



**MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION
HELD AT LINCOLN COLLEGE ON TUESDAY 20 MARCH 2018**

Present:	James Pinchbeck Haydn Beeken Nick Cudmore Neil Everatt Heather Fluck Dean Graham Gary Headland Nick Lyons Ehsan Naeem Mark Platts Mike Simpson Sam Yates	Chair Vice Chair and Chair of P&Q Committee Chair of Audit Committee Staff Governor CEO Vice Chair and Chair of Finance Committee Student Vice President HE Staff Governor
In Attendance:	Sarah Adams Tom Dannatt James Foster Graham Harrison Jim Newall Jacqui Varlow Kevin Williams Martin Booth	Clerk to the Board of Corporation Group Director of Finance and Commercial Managing Director (International and Commercial) Group Director of IT, CIS and STEP Group Head of Marketing and Communications Group Director of Human Resources Director of Planning and Performance Director of Education and Training (item 53/17)
Apologies:	Richard Arbon Abbie Bembridge Tim Calvert Peter Horner Mark Speed Daniel Wilkinson	Student President Student Vice President FE

43/17 APOLOGIES FOR ABSENCE

Apologies were received from Richard Arbon, Abbie Bembridge, Tim Calvert, Peter Horner, Mark Speed and Daniel Wilkinson.

The Chair thanked the Board and the College staff for all the hard work carried out since the last inspection and also last week during the inspection itself. It was highlighted that the outcome will improve the standing of the College and act as an accelerator towards become an extraordinary organisation in line with the Lincoln College Group Strategy 2016-2019.

On behalf of the Board and the governors the Chair thanked everyone involved.

44/17 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. There were no declarations of interests made.

45/17 MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS:

Board of Corporation – 12 December 2017

The minutes of the meeting held on 12 December 2017 were taken as read. The minutes were reviewed on a page by page basis for accuracy. There were no matters arising not included on the agenda.

The minutes were signed as a true and accurate record.

Performance and Quality Committee – 13 December 2017, 10 January 2018 and 9 February 2018

The minutes of the P&Q Committee meetings held in December, January and February had been circulated for information. Haydn Beeken gave an overview and explained all minutes had been signed off by the Committee. The next meeting is a conference call to be held on Friday 23 March 2018 to look at the current top level scorecard. Questions were welcomed. The Chair reported that the minutes showed the engagement of the Governors in the Committee and wider engagement across the College. It was explained that Ofsted had given positive feedback on the minutes and P&Q meetings.

Audit Committee – 7 March 2018

Nick Cudmore gave an overview of the Audit Committee held on 7 March. Matters discussed had included the following:

- A lay member has been identified and it is hoped they will be able to attend a meeting this year and commence in post in September
- The rolling audit recommendations were reviewed and items to be removed identified. Recommendations from external audit were added.
- The Committee approved the commencement of a tender process for internal audit provision to start at the end of this month through Crescent Purchasing.
- An update was given on the ETS position. It was explained that ICCA have now been formally disengaged due to their relationship with ETS. Confirmation has been received from ICCA that they understand the reasons why and accept the position taken. There are arrangements being put in place for an interim solution to cover internal audit requirements prior to a new appointment being made.
- A presentation was given by the external auditors on Board assurance and training is to be scheduled for April.
- Updates were given on risk management and health and safety. Sickness is to be looked at in-depth at the June meeting as a follow up.

Extraordinary Finance Committee – 6 February 2018 and Finance Committee – 15 March 2018

The minutes of the Extraordinary Finance Committee held on 6 February 2018 had been circulated and were taken as read. Nick Lyons gave an overview of the meeting held on 15 March 2018. The Financial Dashboard had been reviewed and is included on the agenda for today. The Committee had agreed currently to focus more on debt and cashflow and less around income streams. The monthly management accounts for P6 had been reviewed in detail and the variances for the College and LCI were explained. Exchange rates had been discussed and how to mitigate any exposure to interest rate fluctuations. The end of year outturn had been considered. Discussions related to a possible pay award will be on the agenda for the June meeting. Treasury management had been discussed including working capital arrangements and loans.

