minutes – this item had now been actioned with the appointment of Tim Kirkpatrick.
Minute 73/08 – VAT/Multi Skills/Delamite – A paper had been provided for discussion later in the proceedings.
Minute 74/08 – Governor Links – This item would be brought to the June meeting. **RW**
Minute 78/08 – Teaching And Learning Student Survey 2008 – This had been received at the April Corporation meeting.
Minute 79/08 – SARQ – The Principal reported that SARQ should be included on the June Audit Committee Agenda. **BB**
Minute 80/08: Calendar of Corporation Meetings – The Clerk was asked to e-mail to Governors the calendar of meetings once more prior to the June Corporation meeting. **BB**

The Corporation NOTED the report.

- 90/08 COMMITTEE MINUTES**
EXTRAORDINARY MEETING OF THE CORPORATION ON 24 APRIL 2008
Dr Bob Smith reported that the new Director of Finance, Stephen Lamdin had been appointed and would start in post on 2 September 2008. He had previously worked for Salisbury College. Before that he had worked in business education in Botswana and had previously been a senior manager of an accountancy training company in the UK. He had been a very strong candidate and would be an asset to the College. He will be working alongside the Interim Finance Director for at least the month of September.

CAPITAL PROJECT COMMITTEE: NON-CONFIDENTIAL/CONFIDENTIAL MINUTES AND A REPORT OF MEETING ON 21 MAY

The Principal reported that she had been very proud of her Team who presented Capital Project proposals to the LSC on 15 May. The presentation has now been recommended to the Regional Council in one week's time. On 19 June it will go to the National Committee and then to the National Council in July. Members congratulated the team on their success at this first and probably most important stage.

The Principal confirmed that at the next Corporation meeting a contractor would be recommended. A Project Manager must be in place soon and a Client Representative appointed too. The Corporation would be kept fully informed of any progress at each meeting.

The Corporation NOTED the reports.

- 91/08 CHAIR'S BUSINESS**
The Chairman did not have anything to report at this meeting.

- 92/08 STRATEGY AND MAJOR DECISIONS**
TO FORMALLY AGREE ANY URGENT ACTION ARISING FROM THE PRECEDING STRATEGY MEETING
Dr Bob Smith reported that he would type up his notes into a report and share them with the Principal for her views. Once agreed the report would be forwarded to all Governors. **BS**

The Corporation asked that the Principal have a statement ready in case the County Press contacts her following any release of information from the IW Council regarding the school reforms. **DL**

PETER SHAW JOINED THE MEETING AT THIS POINT

REPORT ON VAT/MULTI-SKILLS/DELAMITE

The Interim Finance Director gave a progress report on the negotiations with HMRC regarding Delamite, Multiskills and VAT. The case was being argued at the present time with HMRC, as they say Delamite should have been de-registered for VAT in 2004. The situation is very complex but Deloitte's have been kept informed of the situation. The Principal asked the Governors to keep this item on the agenda and not to let it slip. HMRC would be visiting the College shortly and at the last meeting a figure of £15K – £20K was requested for the College to pay. A further report would be given at the next meeting. CB

The Corporation NOTED the report.

93/08` PRINCIPAL'S REPORT

The Principal did not have anything to report at this meeting.

94/08 MONTHLY FINANCE REPORT

The Interim Finance Director reported that the College was very close to the target and next month should move into a Category A. High risks were Train to Gain and Workplace Learning. Savings would be made in non-pay costs. The College has a healthy cash flow at the present time but there was still the heavy challenge of debtors. Finance staff were working hard in this area and recently £246K came in from Corporate organisations i.e. IW Council; Southampton University and the LSC. Student letters are being sent out daily now but there is £240K that still needs to be collected, which is an enormous challenge. It was suggested that the Amnesty that was used last year should perhaps be used again. CB

TNC a debt collection agency was used by the College, the company ring up students in the evenings to get them to pay up. Several Governors suggested charging interest on the amount that was owed to the College. The Fees Policy should contain an item regarding charging interest on outstanding debts. At enrolment this year 2008, it was proposed to implement an instalment programme via a direct debit from student's bank accounts.

The Interim Finance Director said that the External Auditors will have a view on debtors when they visit the College shortly. The situation is better than last year but it is old debt and the College may have to write-off the debt some time in the future. The Interim Finance Director would draw up a model of writing off the debt for the next meeting and showing the implications of doing this. The Chairman thanked the Interim Finance Director for her report. CB

95/08 QUARTERLY MONITORING REPORTS TO GOVERNORS – CREDIT CARD USAGE, GOVERNOR'S EXPENSES AND FOREIGN TRAVEL

The Interim Finance Director reported that this quarterly report was to keep Governors informed of transactions. Dr Bob Smith reported that his ferry tickets were still not showing on the report. CB

The Corporation NOTED the report.

