

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 26 NOVEMBER 2008
IN ROOM L10 AT THE ISLE OF WIGHT COLLEGE

Present: Mr Roy Bromley
 Mr Peter Conway
 Ms Lynne Christopher Acting Principal
 Ms Ruth Grimmer
 Mrs Tina Harris
 Mr Rodney Ireland
 Mrs Heather Pullen Teaching Staff Governor
 Mr John Pulsford
 Mr Paul Roberts Support Staff Governor
 Dr Bob Smith Chairman
 Dr David Wake
 Miss Sophie White Student Governor

In attendance: Mr Stephen Lamdin Director of Finance
 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: Mrs Debbie Lavin (maternity), Dr Nick England (work), Mr Tim Kirkpatrick (College work), Mr Peter Shaw (work), Mr Bob Streets (work), Mr Nigel Mason (work).

ACTION

52/08 DECLARATIONS OF INTEREST

A declaration of interest was made by Mr Paul Roberts in relation to links with Brockenhurst College.

53/08 GOVERNOR RE-APPOINTMENTS AND NEW APPOINTMENTS

The Chair of Search & Governance took Members through a tabled paper and described the process adopted for the recommended re-appointments. The Chair requested a show of hands to approve the Search & Governance recommendations for:

	COMPLETED YEARS OF SERVICE	INITIALLY APPOINTED	NEW TERM ENDS
1. Dr Nick England	4	25/11/2004	24/11/2012
2. Mr John Pulsford	4	25/11/2004	24/11/2012
3. Mr Rodney Ireland	4	27/01/2005	26/01/2013
4. Dr David Wake	4	27/01/2005	26/01/2013

The Corporation unanimously APPROVED the above four appointments and terms of office.

The resignation of Tim Kirkpatrick was noted. This was because Tim's new course timetable prevented him from getting to Corporation meetings. The Chair of Search & Governance then took members through the recommendations for the appointment of two Student Governors for a one year period.

1. Charley Cooke 2. Sophie White

The Corporation APPROVED the above two appointments for a one year term commencing 26 November 2008.

Sophie White joined the meeting at this point.

54/08 MINUTES OF THE MEETING OF 22 OCTOBER 2008

Members received the Confidential and Non-Confidential Minutes of the Meeting held on 22 October 2008.

The Confidential and Non-Confidential Minutes of the meeting held on the 22 October 2008 were APPROVED as a true record of the meeting.

55/08 MATTERS ARISING FROM THE MINUTES OF 22 OCTOBER 2008

The matters arising were considered and the following papers were noted for presentation in January 2009; Holiday Entitlement/Pay Policy and Bank Tender. It was noted there will be student input into the Equality & Diversity training prior to the 28 January 2009 Corporation meeting.

**PT
SL
NM**

56/08 COMMITTEE MINUTES

The Chairs of Audit and Search & Governance provided verbal reports and no matters were raised.

57/08 CHAIR'S BUSINESS/RATIFICATION OF CHAIR'S ACTION

Members were informed that the Principal would return from maternity leave on Monday 1 December 2008.

58/08 ISLAND EDUCATION REFORMS/6TH FORM DEVELOPMENT

(Confidential minute)

Mr Keith Woods, Strategic Director for Children and Young People, Isle of Wight Council joined the meeting for the first part of this item.

59/08 12TH NOVEMBER STRATEGY DAY OUTCOMES

(Confidential minute)

60/08 FINANCIAL MANAGEMENT AND CONTROL EVALUATION (FMCE)

The FMCE questionnaire was considered and Members were asked to forward comments to the Clerk.

The Corporation APPROVED the Financial Management and Control Evaluation questionnaire for submission to the LSC by 12 December 2008 following minor changes and with the final changes signed off by the Principal

61/08 INTERNAL AUDIT STRATEGIC PLAN

The Report was CONSIDERED and the Internal Audit Strategic Plan was APPROVED

62/08 INTERNAL AUDIT ANNUAL REPORT 2007/08

The Director of Finance informed Members that the recent internal audit had raised concerns about risk management issues but he would be addressing these.

