



MINUTES OF THE LINCOLN COLLEGE BOARD OF CORPORATION – HELD AT LINCOLN COLLEGE ON TUESDAY 2 JULY 2019

Present:	James Pinchbeck Abbie Bembridge Philippa Bratby Nick Cudmore Neil Everatt Heather Fluck Dean Graham Gary Headland Danielle Lister Daniel Wilkinson	Chair Student President Support Staff Governor Chair of Audit Committee Academic Staff Governor CEO (by telephone)
In Attendance:	Sarah Adams Claire Love Tom Dannatt James Foster Graham Harrison Mark Locking Jim Newall Jacqui Varlow	Clerk to the Board of Corporation Group Financial Controller Group Director of Finance and Commercial Managing Director (International and Commercial) Group Director of IT, Information Management and Projects [agenda item 66/18 only) Managing Director (Education and Training Delivery) Group Director of Marketing and Communications Group Director of HR and Student Support Services
Apologies:	Haydn Beeken Tim Calvert Jim Cronin Mark Platts Mike Simpson Mark Speed Nick Lyons	Vice Chair and Chair of Performance and Quality Chair of Appraisal, Remuneration and Search Student Vice President Vice Chair and Chair of Finance Committee

68/18 APOLOGIES FOR ABSENCE

Apologies were received from Haydn Beeken, Tim Calvert, Jim Cronin, Mark Platts, Mike Simpson, Mark Speed and Nick Lyons. Daniel Wilkinson joined the meeting by conference call.

The Chair reported on the very sad news that Richard Arbon, ex Student President, had passed away following a recent motorcycle accident and extended the condolences of the Board to his family and friends at this difficult time. The MD (E&TD) explained that Richard’s family have been written to. The Clerk explained that a remembrance plaque and commemoration would be arranged in Deans Park and that Governors would be advised of the date should they wish to attend.

69/18 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.

70/18 MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS

Board of Corporation – 19 March 2019

The minutes of the meeting held on 19 March 2019 were checked on a page by page basis. The minutes were agreed as a true and accurate record and signed accordingly.

Board of Corporation – 21 May 2019

The minutes of the meeting held on 21 May 2019 were checked on a page by page basis. The minutes were agreed as a true and accurate record and signed accordingly.

Performance and Quality – 19 June 2019

The minutes of the meeting had been circulated for information. ML explained that the achievement target remains at 87% and has not been reduced to 86%. Discussion took place on retention. The main item at the meeting was discussion in relation to the HEAPP and how the money is spent. The MD (E&TD) expressed his thanks on behalf of the P&Q Committee to Becki Hamnett, James Wadsworth and the HE team who were involved in putting the documents together. It was explained that the same level of submission is required as for a University with thousands of students and many more staff involved. The P&Q supported the APP submission and had approved this on behalf of the Board to meet the deadline of 1 July 2019. It was explained there is not a timeline from the OfS yet as to when they may finally accept the document for completion of the work and it is possible that additional information will be required.

The Chair explained that P&Q are to produce a schedule for OODA walks to take place during the year and stressed the importance of increasing involvement and all Governors being involved. Once this schedule is approved at July P&Q this will be circulated to all Governors. This will also be discussed at the Governor Reviews.

Finance Committee – 27 June 2019

The Finance Committee met on 27 June 2019. The CEO gave an overview of the meeting on behalf of Nick Lyons. P9 had been reviewed with a strong forecast. No significant swings are expected.

The main focus of the meeting was to scrutinise the Two Year Financial Plan and 2019/20 Budget for recommendation to Board. The Finance Committee agreed the Financial Plan and Budget as presented should be recommended to Board for final approval prior to submission.

The Chair commented on the completion of the Budget and Financial Plan and acknowledged the input of everyone involved, including the Board. He stressed that the plans will provide a strong position going forward and recent initiatives undertaken were the correct course of action.

71/18 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

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

72/18 TWO YEAR FINANCIAL PLAN/I&E BUDGET 2019/20

73/18

It was agreed to take the two agenda items as one. The draft detailed I&E Reports for both Lincoln College and Lincoln College Consolidated had been reviewed at Finance Committee and copies were circulated to the Board.

TD gave a presentation supporting the financial plan and budget papers detailing benchmarking for all Colleges, GFE College and East Midlands Colleges (19 colleges). The presentation outlined figures for 2017 (actual), 2018 (actual), 2019 (P9 outturn) and the budget for 2020. The figures had been discussed in detail at the Finance Committee meeting and include: current ratio, EBITDA % of income, Surplus % of income, Borrowing % of Income, Staffing % of Income, Dependency on other Income and Cash Days in Hand. Explanation was given on each slide and the background

The planning assumptions including retaining good financial health, the introduction of a capital expenditure provision, development of sporting facilities at Ravendale, the need for external audit to agree the transaction reporting for the financial statements and the continuing provision of working capital facilities should they be required were outlined.

DG asked about the development of Ravendale and whether, as the value of land increases, should this be held onto for the future. It was explained that the areas being sold are only two small plots of land and will enable redevelopment and upgrading of the sports facilities on site. The space will enable building of c.70 houses, including 46 social houses. The CEO reported on wave three in KSA and the cash required in the business to enable development and innovation. It was noted that the next financial year will be prudent. It was discussed that now was a good time for building in the City and the revenue can be used to increase and benefit community use. Potential links with other organisations for the use of the facilities were outlined including Bishop Grosseteste University (BGU).

