

**MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION
HELD AT LINCOLN COLLEGE ON TUESDAY 30 OCTOBER 2018**

Present:	James Pinchbeck Haydn Beeken Abbie Bembridge Jim Cronin Nick Cudmore Heather Fluck Dean Graham Brian Hall Gary Headland Danielle Lister Nick Lyons Mark Platts Mark Speed Mike Simpson Daniel Wilkinson	Chair Vice Chair and Chair of Performance and Quality Student President Student Vice President Chair of Audit Committee Academic Staff Governor Support Staff Governor CEO (by conference call) Vice Chair and Chair of Finance Committee
In Attendance:	Sarah Adams Tom Dannatt James Foster Graham Harrison Mark Locking Jim Newall Jacqui Varlow	Clerk to the Board of Corporation Group Director of Finance and Commercial Managing Director (International and Commercial) Group Director of IT, Information Management & Projects Managing Director (Education and Training Delivery) Group Director of Marketing and Communications Group Director of Human Resources
Apologies:	Tim Calvert Neil Everatt	

12/18 APOLOGIES FOR ABSENCE

Apologies were received from Neil Everatt and Tim Calvert. The CEO attended the meeting by conference call as he was recuperating from very recent surgery and unable to drive.

Jim Cronin, Student Vice President FE, and Brian Hall, Support Staff Governor, introduced themselves. The Board members also introduced themselves and outlined their roles. Danielle Lister was welcomed to her first Board meeting following her sabbatical year.

13/18 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.

14/18 MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS:

Board of Corporation – 25 September 2018

The minutes of the meeting held on 25 September 2018 were reviewed. There were no matters arising. The minutes were agreed as a true and accurate record and signed accordingly.

Audit Committee – 9 October 2018

Nick Cudmore gave an overview of the meeting held on 9 October 2018. It was confirmed that the Internal Audit Plan for 2017/18 had been delivered in full despite changing audit firm during the year. It was explained that two internal audit firms have been invited in to present to a panel as part of the tender process for the appointment for the next three years. Once an appointment has been made this will be brought to Board for ratification.

Performance And Quality – 10 October 2018

Haydn Beeken gave a summary of the meeting held on 10 October 2018. Two main discussions had focused on Apprenticeships and Target Setting. In relation to Apprenticeships Tmasyn Lawton had attended the meeting and it was explained that the Committee are pleased with the progress made and the continuing journey. Target setting discussion focused on how the levels are ‘right’ looking at outcomes for the previous year and benchmarking. It was recognised that achievement can be good even where targets set are not reached. It was also recognised that the difficulty is to make the targets neither too hard nor too soft and at the same time realistic. It was suggested this is a topic for a future Board meeting. The MD(E&TD) reported the College has been successful with the SCIF bid. This should be c.£100k additional funding for improving apprenticeship provision. There are some parts of the bid that will help improve processes but it is mostly aimed at quality. The Chair reported that reading the P&Q minutes makes it clear that the Committee receives and analyses a significant amount of data and it is important that this is used effectively.

The Board agreed that data and target setting should be a future topic for Board discussion.

Action: Data and Targets to be added to January agenda.

The CEO reported that in terms of KPIs and data there is a lot more available but in some cases this is still in a ‘raw’ form. The next step to make the data rich is correlation and analysis with retention, outcomes, work experience, etc. Discussion took place on understanding the data and how best to use it. It was explained that the final set of data is not yet available but there are encouraging signs. Once available this will be analysed and reported to the Board.

Dean Graham explained that often, during discussion at P&Q, a ‘stand out’ team is highlighted and the data analysed. This shows the results come from the people and it is the team and their culture, drive and individual motivations rather than the target setting that produces the results. It was explained that Construction had been highlighted as a good example recently and Heather Fluck had been able to give the background to their high level of achievement which had been helpful to the Committee and their understanding.

The Chair reiterated that Governors were very welcome to attend Committees they are not members of as observers if they felt this would be helpful. It was asked that the Clerk recirculates the schedule of meetings and that Governors let her know should they wish to attend any of the meetings.

Action: Clerk to recirculate meeting dates.

Finance Committee – 18 October 2018

Nick Lyons explained how it is often difficult to make sense of the minutes of a Committee you don't attend without delving into the background. Following suggestions during reviews Mark Platts had offered to do a 'highlights' report for the Finance Committee. It was stressed that the intention was to avoid duplicating the minutes but provide high level bullet points on items that should be brought to the attention of the Board.

Nick Lyons gave an overview of the headlines from the Finance Committee meeting:

- Financial health grade is currently assessed as good and will be confirmed following the external audit process.
- The ongoing challenges linked to cashflow were noted.
- Discussions are continuing with NatWest in relation to the banking facilities in place and their renewal.
- The Financial Regulations were approved for recommendation to the Board.
- A proposal for the sale of part of Ravendale had been considered by the Committee to improve the sports facilities and also release a lesser used part of the site for development. It was explained that the organisation being worked with has links with Sport England and the Finance Committee recommended approval. The Board were asked to ratify the appointment of LK2 to develop the proposal and progress to development stage. It is hoped that by summer 2019 a sale of pockets of land could be agreed. It was stressed as important that the curriculum needs are met and the Finance Committee had challenged this to ensure that improvements to the sporting facilities are part of the development.

Agreed: The Board ratified the progression of the proposals linked to Ravendale.

It was agreed to circulate the highlights report for consideration and should this be effective give consideration to producing a similar document for other Committees.

Action: Finance Committee highlights report to be circulated.

Haydn Beeken asked if there were any implications due to the current political situation in KSA. The MD(I&C) reported that it is still business as usual and discussions continue with DIT and CoE. The CEO responded that operationally the relationships with TVTC and CoE remain as they were. A watching brief is continuing. The CEO gave more background on the time that the College has been operating in KSA and the positive relationships built. It is important that the Board do recognise the risks but also the positive future. Discussions are taking place in relation to the next wave of development opportunities in the Kingdom.

The MD(I&C) reported that a one year extension to the Qatif College has been offered.

15/18 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

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

16/18 SAFEGUARDING ANNUAL REPORT 2017/18

The Safeguarding Annual Report had been circulated for information. Sam Yates was in attendance to answer any questions. Mark Locking gave an introduction and overview. It was reported that the East Midlands Prevent Officer holds the College up as an example of good practice for Prevent in FE which was very positive. It was asked if the Board were doing enough to support the challenges faced by the College and specifically if there was enough resource to deal with the higher levels of mental health issues reported. Sam Yates explained that all staff are now trained in mental health as part of the Safeguarding training and the College has a full time Mental Health Coordinator.

Sam Yates reported on a small number of 14-16 home schooled learners and the additional safeguarding measures put into place to support this.

The MD(E&TD) reported on the improvement in outcomes and ability to work with vulnerable groups including looked after children and those learners qualifying for free meals. Outcomes for students indicating a mental health issue have also improved but not as much as is hoped. The CEO explained that ELT review safeguarding on a monthly basis and there are clear lines of reporting directly up to Board which would ensure the Board are made aware of any areas of concern in a timely manner. Haydn Beeken explained that outcomes are reviewed regularly by the P&Q Committee.

Mark Platts explained work being carried out with the NHS Trust and Lincoln University and there may be a link that could be made with the College to assist with picking up issues at an early stage.

Dean Graham queried the 70% retention figure and asked if there were any themes or a missing resource linked to this. Sam Yates responded that analysis had not shown any emerging theme and that often it was just not the right time for the person to be in College. This is often the case for looked after children or care leavers and the right thing is for them to come back into education at the right time for them. It was agreed that it was important to look at the times of the year when learners are leaving and to see if there are any reasons and what can be done in the way of support. Discussion took place on retention and at risk learners.

The Chair thanked Sam Yates for her attendance and the comprehensive report.

17/18 RISK MANAGEMENT POLICY – FOR APPROVAL

The recent Audit Report on Risk Management was reported on and it was explained that this had resulted in Good overall assurance and a high level of compliance with the control framework. It was asked that the Board review and approve the Risk Management Policy. It was explained that a Board Assurance Framework is to be developed which will include a 'risk appetite' for the Board.

The Chair welcomed a discussion on risk appetite and asked that this is discussed in more detail in January with the top risks identified as a focus for discussion.

Action: top risks to be identified and including on January agenda.

Nick Lyons asked for more detail on how the Risk Management Group works in practice as the group has a large membership. The GD(F&C) explained the group look at risks 'by exception' rather than looking at all risks at every meeting to make the meeting more productive and manageable. The Board approved the Risk Management Policy.

Agreed: Risk Management Policy approved

18/18 SUB-CONTRACTING 2018/19 – CARRY IN – FOR APPROVAL

The MD(E&TD) explained that this was the appropriate time of the year to give a position statement on sub-contracting. It was explained that by the end of the calendar year there should be no more sub-contracted apprenticeship provision. There is a total contract value of £106k AEB provision and minimal carry in of apprenticeships to 2018/19. It was explained that the issue with ETS is still being managed and the ESFA are aware of the position.

It was explained that this is a paradigm shift for the delivery of apprenticeships.

The MD(E&TD) explained the timely and overall outcomes for the sub-contractors and how this is being managed. It was explained that AEB sub-contracting has resulted in an improvement to College outcomes

19/18 URGENT BUSINESS

No items of urgent business were discussed.

20/18 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 18 December at 16.30 hours.

The meeting closed at 17.35 hours.

Signed:

Date: