

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
 WEDNESDAY 24 SEPTEMBER 2008
 IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE**

- Present:**
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| | Mr Roy Bromley | |
| | Ms Lynne Christopher | Acting Principal |
| | Mr Peter Conway | |
| | Dr Nick England | |
| | Ms Ruth Grimmer | |
| | Mr Rodney Ireland | |
| | Mrs Heather Pullen | Teaching Staff Governor |
| | Mr John Pulsford | |
| | Mr Paul Roberts | Support Staff Governor |
| | Dr Bob Smith | Chairman |
| | Mr Bob Streets | |
| | Dr David Wake | |
-
- In attendance:**
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| | Mrs Carol Bliss | Interim Director of Finance |
| | Mr Stephen Lamdin | Director of Finance |
| | Mr Nigel Mason | Director of Client Services |
| | Mr Peter Thompson | Assistant Principal – Resources |
| | Miss Fidelma Washington | Director of Workforce Skills and Offender Learning |
| | Mr Roland White | Assistant Principal - Curriculum |
| | Mr Brian Bowker | Clerk to the Corporation |
| | Tom Allen | Pick Everard (for Capital Project presentation) |
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- Apologies:**
- Mrs Tina Harris (work), Mr Tim Kirkpatrick, Mrs Debbie Lavin (maternity), Mr Peter Shaw (work),

No apologies were received from Tim Kirkpatrick.
 The Chairman welcomed Stephen Lamdin to his first meeting and reminded Members that this was the last meeting for Carol Bliss.

ACTION

1/08 DECLARATIONS OF INTEREST

A declaration of interest was made by Mr Bob Streets who is employed by the Local Authority, Mr Nick England, Headmaster of Ryde School and Mr Paul Roberts in relation to the staff terms and conditions item on the agenda and for his links with Brockenhurst College.

2/08 MINUTES OF THE MEETING OF 9 JULY 2008

Members received the Confidential and Non-Confidential Minutes of the Meeting held on 9 July 2008. The Chair reminded Chairs' of Corporation Committees that non-confidential minutes were now being placed on the website and there was a need to check minutes carefully regarding confidentiality prior to posting on the website.

It was noted that the Acting Principal had been appointed to her temporary role on the 14 July 2008.

With the above amendment the Confidential and Non-Confidential Minutes of the meeting held on the 9 July 2008 were agreed.

03/08 MATTERS ARISING FROM THE MINUTES OF 9 JULY 2008

There were no matters arising.

04/08 MINUTES OF THE SPECIAL CORPORATION MEETING OF THE 10 SEPTEMBER 2008

Members received the Confidential and Non-Confidential Minutes of the meeting held on 10 September 2008.

The Confidential and Non-Confidential Minutes were AGREED.

05/08 COMMITTEE MINUTES

SEARCH & GOVERNANCE COMMITTEE MINUTES OF 9 JULY 2008.

The Chair of the S & G Committee drew Members attention to the forthcoming reappointment of two Members and also highlighted the Governor Training programme.

06/08 ANNUAL APPOINTMENT OF COMMITTEE CHAIRS

The Chair of Corporation introduced this item by stating that he would be willing to remain as Chair until July 2009 and then reassess the situation. Members considered the report and agreed the need for stability and supported the retention of the current Chairs' of Committees until at least January 2009. The need to update the data relating to College representation on the Children and Young People's Trust was noted.

Clerk

The Corporation APPROVED the retention of the Current Committee Chairs.

Discussion took place regarding the Children and Young People's Trust and Members were informed that the College could have representation on all the Children and Young People's Trust working Groups. It was agreed that the Chair, Acting Principal and Director of Client Services would provide a briefing paper for the December Corporation meeting.

LC/NM

07/08 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

The Chair of Corporation took Members through the formal actions he had taken during the summer vacation. These related to the annulment of the 9 July Corporation decision on procurement of computers and related equipment and subsequent re-tendering, and the submission of the Three Year Financial Forecast to the LSC as agreed by Corporation on 9 July.

The Corporation RATIFIED the Chair's actions in relation to these two matters.

Discussion took place regarding the need to identify the key Island decision-makers and maintain a dialogue with them. It was agreed that there was a need to raise the awareness of College activities and developments on an ongoing basis.

The Chair thanked the Senior Management Team as a group for the excellent work during the Principal's maternity leave.

The Corporation NOTED the report.

08/08 STUDENT ENROLMENTS REPORT

The Director of Client Services took Members through his report. It was noted that the College was currently four students short of its LSC 16-18 student number target and that there was some way still to go. A further report on Student Enrolments to be provided at the October Corporation meeting. The Director of Client Services informed Members that Connexions will provide data to facilitate competitor analysis.

The Corporation NOTED the report.

09/08 ISLAND EDUCATION REFORMS/6TH FORM DEVELOPMENT
(Confidential Minute)

Tom Allen joined the meeting following the above item.

10/08 CAPITAL PROJECT UPDATE
(Confidential Minute)

Heather Pullen and Tom Allen left the meeting following this item.

11/08 DRAFT FINANCIAL OUTTURN 2007/2008

The Interim Director of Finance took Members through the report and informed them that the College had achieved a £1m operational surplus and Category A status, although this would be affected by bad debt provision.

The Interim Director of Finance thanked the Finance Department and SMT colleagues for their support during her time at the College.

The new Director of Finance thanked Carol Bliss for her support and took Members through the supplementary briefing note on the Draft Financial Outturn. The report provided additional information on the impact of bad debt provision and the Capital Project on the accounts.

The Chair informed Members that IWIGTS had generated a surplus of circa £84k the result of firm leadership by the General Manager.

The Corporation NOTED the report.

Dr Nick England left the meeting at this point.

12/08 REVISED COLLEGE BUDGET 2008/09

Members were reminded that they had received presentations on College budgets at the Corporation Strategy Day and at the June Corporation meeting. They were informed that the current budget being considered was the final budget and they considered a tabled paper showing budget progression to this final version. This revised budget constituted year 1 of the 3-year financial forecast.

The Corporation CONSIDERED and APPROVED the revised 2008/2009 College Budget.

13/08 EQUALITY AND DIVERSITY POLICY

The Director of Client Services took Members through the Equality and Diversity Policy. The Chair expressed his concern regarding the requirement for a register regarding sexual orientation and transgender. He was supported by other governors in this view. The Director of Client Services informed Members that although a register was not currently legally required it was likely to become law in November 2008 and that good practice is to maintain a register.

The Corporation APPROVED the updated Equality and Diversity Policy with the exception of the record-keeping relating to sexual orientation and transgender.

14/08 REVIEW OF RACE EQUALITY ACTION PLAN

The Director of Client Services took Members through the report and reminded Members that it is the responsibility of the Corporation to ensure the College works positively to promote equality, diversity and dignity for the benefit of all those involved with College life. It is also the duty of the Corporation to monitor the implementation of the Race Equality Action Plan.

The Director of Client Services drew Members attention to the statistical data at the end of the report relating to enrolments, retention, nationalities and ethnic groups.

The Corporation CONSIDERED the Race Equality Action Plan 2007/2008.

15/08 DRAFT GOVERNANCE SAR

The Clerk took Members through the Draft Governance SAR. It was agreed that the SAR, which highlighted four “strengths,” and three “other areas for improvement” and no “key areas for improvement” reflected the feedback from the Governor Health Check and subsequent discussions at the SAR assessment meeting on 10 September 2008.

It was agreed that a final grade of 1 or 2 would be deferred until an update had been received on the College Performance data and that the Clerk would then produce a final draft for the Chair of S & G to sign off. The Interim Director of Finance commented that achievement of Financial Health category A was an indicator of very good governance.

Clerk

The Corporation CONSIDERED the report.

16/08 ACTING PRINCIPAL'S REPORT

The Acting Principal informed Members of two issues relating to a staff disciplinary matter and a student grievance. She also informed them that two members of the local LSC team, Phil Higgins and Philip Walker were being transferred to a different LSC region. The Chair formally asked for the College's appreciation of both of these LSC officers for their support to the College over a number of years.

The Corporation NOTED the Acting Principal's Report.

17/08 MONTHLY FINANCE REPORT

Members were informed that a monthly finance report is not generally prepared for August as this is the first month of the College financial year and that in October accounts will be presented for two months, August and September 2008.

The Corporation NOTED the report.

18/08 TERMLY REPORT TO GOVERNORS/CREDIT CARD USAGE, GOVERNORS' EXPENSES, FOREIGN TRAVEL AND PAYMENTS OVER £50,000.

The Corporation NOTED the report.

19/08 COLLEGE CODE OF CONDUCT FOR GOVERNORS

Members were informed that the Code is an Eversheds document and was updated by them in May 2008 and is adopted by the majority of FE sector Colleges. It was considered by the Search & Governance Committee at its July 2008 meeting and recommended for approval by Corporation. The Chair requested the word “Council” to be replaced by “Learning and Skills Council”

The Corporation APPROVED the College Code of Conduct for Governors with the minor changes as above.

20/08 CHRISTMAS CLOSURE

The Assistant Principal – Resources took Members through his report and recommended that four “given” days should be supported by Corporation. These days were the 29th, 30th, 31st December and 2nd January.

The Corporation APPROVED the above four days for December 2008.

HOLIDAY ENTITLEMENT

The Assistant Principal – Resources took Members through his report regarding holiday entitlement. Following discussion the Chair summarised the Corporation’s position as supporting in principle the increase of five days holiday for support staff but stated that this change to staff conditions of service needed to be part of the total staffing package, including for example Job Evaluation. Governors were generally supportive of the changes proposed but wished to see them as part of a total pay and conditions package before finally agreeing.

The Corporation CONSIDERED the report and asked the Assistant Principal – Resources to carry out further work and resubmit his proposals at a future meeting.

PT

21/08 REPORT OF THE CLERK TO THE CORPORATION

The Corporation NOTED the report.

22/08 GOVERNOR ATTENDANCE 2007/2008

The Corporation NOTED the report.

23/08 COLLEGE AND GOVERNOR EVENTS

Members were reminded of the Governor up-dating session for all governors to be held on Wednesday 8 October 2008 at 4.30 pm regarding the Instrument and Articles of Government. They were also asked to provide support for the SAR Validation Panel Meetings during the weeks beginning 10th and 24th November (excluding the Wednesday’s in both those weeks).

The Corporation NOTED the report.

24/08 ANNUAL APPRAISAL OF THE CLERK TO THE CORPORATION

This item was deferred to the October meeting.

25/08 ANY OTHER BUSINESS

The Chair of Corporation formally thanked Carol Bliss for her excellent work at the College and invited Members to join Carol after the meeting for refreshments.

26/08 DATE OF NEXT MEETING

Wednesday 22 October at 4.00 pm in room L10.

The meeting closed at 6.45 pm

Chairman: _____ Date: _____

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