

MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION HELD AT LINCOLN COLLEGE ON TUESDAY 14 MARCH 2023 AT 16.30 HOURS

Present:	James Pinchbeck Haydn Beeken Ian Billyard Lucy Goodier Simon Justice Katrina Knoll Mark Locking Nick Lyons Tom McKenzie James McLaren Mark Platts Peter Price Lauren Rose Charlotte Watson	Chair Chair of Performance and Quality Staff Governor Staff Governor Principal and CEO Student Governor Chair of Finance Committee Student Governor
In Attendance:	Sarah Adams Tom Dannatt James Foster Jim Newall Tom Marsden Jacqui Varlow Kevin Williams James Wadsworth	Clerk to the Board of Corporation Group Director of Finance and Commercial (item 62/22 only via Teams) Managing Director (International and Commercial) Group Director of Marketing and Communications Group Director of Strategic Growth Group Director of HR&SSS Director of Planning and Performance Head of Quality Improvement
Apologies:	Tim Calvert Amy Conyard Dean Graham Tim Godson Graham Harrison Hollie Tapper	Chair of Remuneration and Appraisal Committees Chair of Search and HE Committees Chair of Audit Committee Group Director IT, IM and Projects Student Governor

57/22	APOLOGIES FOR ABSENCE Apologies were received from Tim Calvert, Amy Conyard, Tim Godson, Dean Graham, Hollie Tapper and Graham Harrison.
58/22	ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST It was reported by the Clerk that notice of the meeting had been given and that a quorum was present. Accordingly, the meeting was declared open. The Governors were asked to raise any declarations if these became apparent during, or after, the meeting. No declarations were made.

MINUTES OF THE CORPORATION AND COMMITTEE MEETINGSBoard of Corporation – 13 December 2022

The minutes of the meeting held on 13 December 2022 had been circulated. The minutes were agreed as a true and accurate record and were signed by the Chair accordingly.

Board of Corporation – 24 January 2023

The minutes of the meeting held on 24 January 2023 had been circulated. The minutes were agreed as a true and accurate record and were signed by the Chair accordingly.

Finance Committee – 18 January 2023, 23 February and 9 March 2023

Key items discussed included:

- The impact of ONS and what this means to us as a College Group.
- The work with DfE which is ongoing.
- Our structure and business model. Currently working through this and maintaining public sector status.
- Finance Committee recommended submission deadline for end of year accounts to the end of April 2023.
- Deans Sport and Leisure had been discussed in depth and options are to be developed with ELT. The work of Mark Taylor and the Team was recognised
- Q2 Management Accounts pack. Improved position but some non-recurrent benefits and financial health grade scores were outlined.

The Chair reported that some issues have been addressed in relation to the filing of the accounts and the following was highlighted:

- Not considered novel, contentious or repercussive to work or enter into contracts in KSA
- Permission given for two bonds if required; NDA and ITQAN
- National process for standard capital borrowing is being developed and this can be applied for
- An overdraft is highly unlikely to be approved as part of any working capital provision
- There may be approval for CLBILS potentially until July. If CLBILS is approved ESFA may expect filing. Audit concerns remain in relation to the contracts in KSA in relation to going concern.

Approved: to extend the filing of the accounts to the end of April

Should the remaining issues be resolved prior to this deadline then filing can be carried out sooner.

It was reported that a letter has been requested from CoE outlining the longer-term work in KSA. Discussion took place on payment models in KSA and potential for monthly payments.

Audit Committee – 21 February 2023

The Vice Chair of Audit Committee reported on the meeting held on 21 February. The Internal Audit Report on Estates was reported on which had received substantial assurance.

A deep dive had taken place on Apprenticeships with Tmasyn Lawton, Head of Apprenticeships, in attendance.

	<p>The Committee have asked that any triggers in relation to the potential calling in of bonds, are a standing item on the agenda noting that these are performance not financial triggers, ie KPIs.</p> <p><u>Performance and Quality Committee – 11 January 2023</u></p> <p>The minutes had been circulated. The Chair of P&Q reported on the main items discussed. The Chair reported that the Committee had finalised their objective. The objectives for all Committees are currently being collated.</p> <p>Action: Clerk to circulate collated objectives</p> <p><u>Higher Education Committee – 8 March 2023</u></p> <p>The Committee had met on 8 March 2023. It was explained that David Horsfield, Quality Manager Higher Education had attended the meeting. The main topics of discussion were outlined; website accuracy, TEF submission entered to plan, Student Protection Plan finalised and the new title of Lincoln College University Centre approved.</p> <p><u>Governance Working Group</u></p> <p>The group last met on 10 February but due to the impact of ONS progress has been delayed. A workshop is to be held after Easter where options can be reviewed.</p>
<p>60/22</p>	<p>MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS</p> <p>It was explained that Matt Vaughan has been appointed as Deputy Principal and it is hoped he will take up the post in June. Matt is currently Vice Principal at Vision West Notts College in Mansfield.</p>
<p>61/22</p>	<p>EDUCATION AND TRAINING QUALITY – GROUP WORK</p> <p>Kev Williams, James Wadsworth and Tom Marsden led a session. It was reported that a T level inspection has been undertaken by Ofsted recently.</p> <p>JW gave an overview of the ACR which had taken place in February. The purpose, method and evidence base were explained. The scope was FE and not HE.</p> <p>The headline findings of good practice were highlighted including supportive tutors, purposeful curriculum, individualised training, high expectations for learners and a culture of safeguarding. Areas requiring improvement were also outlined including planning of learning and assessment, English and maths, ensuring learner progress feeds up to Leads and Heads, classroom standards, the need to reinforce Prevent and British standards throughout the year and the consistency of work experience and careers advice. The actions required in relation to the areas of improvement and the staff responsible for progressing these were outlined.</p> <p>Discussion and questions then took place around areas such as Step in Support, the use of data, attendance and the Learner Conduct Policy, LAT and the “why” for attendance and English and maths. Apprenticeships were queried and whether this should be on the areas for action to improve. It was explained on the cross college QiP this is included in each school area.</p> <p>Retention and attendance figures were reported including comparison to last year and the need to ensure these remain high. The three I’s: Intent, Implementation and Impact and the changes to the EIF were explained.</p>

62/22	<p>AVIVA – RESTRICTED RESERVE</p> <p>GD(F&C) joined the meeting via teams and gave a presentation on the current financial position. The impact on financial health grade and reasons for this were outlined. Variations from budget by entity were outlined including all subsidiary companies. The rolling cashflow was presented and the working capital utilising the restricted reserve. Confirmation of CLBILS usage would provide £5m if approved. NAO audits will take place to ensure that Colleges are complying with Managing Public Money (MPM).</p> <p>The College has been asked by DfE/Treasury to use the restricted reserve before asking for any credit. The original intent of the Aviva deal was highlighted. It was explained that a Capital Loan Scheme is being applied for when available for ASI capital match.</p> <p>The Governors asked if there were any restrictions from Aviva and the covenants were explained, together with the annual repayment and the restriction on using more than 20% of property for commercial rather than curriculum. Whether the debt now actually belongs to the Government rather than the College was discussed. It is clear in the view of DfE that as part of public sector own reserves should be used first despite any reluctance the Board may have to use the restricted reserve. The need to be disciplined on reimbursing this reserve was stressed as a principle. The potential changes in future were discussed including the impact of any reversal of the ONS decision.</p> <p>Action: A formal note on the position of the Board in relation to the use of the “restricted reserve” will be put together and circulated for agreement to be included in the minutes</p>
63/22	<p>STRATEGIC RISK REGISTER AND PRINCIPAL AND CEO REPORT</p> <p>The Risk Register and Principal and CEO report had been circulated and were taken as read. The risks related to ONS have been split out. A risk was highlighted for removal.</p> <p>Approved: the HEART risk was approved for removal</p>
64/22	<p>FINANCIAL STATEMENTS YEAR ENDED 2021/22</p> <p>It was explained that approval had been given to extend the filing date to the end of April 2023.</p>
65/22	<p>ADMISSIONS POLICY 2023/24 FOR APPROVAL</p> <p>The Admissions Policy for 2023/24 had been circulated with no material changes made.</p> <p>Approved: The Admissions Policy 2023/24 was approved</p>
66/22	<p>APPLICATION OF THE COLLEGE SEAL</p> <p>The use of the College Seal since the last report had been circulated for information.</p> <p>The Board noted the use of the Seal</p>
67/22	<p>URGENT BUSINESS</p> <p>There was no further business discussed.</p>

68/22	DATE AND TIME OF NEXT MEETING
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	Date and Time of Next Meeting: the next meeting will be a training day on Tuesday 16 May 2023.
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The meeting finished at 18.56 hours.