46/17 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

There were no further matters arising and no notifications of urgent business.

47/17 CEO'S REPORT

The CEO welcomed questions on his report. The following was discussed:

Inspection

The Board was thanked for their involvement in the inspection and particularly those who had been involved personally. It is expected that the inspection report will be positive about the role and involvement of governors. The grading of good will open up more doors including the Tier 4 licence for international students, collaborative working, T level piloting, etc. The feedback on the culture of the 'craft of teaching' was highlighted. Employability was reported as positive with strong links to the businesses the College serves. Dean Graham had been in the feedback meeting with Ofsted and reported on their comment relating to strong leadership that enabled the teaching to be at the level it was and he thanked the CEO and his team for their hard work. The CEO highlighted the exemplary job carried out by Mark Locking in his role as Ofsted Nominee. Haydn Beeken commented on how the SAR reflected the findings of inspectors which was positive. Mark Platts commented that the accuracy of projections clearly linked to conversations with everyone across the organisation.

Critical Enabler 1 – Organisational Development

The CEO reported on analysis being undertaken on the data from the health and wellbeing survey, the health and wellbeing focus groups and the annual staff survey. The Board were invited to share with the CEO any examples of staff reward and recognition schemes in their own businesses.

Action: any suggestions to be forwarded to the CEO.

The Chair explained that the Governors who had been directly involved with Ofsted are to have a meeting to debrief when the report is released and this will be arranged at the appropriate time.

48/17 MD (E&TD)'S REPORT

Kevin Williams, the Director of Planning and Performance, introduced the MD (E&TD)'s report, which was taken as read. It was explained that the end of year achievement forecast remains the same at 85%. All performance is monitored regularly through P&Q Committee. Apprenticeship data was explained and if the forecasted performance is achieved then this will be in line with national averages. The lag on national data was explained. Currently figures are compared to 2015/16 figures and the data for 2016/17 is due to be published shortly. HE figures were explained and should 90% continuation rate be achieved then this is in line for TEF Gold. It was reported that the bid to the pilot of the Strategic College Improvement Fund was not successful and that feedback is awaited; this was a pilot and a bid can be put in for the main fund at a later date.

Recent good news stories were reported including that the College has once again met the Matrix Standard linked to Information, Advice and Guidance (IAG); congratulations have been passed to the team involved in this.

Construction students have recently been involved in work experience with the Charity Band of Builders. Edward Champion, a former A&DCC student, came in to talk to the students about his life in the Air Force. Newark College student, Joe Bocock recently won the Industry Collaboration Award. Joe was an apprentice at KnowHow.

If forecasts are correct Achievement will be 4% above last year which is very positive. Haydn Beeken reported that P&Q are confident in the figures and forecasts and that the results are being built on very solid ground.

Graham Harrison explained he had presented at the AdvancedWorld Conference recently on the College journey for the MIS capability and on our technology, process, people and culture aspects of our data dashboards. The presentation was well received and the OneAdvanced FE account manager fed back that of 300 colleges he looks after Lincoln College are in the top 10 for their approach to data dashboards. Kevin Williams also reported on feedback from the Ofsted lead inspector and the improvement they had seen in the data and particularly the quality and timeliness of figures provided to them.

49/17 GD (F&C)'S REPORT – FINANCIAL DASHBOARD

The Financial Dashboard for Lincoln College had been circulated. It was explained that the financial health grade, provided by the ESFA, is driven by a number of factors including: profitability, borrowing and cash availability. The current overdraft and rolling credit facilities in place were explained. Long term finance is to be restructured in the summer. Alternative funding models are being analysed currently. It was explained the dashboard is being refreshed following discussion at the recent Finance Committee.

The budget build for 2018/19 is now underway. The focus on sustainability was highlighted. The position within the sector as a whole was outlined.

50/17 MD (I&C)'S REPORT

This paper was considered as a confidential item.

