

MINUTES OF A MEETING OF THE CORPORATION HELD ON
FRIDAY 20 JUNE 2008
IN ROOM C34 AT THE ISLE OF WIGHT COLLEGE

- Present:**
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|---------------------|-------------------------|
| Mr Roy Bromley | |
| Dr Nicholas England | |
| Ms Ruth Grimmer | |
| Mrs Debbie Lavin | Principal |
| Ms Heather Pullen | Teaching Staff Governor |
| Mr Paul Roberts | Support Staff Governor |
| Dr Bob Smith | Chairman |
| Mr Bob Streets | (from 107/08) |
| Dr David Wake | |
-
- In attendance:**
- | | |
|-----------------------|---------------------------------|
| Miss Carol Bliss | Interim Finance Director |
| Ms Lynne Christopher | Assistant Principal |
| Mr Nigel Mason (part) | Director of Client Services |
| Mr Peter Thompson | Assistant Principal – Resources |
| Mr Brian Bowker | Clerk to the Corporation |
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- Apologies:**
- Mr Peter Conway (Personal), Miss Sarah Dry (work), Mr Rodney Ireland (holiday), Mrs Tina Harris (work), Mr John Pulsford (work), Mr Peter Shaw (work), Miss Fidelma Washington (personal), Mr Roland White (personal), Mr Tim Kirkpatrick (personal).

The Chairman welcomed everyone to the meeting.

ACTION

105/08 DECLARATIONS OF INTEREST

A declaration of interest was made by Dr Nick England in relation to the schools reforms. Bob Streets stated that he was an employee of the Local Authority and it was noted that he oversaw work with one of the building contractors who had tendered for the College's major project. The Chair checked that Bob Streets had no personal association with potential contractors for the College Capital Project. Bob Streets confirmed that he had not.

106/08 APPOINTMENT OF NEW GOVERNORS

Dr Bob Smith stated that a potential new Governor had been put forward by the Search & Governance Committee for approval by the Corporation. He was Mr Bob Streets and Members attention was drawn to the summary report provided in the Corporation paper regarding his experience. It was noted that Mr Streets has been a co-opted Member of the Audit Committee since 2005 and his appointment was approved. It was agreed that Dr Nick England would be the formal mentor for Mr Roy Bromley (recently appointed) and that Dr David Wake would be the mentor for Mr Bob Streets.

RESOLVED that the Corporation APPROVED the appointment of Mr Bob Streets as a Governor of the Isle of Wight College for a period of four years commencing 20 June 2008.

Mr Bob Streets joined the meeting at this point and the Chairman welcomed him to the Corporation.

107/08 STAFF CONFIDENTIAL AND NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 MAY 2008

Members received the Staff Confidential and Non-Confidential Minutes of the meeting held on 21 May 2008.

RESOLVED that the Staff Confidential and Non-Confidential Minutes of the meeting held on 21 May 2008 were agreed.

108/08 MATTERS ARISING FROM THE MINUTES OF 21 MAY 2008

It was noted that all matters arising had been addressed, were incorporated on this Agenda or would be dealt with at the July 2008 Corporation Meeting.

The Corporation NOTED the report.

109/08 COMMITTEE MINUTES

REMUNERATION COMMITTEE

The Staff Confidential/Confidential Minutes of 20 May 2008 were noted and the Chair indicated that he would make some minor amendments.

Chair

CAPITAL PROJECT COMMITTEE MINUTES

The Chair stated that these would be addressed later in the agenda.

110/08 CHAIR'S BUSINESS

The Chair updated Members regarding the Principal's maternity leave and informed them that Debbie Lavin would retain her Principal responsibilities until her baby was born. At that point Lynne Christopher would take on the legal responsibilities of Acting Principal. It was noted that Debbie Lavin would be on leave from the week beginning 23 June and that all Principal-related matters should then be directed to Lynne Christopher. The Chair also informed Members that Carol Bliss, the Interim Director of Finance would continue at the College until the end of September.

The Corporation NOTED the verbal report.

STRATEGY AND MAJOR DECISIONS

It was agreed that the Agenda items would be taken out of order at this point and item 4c would be considered.