SL

The Report was CONSIDERED and the Internal Audit Annual Report 2007/08 was APPROVED.

63/08 AUDIT COMMITTEE ANNUAL REPORT

The Report was CONSIDERED and the Audit Committee Annual Report was APPROVED.

64/08 MONITORING OF COLLEGE OPERATIONAL PLAN

The Acting Principal informed Members that monitoring of the Operational Plan by the LSC was now complete as the agreed targets for 2007-08 had now been fully met. The College continues to make good progress against identified actions and the most recent progress reports were highlighted.

The Corporation CONSIDERED the Report and congratulated the College on its progress

65/08 ACTING PRINCIPAL'S REPORT

The Acting Principal informed Members that the College has received a 'Star' award from (LSIS) the Learning & Skills Improvement Service for its work on Employer Engagement. Also the Training Quality Standard (Part B) award has been achieved and the Acting Principal thanked the Hospitality, Travel and Tourism staff for their excellent work.

It was agreed that the College should consider entering the local Chamber of Commerce awards next year

LC

The Corporation NOTED the Report

66/08 MONTHLY FINANCE REPORT

The Director of Finance took Members through the report and informed them that the Management Accounts for the three months to October show an adverse variance of £18,000 on the approved budget. This was largely due to an adverse variance on staff costs, offset by unused contingencies on non-staff and phasing variances. Currently the projected surplus is £274K, however debtors remain a concern with a further £100K of bad debt provision agreed with the auditors for 2007/08; in addition £200K of abortive costs associated with the campus development had been written off in the 2007/08 accounts, £100K of which will come from the LSC.

It was noted that the possibility of double invoicing of students was being checked as part of the bad debt investigations.

The Corporation CONSIDERED the Report.

Heather Pullen and Tina Harris left the meeting at this point.

67/08 RESULTS OF THE 2008 EMPLOYER SURVEY

The Corporation NOTED the Report.

68/08 PLATFORM ONE PROVISION REPORT

Members were informed of the progress of the Franchising arrangement between the College and Platform One. They noted the outstanding progress of Platform One and the continuing high standards of its provision and the success of its learners.

The Corporation CONSIDERED the Report

ACTION

69/08 PRISON CONTRACT REPORT (OLASS)

Members were informed that 15,778 contract hours were delivered to the end of October 2008 against a year to date target of 15,889 (99.3% of delivery). It was noted that a new staffing structure is currently being piloted for the overall management of the three Island prisons.

Governor feedback from the SAR Validation Meeting was positive. It was suggested that Governors should visit the prisons to experience the educational environment. A visit to be arranged if possible.

LC/FW

The Corporation NOTED the Report

70/08 IWIGTS REPORT

IWIGTS was re-inspected by Ofsted in October 2008 and received an overall Grade 2, with a Grade 1 awarded for "the effectiveness of steps taken to promote improvements since the last inspection".

The Chair thanked and congratulated the whole IWIGTS team for their efforts and the very successful outcome and Members were informed that a student had received the Apprentice of the Year Award.

The negative impact of the recession on apprentice recruitment was noted.

The Corporation CONSIDERED the Report

71/08 REPORT ON NURSERY

(Staff Confidential minute)

72/08 GOVERNANCE PERFORMANCE INDICATORS 2008/09

The Chair reminded Members of the need to try and attend 'other events' outside scheduled Corporation and Committee meetings, whilst recognising the pressures on individual Governor's time.

The Corporation APPROVED the Governance PI's for 2008/09

73/08 CLERK'S REPORT

The Corporation NOTED the Report

74/08 COLLEGE AND GOVERNOR EVENTS

The Corporation NOTED the Report

75/08 ANY OTHER BUSINESS

The Chair reminded Members that this was Lynne Christopher's last meeting as Acting Principal and thanked her for the excellent work delivered during extremely challenging times. The Acting Principal formally thanked her SMT colleagues for their valuable support.

76/08 DATE OF NEXT MEETING

Wednesday 17 December 2008 at 4.00pm in room L10. Followed by mince pies and Christmas drinks.

Chairman: _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Raising Community Aspirations