NE asked if consideration had been given to Brexit and if there will be any impact or potential issues. TD explained that in relation to the long-term financing that the cap and collar and maximum increase will help mitigate some of the financial risks. Modelling has been carried out in relation to RPI. FX may also be an issue but it is difficult to gauge.

The Financial Plan was considered and the following highlighted:

- Financial health is good this year and next and outstanding for 20/21. It was noted that 'satisfactory' no longer exists and below good is 'requires improvement'.
- Financial remain challenging and targets are aimed at 'good' or above.
- Capital funding provision of £2.9m. The list of improvements put forward in relation to the Aviva deal equates to c.£1m for the first year, £0.9 for Ravendale and £1m general allocation. This is a positive investment in the infrastructure, including health and safety, IT, etc. It was explained the ESFA are to carry out a survey of the estate condition in addition to the survey carried out by Aviva recently. This will help support bids for improvement grants and is a DfE initiative to provide capital support for Colleges. The Chair asked if the ESFA would look at the affordability and how the bidding may work was explained.
- The sensitivity analysis on pages 10 to 13 with downside and upside modelled was outlined.

I&E budget for 2019/20 was outlined. £3.9m EBITDA covers repayment of existing loans in KSA and pension liabilities.

DG asked if the ESFA came back with any response in relation to the Aviva deal. TD explained a number of questions had been received in relation to the deal and accounts had been submitted. The next opportunity for ESFA to respond will be on the submission of the Financial Plan on 31 July 2019. The Chair thanked TD for a robust piece of work, which had been well presented and asked for the support of the Board and approval for the Financial Plan and Budget for 2019/20.

Approved: The Board approved the Financial Plan for 2019/2021
Approved: The Board approved the I&E for 2019/20

74/18 REPORT FROM CEO AND ELT

The report was taken as read. The CEO highlighted the performance figures. It was explained that the presentation is essentially the end of year 'report card' for the College.

The Chair asked if there was any reason that TEF Gold hadn't been achieved and if there was any difference in the assessment. ML explained that some of the NSS data in relation to library resources had been low, another possible reason was continuation rates which are expected to improve. It was explained that the result was a very strong Silver.

The Chair stated the document was a great read with a large number of positive achievements and asked that the thanks of the Board are passed to the team.

75/18 HE ACCESS AND PARTICIPATION PLAN

The requirement for the Board to approve the HEAPP was explained. The P&Q Committee had scrutinised the document in detail, following delegation from Board to meet submission deadlines. Following this changes had been made and the final document was signed off by P&Q Committee.

It was explained that the document outlined the strategic approach over the next three to five years in respect of underrepresented groups and certain demographics within the population.

The Chair asked about Care Leavers. ML explained that this is a group tracked and monitored carefully as they often underperform. Much of the sector has not tracked this group in relation to HE in the same detail as at FE level. This is a national issue and will be tracked and monitored to ensure accurate data is captured.

Approved: HEAPP submission

76/18 POLICIES FOR APPROVAL

[1735 GH joined the meeting]

Fees Policy 2019/20

The Fees Policy had been amended to take account of funding guidance and eligibility changes. Other minor changes have been made as required and GH recommended the Policy for approval.

Approved: The Fees Policy for 2019/20 was approved

[GH left the meeting]

Learner Support Fund Policy 2019/20

Amendments had been made in line with ESFA guidelines. JV recommended the Policy for approval.

Approved: The Learner Support Fund Policy 2019/20 was approved

Admissions Policy 2019/20

Minor amendments had been made to reflect changes in relation to Welcome Days, how school leaver apprentices are recruited and changes to HE courses. JN recommended the Policy for approval.

Approved: The Admissions Policy 2019/20 was approved

The Chair reported on a friend who had recent experience of the Admissions process who had fed back on their positive experience and the sense of a continuous loop in the process. The feedback was welcomed.

77/18 DRAFT MEETING SCHEDULE 2019/20

The draft meeting schedule for 2019/20 had been circulated for approval. The Clerk explained the intention to hold a first half day session in September and the first full Board in October following a meeting of each of the relevant Committees. It was explained there may be some changes to the schedule for Performance and Quality Committee when the MD Review schedule has been finalised.

The intension of including some sort of social event to allow the Board to meet during the year on a more informal basis was reported.

The Chair asked that Governors attend the Big Welcome events if possible. It was explained these are very important as part of ensuring the students are engaged and 'fall in love' with being at College. It was noted that at Day 42 often more than 180/200 students are lost and actions are being put in place to try to reduce this including brining Alumni in to share their stories.

It was explained that the Governor self-review forms are currently being reviewed by the Clerk and Chair and will be circulated as soon as possible for completion to the Annual Review sessions. The Chair stressed this is very much a two way process.

The Staff End of Year BBQ is taking place from 1pm on Friday 5 July and the Board were invited to attend if they were able.

The CEO thanked the Board for their contributions during the year, their support and challenge. The Chair reflected on the cohesion of the Board and the combined sense of direction. The Chair explained he had attended the MIC awarded at Newark last week which had been a very enjoyable event showcasing their achievements and encouraged the Board to attend next year.

78/18 URGENT BUSINESS

No items of urgent business were discussed.

79/18 DATE AND TIME OF NEXT MEETING

The next meeting will be held in September following approval of the meeting schedule.

The meeting closed at 17.46 hours.

Signed:

Date: