



MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION – HELD AT LINCOLN COLLEGE ON TUESDAY 2 NOVEMBER 2021 AT 1630 HOURS

Present:	James Pinchbeck Kallie Bauckham Haydn Beeken Philippa Bratby Ian Billyard Amy Conyard Tim Godson Lucy Goodier Gary Headland Simon Justice Nick Lyons Tom McKenzie Mark Platts Peter Price Daniel Wilkinson	Chair FE Student Governor Vice Chair Staff Governor Chair of Performance and Quality Chair of Audit CEO Staff Governor Vice Chair Chair of Finance Committee
In Attendance:	Sarah Adams Tom Dannatt Graham Harrison James Foster Mark Locking Tom Marsden Jim Newall Jacqui Varlow Margaret Serna Donna Clifford	Clerk to the Board of Corporation Group Director of Finance and Commercial Group Director IT, IM and Projects Managing Director (International and Commercial) Managing Director (Education and Training Delivery) Group Director of Strategic Growth Group Director of Marketing and Communications Group Director of HR and SSS Chair of LCI Board FE Associates
Apologies:	Tim Calvert Danielle Lister Charlotte Watson	Chair of Remuneration and Appraisal Committee

9/21	APOLOGIES FOR ABSENCE Apologies were received from Tim Calvert, Danielle Lister and Charlotte Watson. The Chair reported that Dean Graham was taking a leave of absence until the New Year due to work pressures. Margaret Serna (Chair of LCI Board) and Donna Clifford (FE Associates) joined the meeting.
10/21	EILIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST No declarations of interest were made. The Governors were asked to raise any declarations if these became apparent during, or after, the meeting.

11/21	<p>MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS</p> <p><u>Board of Corporation – 28 September 2021</u></p> <p>The minutes of the meeting had been circulated and were checked for accuracy. There were no matters arising. The Board were thanked for their input to the session on Board Effectiveness.</p> <p><u>Appraisal and Remuneration Committee – 14 October 2021</u></p> <p>This was minuted as a confidential item at the end of the meeting.</p> <p><u>Audit Committee – 19 October 2021</u></p> <p>The Chair of Audit reported on the meeting as follows:</p> <ul style="list-style-type: none"> • Seven items had been removed from the outstanding audit rolling report which is now at single figures. There are a few items that are taking time to action fully and the Committee are pushing for these to be completed. Should items not be removed the relevant head/manager will be invited to attend the Committee to explain the reasons • Graham Harrison had attended the meeting in relation to the cyber security audit and IT risks on the risk register. One issue related to data leakage prevention and the recommendation had been clarified with internal audit and is now ready for removal from the list • The subcontracted controls report had been received with no issues. <p>The Chair of Board asked when the risk appetite document would be ready. It was responded the intention is to take this to the Audit Committee in December prior to being brought to the Board.</p>
12/21	<p>MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS</p> <p>There were no matters arising or notifications of urgent business.</p>
13/21	<p>LINCOLN COLLEGE GROUP BALANCED SCORECARD AND STRATEGIC RISK REGISTER</p> <p>The documents had been circulated and were taken as read.</p> <p>The CEO reported a positive start to the academic year and updated the Board on progress with the Lincoln and Newark Towns Fund bids.</p> <p>Governors provided positive feedback from the two Higher Education Graduation events held in October which had provided excellent community and employer engagement opportunities while also recognising appropriately the achievements of students.</p> <p>MD(I&C) provided a verbal summary report following his recent visit to KSA which had been constructive. Stakeholder relationships in the Kingdom, especially with the CEO of the Colleges of Excellence, remained very strong. Sir Steve Smith, the UK Government’s International Education Champion, had visited the ITQAN College which had reflected well on Lincoln College (International) (LCI). The Chair of LCI was in attendance for the Board meeting and confirmed the very positive start to the academic year in KSA and the strong focus on securing new contracts/contract renewals in the Kingdom.</p> <p>The new risks on the register linked to IASTI Capital Funding, skills shortages, IASTI Recruitment and the Health and Social Care Levy linked to NI contributions were discussed and the risk controls were noted.</p>

	<p>It was agreed that the Finance Committee would provide oversight of the Health and Social Care Levy risk. It was agreed that the P&Q Committee would provide oversight of the risk related to IASTI Recruitment.</p> <p>An update was given on the progress being made in relation to the IASTI, both the interim facility at Newark College and the plans for the new-build facility. The Board noted that the outline business case would be presented to the Board of Corporation in December.</p> <p>An update was provided on the Ravensdale project. The Board noted that the City of Lincoln Council had not yet responded to the outline planning process and informally it was understood that council officers were likely to recommend that the project should not receive planning approval because of the objection by Sport England. GD(F&C) was continuing to lead the project and was exploring alternative courses of action.</p> <p>An update was provided on the Drill Hall project which was progressing well.</p> <p>The Board requested that the potential collaboration with Activate Learning (Item 14/21) should be included on the Risk Register.</p>
<p>14/21</p>	<p>SAFEGUARDING ANNUAL REPORT 2020/21</p> <p>The report, covering the 2020/21 academic year, was taken as read. Throughout the reporting period safeguarding was judged to be effective. Questions were welcomed.</p> <p>The vulnerability in relation to the database was raised and that only one person is trained on this. It was explained that a number of options have been looked at and there is not the expertise in house. It may be a case of going out to the market which could be done at short notice. It was explained it is due to the software development required and the risk links to the management of the software. The information the database holds is accessible to the whole team. Alternative software is being sort.</p> <p>Levels of training undertaken was queried and it was asked how many staff were trained to L1 and also L2. It was explained that the four Safeguarding leads are trained to L3. Duty managers, etc have L2, L1 is the 3-year refresher for all staff. It was explained that the single central record is held with detail of all staff on a 3-year cycle with automatic renewal, the figures contained in the report are purely those training during the academic year and not total figures and it was confirmed that the report can be amended to reflect this. Overall there are about 60 staff trained to L2 and the 18 reported are those who have been trained this year. The L1 online training is complemented with classroom training. Mental health trained staff were discussed. It was confirmed the number was again just those trained this year. It was explained there are a number of different qualifications. The Board asked for full figures to be circulated.</p> <p>Action: full figures to be circulated for information</p> <p>It was noted that safeguarding cases have increased at the start of this academic year, particularly related to mental health and this was felt to be understandable in light of the pandemic. The ACR will have safeguarding as a core part of the process. It was explained that often as the support available becomes more known then this results of an increase in cases being reported. It was felt this may link to a lack of external support. The experience and quality of the support available in the College was outlined.</p> <p>Discussion took place on the CCTV, which is due to be fully replaced by December. The importance of ensuring this is in place was noted. It was asked if there were any concerns linked to insurance cover and it was confirmed there was not.</p> <p>The Board noted the report.</p>

15/21	<p>HEALTH AND SAFETY ANNUAL REPORT 2020/21</p> <p>The report had been received and discussed at Audit Committee. An overview was given and questions welcomed. Overall sickness was queried and the distinction between short and long term and if there were any trends.</p> <p>It was explained that additional information had been requested and this would be shared with the Board.</p> <p>Action: TD to share full sickness figures</p> <p>It was noted that sickness had decreased. Age profiles were considered. It was explained that long term sickness is after four weeks. It was felt that the figures supports the case for flexible working.</p> <p>The Board noted the report.</p>
16/21	<p>RISK MANAGEMENT ANNUAL REPORT 2020/21</p> <p>This report had been received and discussed at Audit Committee. The progress on a wider framework and also a Board Assurance Framework which is currently being finalised, was reported.</p> <p>No questions were raised.</p> <p>The Board noted the report.</p>
17/21	<p>GDPR ANNUAL REPORT 2020/21</p> <p>The report had been received and discussed at the Risk Management Group and Audit Committee.</p> <p>The Clerk gave an overview. It was reported that breaches had doubled last academic year from the previous two years with many relating to the use of emails. It was felt this may be due to new staff and access to College systems during the period of working from home but it was positive that breaches were being reported and that advice and support was being sought from the DPO. The only breach reported to the ICO was that in relation to the cyber-attack in November 2020.</p> <p>All staff are trained as part of induction and the ICO guidance is for refresher training every two years which is due to the rolled out next Easter. Individual staff members who have not completed training are sent regular reminders.</p> <p>It was explained that the Working Group are now meeting on a termly basis to monitor breaches and that a refresh of the types of communication sent out at the point of implementation will be rolled out to remind staff of the importance of GDPR.</p> <p>The Board noted the report.</p>
18/21	<p>APPLICATION OF THE COLLEGE SEAL</p> <p>The Clerk explained that the reporting of the application of the College Seal is included at each meeting and that since the last report two documents have been sealed, namely the CLBILS credit facility and the Grant Agreement for the development of the Drill Hall.</p> <p>The Board noted the report.</p>

19/21	<p>GOVERNANCE REPORT</p> <p>The report had been circulated and was taken as read. The Clerk highlighted the following points:</p> <ul style="list-style-type: none"> • The change to the Articles in relation to the appointment of the GD(F&C) as a Senior Post Holder (SPH) • The inclusion in the Standing Orders of the amended Code of Good Governance for English Colleges, the main changes related to ED&I and Environmental Sustainability • The Terms of Reference, as approved by each Committee, and specifically the updated ToR for the Audit Committee to reflect the new Post-16 Audit Code of Practice which was published in March 2021 • Governor Training and Events for the year • The new Committee membership for 2021/22 • The confidential minutes were reviewed. With the exception of the Audit Committee minutes all other minutes are to remain confidential. <p>The Board noted the report.</p>
20/21	<p>ANAYLYSIS OF GOVERNOR SKILLS AUDIT</p> <p>The Clerk explained that the Skills Audit was completed on an annual basis as part of the refresh of Annual Forms by the Board. A new audit had been brought in during 2020/21 which broke the knowledge and experience into five rather than three levels.</p> <p>The analysis was highlighted and the Board agreed that the mix indicated there were no significant areas of exposure. The analysis is a useful tool to show if there are any areas of training and development required and if there are any potential gaps. The overarching question is whether the Board is effective in discharging its duties.</p>
21/21	<p>URGENT BUSINESS</p> <p>There was no urgent business discussed.</p>
22/21	<p>DATE AND TIME OF NEXT MEETING</p> <p>Date and Time of Next Meeting: the next meeting will be held on Tuesday 15 December 2021 at 16.30 hours</p>

Confidential Item

The staff and student Governors left the meeting for a confidential item to be discussed

The meeting finished at 19.23 hours.