

**MINUTES OF A MEETING OF THE CORPORATION HELD ON
 WEDNESDAY 22 OCTOBER 2008
 IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE**

- Present:**
- | | |
|----------------------|-------------------------|
| Mr Roy Bromley | |
| Ms Lynne Christopher | Acting Principal |
| Dr Nick England | |
| Ms Ruth Grimmer | |
| Mrs Tina Harris | |
| Mr Rodney Ireland | |
| Mrs Heather Pullen | Teaching Staff Governor |
| Mr Paul Roberts | Support Staff Governor |
| Mr Peter Shaw | |
| Dr Bob Smith | Chairman |
| Mr Bob Streets | |
| Dr David Wake | |
- In attendance:**
- | | |
|-------------------------|--|
| 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 |
- Apologies:** Mr Peter Conway (holiday), Mr Tim Kirkpatrick (work), Mrs Debbie Lavin (maternity), Mr John Pulsford (work).

ACTION

27/08 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, Mr Peter Shaw Headmaster of Downside Middle School, and Mr Paul Roberts in relation to links with Brockenhurst College.

28/08 MINUTES OF THE MEETING OF 24 SEPTEMBER 2008

Members received the Confidential and Non-Confidential Minutes of the Meeting held on 24 September 2008. Two matters, one relating to accuracy and one of clarification were addressed and the Minutes amended.

With the above amendments the Confidential and Non-Confidential Minutes of the meeting held on the 24 September 2008 were agreed.

MATTERS ARISING FROM THE MINUTES OF 24 SEPTEMBER 2008

29/08 It was noted that there would be a report on the Children's and Young People's Trust at the December 2008 Corporation meeting.

NM

The Assistant Principal – Resources informed Members that he would bring forward a report on Staff Holiday Entitlement linked to the Pay Policy to the December 2008 meeting.

PT

The new LSC Partnership Link was identified as Evelyn Byrne replacing Phillip Walker.

- 30/08 AUDIT COMMITTEE MINUTES OF THE MEETING HELD ON 7 OCTOBER 2008**
Two accuracy items were identified relating to a reference to 90% LSC Funding which should read 92% LSC Funding and reference to the LRC which should read LSC in Minute 11/08.

The Corporation, following discussion, APPROVED MacIntyre Hudson as the College Internal Auditors for the 2008/2009 academic year.

- 31/08 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION**
The Chair reported the sad death of John Pulsford's daughter. Members asked for their condolences to be passed to John and his family.

It was noted that the Lord Lieutenant will visit the College on the 1st December 2008 as part of a campaign to raise the profile of the College.

- 32/08 ISLAND EDUCATION REFORMS/6TH FORM DEVELOPMENT**
(Confidential Minute)

- 33/08 CAPITAL PROJECT UPDATE**
(Confidential Minute)

- 34/08 STRATEGY DAY AGENDA ITEMS**
The Chair took Members through the proposed Strategy Day Agenda items. It was noted that Ms Ruth Grimmer would be unable to attend the event; that Peter Shaw would only be able to attend in the afternoon and that Dr Nick England would attend for the morning session only.

The Corporation APPROVED the Strategy Day arrangements and Agenda.

- 35/08 MONITORING OF HIGH LEVEL PERFORMANCE INDICATORS 2007/08 AND SETTING OF TARGETS FOR 2008/09.**

The Acting Principal took Members through the report and drew attention to three new KPI's which had been added following a review of the PI's in light of the Framework for Excellence. She stated that these would be monitored closely and that the College had performed well against the targets set in 2007/08 although some targets had not been fully met.

The Chair suggested that the College should seek to obtain evidence of the Island community's perception of the College.

Members CONSIDERED the progress made against 2007/08 High Level Performance Indicators and APPROVED the targets proposed for 2008/09.

- 36/08 COLLEGE PERFORMANCE REPORT FOR FE PROGRAMMES**
Members considered a report on provisional College Performance on Success Rates for 2007/2008 against national averages and over a three year period. The Acting Principal reminded them that Corporation receives provisional College success rates for the previous year annually in September or October to assure itself that educational performance is improving or being maintained. They were informed that overall performance in the College's FE success rates has been maintained with some variations in the data between curriculum areas. The fact that data will continue to change until all results are known was noted. The Acting Principal pointed out the success rates are above the national average at all levels for all ages. Curriculum areas whose success rates had significantly declined to date were noted as Engineering and Learning Opportunities.

The Corporation CONSIDERED the provisional College Performance on Success Rates for 2007/2008.

37/08 PRISON CONTRACT/OLASS RE-TENDERING

The Director of Workforce Skills and Offender Learning took Members through her report and reminded them that the current Prison Contract expires in July 2009 and that the College has been invited to submit a bid, either as a Lead Provider or in partnership with other providers to secure an LSC contract to continue the delivery of Offender Learning to Island Prisons from August 2009. The need to submit a bid by 12 December 2008 was noted.

The Chair stressed the importance that the College maintains delivery of prison education on the Island but asked the College to consider its capacity to deliver at a demanding time and assess new information and guidance as it becomes available.

The Corporation APPROVED the approach proposed by the College and delegated the final decision to the Principal and the Senior Management Team.

38/08 BANK CONTRACT

The Director of Finance took Members through the report and informed them that the Bank Contract was due for re-tender. The Chair suggested that Governor involvement should be included in any major re-tender process.

SL

The Corporation APPROVED (i) the re-tender of the Bank Contract and (ii) the opening of an additional Bank Account.

39/08 ACTING PRINCIPAL'S REPORT

Members were informed that an incident had taken place that fell within RIDDOR and that the IWIGTS student involved is seeking compensation. The College Health and Safety Officer and Solicitors have been informed. She also informed Members that a recent report on the Nursery had been positive and indicated an improvement. The annual report on the Nursery will be presented to the November 2008 Corporation meeting.

IWIGTS is to be inspected the following week and the Chair wished the IWIGTS Team every success in its forthcoming inspection.

The Corporation NOTED the Acting Principal's Report.

40/08 STUDENT ENROLMENTS

The Director of Client Services took Members through his tabled Student Enrolment report. He informed them that the current LSC allocation for 16-18 year old learners in 2008/09 is 1,389 learners, including 16-18 part time learners. He informed Members that the College is, as of 21 October 2008, meeting this target but there is very little margin for the withdrawal of learners.

The Corporation CONSIDERED the Student Enrolment 2008/09 report.

41/08 MONTHLY FINANCE REPORT

The Director of Finance took Members through his report and informed them that the College's first set of management accounts for the new financial year show a favourable variance on the approved budget of £123K and this was largely due to unused contingencies and phasing variances. He stated that whilst this was an encouraging start to the year the report came with the following riders: although the LSC 16-18 Key Contract is secure there are uncertainties in the revenue lines; the debtor position remains a concern; as the contingencies (which are generally spread throughout the year) have not been touched a favourable variance relating to costs would be expected and staffing costs are a matter of concern.

He further informed Members that the External Audit field work had now been completed in relation to the statutory accounts for 2007/2008 and no material issues were raised other than those relating to bad debts and the Capital Build. He stated that the remaining significant issues relate to; bad debt provision, with a further £100k being agreed with the Auditors; the write-off of abortive costs associated with the development of the campus of £100k; an impairment charge on the assets to be demolished (an absolute amount is not yet established but circa £2m) and capitalisation of the costs to date £1,058k.

The Corporation CONSIDERED the report.

42/08 LEARNER INVOLVEMENT STRATEGY

The Director of Client Services took Members through the report and informed them that implementation of the Learner Involvement Strategy had taken longer than anticipated. However all of the existing feedback mechanisms are in place and working extremely well and most of the new activity has now been placed within the College infrastructure of Policies and Procedures. Training sessions are planned for 2008/09 to enhance the profile of the Learner Involvement Strategy across the College; a Governor Training Session involving students will take place in February 2009.

NM

The Corporation CONSIDERED the report.

43/08 OBSERVATION OF TEACHING AND LEARNING PROFILE

The Acting Principal informed Members that the College has an OTL Policy which requires each member of staff to be observed at least once annually. She stated that the College Observation Profile has improved significantly during 2007/08 and is above the target set. In addition the Observation Profile for the Island Prisons has also improved significantly. Clear action is taken when an OTL is unsatisfactory (grade 4).

The Corporation CONSIDERED the Observation of Teaching and Learning Profile.

44/08 JOB EVALUATION REPORT

Members were reminded that the College formally commenced Job Evaluation in January 2008 following review of the system currently being used (GAUGE/AoC) and the appointment of consultants (M@TRIX) to support the initial interview stages of the process. Work is continuing to finalise the evaluation process and a full College Pay Policy is being developed to structure how the findings from the Job Evaluation will be implemented.

The Corporation NOTED that: (i) progress is being made towards implementing the project and (ii) a draft Pay Policy will be presented to the Corporation in December 2008 or January 2009.

45/08 REPORT OF THE CLERK TO THE CORPORATION

Members noted that a Governor Training Session had been held on 8 October 2008 to consider the Instrument and Articles of Government and the event was attended by 10 people. The Clerk thanked Members for responding to a request to support the validation of the College SAR. He stated that Governors are still required for Validation Panel Meetings on Friday 14 November, Thursday 27 November and Friday 28 November.

The Corporation NOTED the report.

46/08 CALENDAR OF COLLEGE AND GOVERNOR EVENTS

Members NOTED the report.

47/08 COLLEGE SAR PROCEDURE AND TIMETABLE

Members NOTED the report.

48/08 ANNUAL APPRAISAL OF THE CLERK

(Staff Confidential Minute)

49/08 AUDIT COMMITTEE

(Staff Confidential Minute)

50/08 ANY OTHER BUSINESS

ASBESTOS INSPECTION TENDER REPORT

The Director of Finance asked for the Corporation's approval to proceed with an Asbestos Survey without going through the normal tender process. He stated that the cost of the survey was £29,750 + VAT and this had not been tendered for in accordance with College financial procedures. To avoid delays to the Capital Project the Capital Project Committee and the College management team wished to proceed with the survey during the October 2008 half term. The construction company had not realised that full access to the College was only available on limited occasions when students were on vacation.

The Corporation CONSIDERED the Capital Committee request to waive the requirements of the tender process and APPROVED the asbestos inspection.

26/08 DATE OF NEXT MEETING

Wednesday 26 November 2008 at 4.00 pm in room L10.

Chairman: _____ Date: _____

<p>MISSION STATEMENT Putting Students First Working for Employers Raising Community Aspirations</p>