111/08 2008/2009 DRAFT BUDGET

The Interim Director of Finance took Members through the Draft 2008/2009 Budget. Attention was drawn to the fact that the ratios in the Monthly Finance Report showed that the College is now at Category A, and that the Budget is on target. The Interim Director of Finance drew attention to the high risks on page 2 of the budget report and drew attention to the OLASS activity where the contract will be out for tender later this year. She also reiterated that Work Based Learning and Train to Gain remain high risk areas of activity and where the funding has yet to be confirmed by the LSC. The monetary value of the Young Apprenticeships contract has also to be confirmed.

The Interim Director of Finance informed Members that the Capital Project would have a significant impact on the budget given that AiP approval will lead to an accelerated depreciation charge although this would be treated as an exceptional item. The Principal reminded Members that they were monitoring the College finances, both with and without the Capital Project.

The Interim Director of Finance confirmed that the Budget was still in draft, that she was waiting for information from the LSC and would do further work on a IWIGTS budget prior to finalising the College Budget and forwarding to the LSC by 31 July 2008, following its consideration and approval at the July Corporation meeting.

The Chair reminded Members that due to LSC funding changes the College faced a £1m shortfall in income for 2008/2009 and asked for a breakdown of that figure for the July Corporation.

CB

The Corporation CONSIDERED the report.

The Agenda then reverted to the planned order.

112/08 GOVERNOR STRATEGIC PLANNING HALF DAY NOTES

The Chair took Members through the report and drew attention to the highlighted notes contained within the report. The Five Year Curriculum timeline was considered and the Chair stressed the importance of this as a monitoring document. (An updated timeline including forecast student numbers was attached to the report).

The Corporation CONSIDERED the report and confirmed the following items for future Corporation Agendas:

- A review of the legal setting of IWIGTS after its Ofsted inspection (Autumn term)
- HE Strategy (Autumn term)
- Response to Council consultation (by end of September)
- Curriculum Timeline to be considered twice a year and with latest projected Student numbers provided
- Review of College involvement in the 14-19 Consortium (December)
- Provisional enrolments 2008/2009 (July)
- 2008/2009 Budget (July)

113/08 ISLAND EDUCATION REFORMS

(Confidential Minute)

114/08 CAPITAL PROJECT

(Confidential Minute)

115/08 PILOT FRAMEWORK FOR EXCELLENCE

The Principal provided an update on the new Framework for Excellence. She informed Members that the current Grade 1 (under effectiveness) will not change until after the next Ofsted inspection. She took Members through the paper and focused on the 4th/5th and 6th columns. She highlighted the fact that the evidence base is the 2006/2007 academic year and that the College's financial category C status will restrict the College to a Grade 2 maximum. The Assistant Principal – Strategic Planning stated that there would be a need for the high level KPI's to be amended to reflect the new Framework for Excellence. The Chair stated that the KPI's should be the focus of Governor monitoring for the forthcoming academic year and that monitoring reports should highlight the monthly position and any grade change.

LC

The Corporation CONSIDERED the report.

ACTION

116/08 PRINCIPAL'S REPORT

The Principal informed Members that the College had obtained Investors in People (IiP) reaccreditation at a significantly higher level (Level 4 for Strategic Planning) and Members offered their congratulations to the Assistant Principal – Resources and his team for all their hard work. An executive summary of the IiP report will be considered at the July Corporation

PT

The Principal informed Members that a negative report had been received from the Local Authority regarding the College Day Nursery which had triggered an Ofsted visit. All issues have now been resolved but it was agreed that a report would be provided for Corporation in July 2008.

PT

The Corporation NOTED the Principal's report

117/08 MONTHLY FINANCE REPORT

The Principal presented a positive report although she indicated that debt management remained an issue. Student debt was also a concern and it was noted that a report on this would be provided for the July 2008 Corporation Meeting. It was noted the operating results for the College (excluding Exceptional Support Funds and the New Build costs), show a surplus for the year to date of £957,671 against a year to date forecast of £290,474. A positive variance of £667,197.

CB

The Corporation CONSIDERED the report

118/08 HIGH LEVEL PI's AND TARGETS

The Assistant Principal – Strategic Planning took Members through the report. She stated that the only real concern within the data is that Level 3 16-18 retention rates are 81%, which is 4% below the 07/08 target and 1% below the national average for 05/06. She informed Members that a review has taken place of those courses with low retention at Level 3 and these courses are being carefully monitored by SMT and the Quality Standards Committee. Members were informed that there would need to be a reconfiguration of the PI's to link into the Framework for Excellence and the Common Inspection Framework.

The Corporation CONSIDERED the report.

119/08 OTL REPORT

Members considered the observation of teaching and learning (OTL) profile to date and the associated actions taken during 2007/2008. The Assistant Principal – Strategic Planning informed Members that there were only two 'unsatisfactory' outcomes and these had been dealt with.

The Corporation CONSIDERED the report.

120/08 PARENT'S SURVEY

Members were reminded that the Parent's Survey is conducted annually to establish the views of the parents and carers of full time Students aged 16-18. The Director of Client Services took Members through the report, informing them that the latest Parent Survey had been conducted in April 2008. He stated that, in general, parents are extremely pleased with the decision taken for their son/daughter to attend College (98%). He stated that information provided by the high schools is having a greater influence on the decision to attend College than in previous years. The parents were

ACTION

also complimentary about individual members of staff and the support they provide and attention was drawn to the positive comments regarding parental knowledge of options available for students at the College to progress after their course.

A suggestion was made that parents should be provided with four response boxes to provide a greater range of response rather than the current two.

NM

The Corporation CONSIDERED the report.

121/08 IWIGTS REPORT

Members were provided with an updating report on the progress that Isle of Wight Industrial Group Training Services has made towards re-inspection. Members were informed that an Ofsted interim inspection visit had taken place on the 6 May 2008. The main focus of the visit had been to monitor progress towards re-inspection against four key themes and to grade progress against for progress descriptors. The inspector's feedback from the visit had been extremely encouraging with each key theme awarded the highest possible "reasonable progress" grade. The inspectors had commented on the evident culture change in a short period of time. They also commented on the empowerment and ownership of staff at all levels. The IWIGTS Board recognised the key leadership provided by the general manager, Fidelma Washington in achieving this progress. It was noted that the full re-inspection was likely to take place some time between September and December 2008.

The Corporation NOTED the report.

122/08 OLASS REPORT

Members received an update on progress against the Offender Learning and Skills Service (OLASS) contract to the end of April 2008. Members were informed that over the final quarter of this academic year the key focus is to ensure that contractual hours delivered are increased and that effective preparation is made for the new academic year. Staff are confident that successful delivery of the hours, in line with the annual profile, will be delivered. The Pre-Qualification Questionnaire (PQQ) has been submitted for the next contracting round and invitations to tender are due for release in October 2008.

The Corporation APPROVED the proposal to submit a tender for renewal of the contract.

123/08 OTHER DECISIONS

CLEANING CONTRACT

Members were informed that further work was required to finalise the recommendation for the letting of the Cleaning Contract for the period 1 August 2008 – 31 July 2011. It was agreed that a small group of relevant staff and Governors (if possible) would interview tendering companies to focus on quality and value for money. It was proposed that the current contract should be extended for a period of two months to enable these interviews to take place.

Clerk/DK

The Corporation APPROVED the extension of the existing Cleaning Contract for a period of two months (1 August to 30 September 2008) to allow further work to be undertaken.

ACTION

124/08 CALENDAR OF MEETING 2008-2009

The draft Calendar of Corporation and Corporation Committee Meetings was considered and the Chair recommended the 8 July 2009 Corporation meeting be moved to 15 July 2009.

The Clerk to circulate the final calendar to all Members.

Clerk

The Corporation APPROVED the Calendar of Meetings subject to the one amendment.

125/08 INFORMATION ITEMS

CLERK'S REPORT

The Clerk provided Members with a progress report on the Internal Audit tenders and informed them that an IT tender had been initiated.

The Corporation NOTED the Clerk's report.

COLLEGE & GOVERNOR EVENTS

The Corporation NOTED the Report

126/08 ANY OTHER NON-CONFIDENTIAL BUSINESS

Two years ago the Corporation delegated all staff pay matters to the Principal (excluding senior post holders). The Principal recommended this delegation be removed during her maternity leave.

The removal of this delegation was APPROVED.

127/08 DATE OF NEXT MEETING

Wednesday 9 July 2008 at 4.00 pm in room F12

The meeting finished at 6.10 pm

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Raising Community Aspirations