96/08 GYM MEMBERSHIP

The Interim Finance Director reported that the gym had not brought in as much revenue as had been expected. The gym was opened in January 2006 and the income has grown from year to year but it has not resulted in the revenue that was predicted.

It was proposed to offer the gym free of charge to all staff and students, which would promote their health and wellbeing. The governors would like to have the opportunity of using the gym facility too.

RESOLVED that the Corporation APPROVE the waiving of the gym membership to all staff, students and governors.

96/08 EQUALITY AND DIVERSITY REPORT

The Director of Client Services reported that within the Equality, Diversity and Dignity report presented to the Corporation under item one it listed the key risks for the Corporation. Section 5 set out the new legislation which is currently under review and will probably be implemented by September 2008. Under item 3.2 it reports on the staff training for 2005/6 and 2006/7 and how training has increased. Item 6.5 reports on the learner feedback via the teaching and learning survey. It was reported that positive work was being carried out at the College with regard to Equality and Diversity. Rodney Ireland was surprised at the high number of people who were registered disabled; the Director of Client Services would check this figure out and report back. Dr Bob Smith said that the figures shown did not include any details of IWIGTS; the Principal reported that they had not been included as yet. The Search and Governance Committee should be looking at the diversity of the Corporation at its next meeting. The Governors needed further training in Equality, Diversity and Dignity especially as there are now some new members of the Corporation.

The Director of Client Services reported that under item 8.2 – fourth bullet point – this was badly worded and he would like to change the sentence before the document is sent out.

The Director of Client Services would like all Governor's to complete the Equality and Diversity checklist at the back of the agenda item (Appendix I) and then to return to the Clerk.

The Corporation NOTED the report.

97/08 TUITION FEES POLICY 2008/9

The Assistant Principal – Resources reported that the Tuition Fees policy is updated and approved annually. The update this year reflects the Government's changes in raising the tuition fee component funding from 37.5% to 42.5%. Under item 5.2 there is a change this year where the students will only have to pay 25% in the first year.

RESOLVED That The Tuition Fees Policy 2008/9 was APPROVED by the Corporation.

98/08 IWIGTS DIRECTORS

Dr Bob Smith reported that the Principal is a Director of IWIGTS and that a replacement was needed to cover her while she is on maternity leave. It was suggested that Roy Bromley should be made a Director of IWIGTS while the Principal is away. The situation would be reviewed once the Principal returns to the College in the Autumn. Exact dates are not known as yet but at the next meeting it was hoped the Principal will be able to update the Corporation.

RESOLVED That Roy Bromley be appointed a Director of IWIGTS to cover the Principal's maternity leave.

99/08 CLERK'S REPORT

The Corporation NOTED the Clerk's report.

100/08 COLLEGE EVENTS

This report was given for information only, but Governor's were also asked to note that the **Awards Ceremonies** will to be held on **Wednesday 2 July** in the morning and afternoon at St Thomas's Church, Newport.

101/08 Items for next meeting

Island Education Reforms/Sixth Form Development (DL)
Capital Project: Appointment of Contractor (BS/DL)
Internal Audit Strategic Plan 2008/2009 (CB)
Monitoring of High Level PI's and Targets (LC)
OTL Report (LC)
Results of Parents Survey (NM)
IWIGTS Quarterly Report (FW)
2008/2009 Draft Budget (CB)
Approval of Marketing Plan (PT)
Review of Equality and Diversity to include: Policy Approval and EDIM's (NM)
Review of Race Equality Plan (NM)
Calendar of Corporation meetings for 2008/9 (BB)

102/08 ANY OTHER NON-CONFIDENTIAL BUSINESS

There was no further business.

103/08 REPORT FROM THE REMUNERATION COMMITTEE

This item was deemed confidential and minuted separately.

104/08 DATE OF NEXT MEETING

The date of the next meeting was scheduled for Wednesday 18 June at 4.00pm in room F12. Due to the National Capital Committee meeting on 19 June in Gloucester which the Principal must attend it was suggested to hold the next Corporation on either Tuesday **17 June at 4.00pm** or **Friday 20 June at 3.30pm**. The Clerk to e-mail members with the option of the two dates and possible start times.

BB

The meeting finished at 6.15pm

Chairman: _____ Date: _____

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