51/17 STUDENT PRESIDENT'S REPORT

Ehsan Naeem had circulated his report which was taken as read. Mental Health Awareness Week has been held with money raised for MIND from a number of activities. An Exam Survival Week is to be held with a portfolio of activities to help relieve exam stress. The aim is always to try and include events at Newark and Gainsborough but this is challenging. Changes have been made to the SU in response to requests for more clubs and societies; there is now a new officer to be appointed and a football club has commenced. There is a general feeling that there is a need for refreshing IT for students which was reported on. £192 had been raised yesterday following an event for Sport Relief.

Dean Graham asked about the decision for the Student President to be a student rather than a member of staff. Sam Yates explained the reasons for this and reported that it is difficult to find a good group of students and recruit to a one year fixed term post. It was therefore decided to link this back to the democratic process. Ehsan Naeem reported on discussions held with the advisor working with the SU and also a learner voice practitioner to assist with running the SU to give some continuity. Dean Graham asked whether the Marketing Team could bolster events and societies. It was explained that one issue with arranging events is that the student body often want to leave the campus at the end of the day in contrast to University students, many of whom live on campus. This was agreed as an important topic and discussed further. The CEO thanked Ehsan for his input to the Student Union and College as a whole in his many roles including as a student governor and student ambassador. The CEO also reported on 'learner voice' and the link to 'employer voice' and 'staff voice' and bringing back this to a future Board.

Ehsan reported on involving the new Clubs and Societies Officer in meetings with the Marketing Team as the current E&D officer is involved in meetings with the E&D Working Group and therefore building links within the College.

52/17 EQUALITY AND DIVERSITY ANNUAL REPORT 2016/17

The report was taken as read. It was explained that the report is a statutory requirement and that the figures must be published. Questions were invited. Haydn Beeken highlighted the positive support given to High Needs Students which had been commented on during inspection. Kevin Williams highlighted there are no significant gaps between HNS and other students.

Nick Lyons asked about staff turnover figures and this was explained and discussed. It was explained figures are monitored but there are no targets set. It was agreed that this could be added back into the top level scorecard for the information of P&Q.

Action: turnover figures to be added into the top level scorecard for P&Q Committee.

The gender pay gap was discussed. The actions in place related to this were explained. It was noted this is a national issue and the College is situated below the national benchmark.

Discussion took place on the declaration of disabilities and it was explained there may be a reluctance for staff to declare a disability even though there are a lot of support mechanisms in place and a self-service declaration on the itrent system.

Heather Fluck asked about the desire to increase the numbers of staff disclosing their sexual orientation. Jacqui Varlow explained that it is important to understand the make-up of the workforce and also to be able to inform staff of the support that can be made available to them should they require this. Sam Yates also reported on being able to show there is no discrimination across the protected characteristics.

The Board thanked the Group Director of HR and noted the report.

53/17 HE FEES

Martin Booth had circulated the paper on HE Fees which had already been to the Executive Leadership Team for consideration. The recommendation to the Board was that the fees remain as they currently are for 2019/20. It was explained that the fee has to be submitted to the Office for Fair Access (OFFA).

The discussion points were highlighted and specifically the gap between the fees of the College and Universities compared to the facilities available, for example the dedicated HE infrastructure in the traditional campus based universities. It was also outlined that it would be helpful to see if there was any impact following the increase in fees for 2018/19 before any decision is taken to increase fees higher.

Nick Lyons asked how the bursary works and it was explained that it comes from the fee paid and is seen as a differentiator. Other institutions are following suit and it was explained that BGU give iPads as an incentive. Martin Booth explained that on average student destinations after six months show leavers from the College have higher earnings on average.

The Board approved the recommendation of retaining fees at the current level for 2019/20.

54/17 URGENT BUSINESS

There were no items of urgent business considered.

55/17 DATE AND TIME OF NEXT MEETING

The next meeting will be a whole day Strategy Session on Tuesday 22 May 2018 between 09.00 and 17.00 hours.

The meeting closed at 18.25 hours.

Signed:

Date:

Action List
Actions from the Board of Corporation Meeting held on
Tuesday 20 March 2018

Item Number	Description	Action by	Target Date	Status/Note
47/17	Any staff benefit ideas to be shared with CEO	All	End of May	
52/17	Staff turnover figures to be included in top level scorecard	Group Director of HR	For next scorecard	