



**MINUTES OF THE LINCOLN COLLEGE BOARD OF CORPORATION HELD AT LINCOLN COLLEGE ON TUESDAY 19 MARCH 2019**

<b>Present:</b>	James Pinchbeck Abbie Bembridge Tim Calvert Jim Cronin Nick Cudmore Neil Everatt Dean Graham Gary Headland Danielle Lister Nick Lyons Mark Platts Mark Speed Daniel Wilkinson	Chair Student President Chair of Appraisal, Remuneration and Search Student Vice President FE Chair of Audit Committee  CEO  Vice Chair and Chair of Finance Committee
<b>In Attendance:</b>	Sarah Adams Tom Dannatt Graham Harrison Mark Locking Jim Newall Jacqui Varlow Claire Love	Clerk to the Board of Corporation Group Director of Finance 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 Group Financial Controller
<b>Apologies:</b>	Haydn Beeken Heather Fluck Mike Simpson James Foster	Vice Chair and Chair of Performance and Quality Academic Staff Governor  Managing Director (International and Commercial)

**46/18 APOLOGIES FOR ABSENCE**

Apologies were received from Haydn Beeken, Heather Fluck, Mike Simpson and James Foster. The Clerk explained that the HE Student VP had stepped down from her role and also following the resignation of Brian Hall an election to replace the Support Staff Governor is currently being undertaken.

**47/18 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.

**48/18 MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS**

Board of Corporation – 18 December 2018

The minutes of the meeting held on 18 December 2018 were checked on a page by page basis. The minutes were agreed as a true and accurate record and signed accordingly.

## Performance and Quality Committee – 19 December 2018/6 February 2019

Dean Graham gave an overview of the main items of each meeting. The Committee had elected to carry out more OODA walks. DG explained he had attended apprenticeship classes and asked the learners two questions: what had made them come to College and would they recommend it to other people. The positive feedback received was outlined. On full time courses learners expressed they would love to have apprenticeship opportunities but these weren't available.

DG explained the overspend on non-levy funding and a request put in to move funding which was initially not possible. A positive response has now been received which should improve the funding position.

DG explained that other Governors have attended P&Q as observers and he hoped that this was helpful. The Chair recognised the attendance of Governors at different Committees and also welcomed seeing that 'Forward Look' was included on the P&Q Committee agenda. DG explained that the issues can clearly be seen and plans put in place for the future, including working with the staffing team to be proactive. This is partly why OODA walks are included and also to look at a cycle of business.

At the February meeting an update had been received from Tmasyn Lawton on the Action Plan following the successful SCIF bid. The Cognassist system and funding for a staff post was explained and this has resulted in 70% of eligible learners now taking advantage of this which is positive.

## Board of Corporation – 22 January 2019

The minutes of the formal Board of Corporation Meeting and the Strategy Session held on 22 January were checked for accuracy. Two sets of confidential minutes were also checked on a page by page basis. All minutes were agreed as a true and accurate record and signed accordingly by the Chair.

## Remuneration Committee – 8 February 2019

Tim Calvert, Chair of Remuneration Committee, explained that the recent meeting had focused on considering the salaries of the LCI staff and proving advice to the LCI Board, in accordance with Financial Regulations, as they don't have a separate Remuneration Committee. A further meeting is to be held when the AoC Senior Salary Survey Report has been released.

## Audit Committee – 5 March 2019

The minutes had been circulated and no questions were asked.

## Finance Committee – 14 March 2019

Nick Lyons, Chair of Finance Committee, explained that P6 Management Accounts had been reviewed at the meeting. It was noted there was a forecast reduction in tuition fees. The risks to income had been analysed in detail. The Committee were satisfied there are strong cost control measures in place. A presentation is to be given to the Board which is an updated version following the scrutiny of the Finance Committee of the CBRE/Aviva Financing Project. It was explained that the Finance Committee supported the initiative and were to recommend it to Board for approval. Due diligence is continuing and contracts will not be signed until this is completed. It was explained that the discussions held will be minuted verbatim to ensure all questions and responses are recorded accurately. Student and Staff Governors will be asked to withdraw from the meeting for this agenda item.

It was explained that the ESFA need to be informed of the initiative due to the significance of the proposal. This requires actioning 30 days in advance of any contract signing and therefore the intention is to inform the ESFA tomorrow. DL asked if there was a date from Aviva for expected completion and this was confirmed as being within the same week as the end of the 30 day advance notification period. The Board were asked to use the opportunity to ask questions.

**49/18 MATTERS ARISING AND NOTIFICATIONS OF URGENT BUSINESS**

There were no matters arising. TD asked to raise a matter in relation to the NatWest loan under urgent business and this was agreed.

**50/18 AVIVA FINANCING PROJECT**

The Student Governors were asked to leave the meeting for this agenda item which was considered as a confidential item.

**Approved: The Board approved the project as outlined and agreed to delegate the contract signing to the Finance Committee. The Board also approved the payment of the fee to CBRE.**

**51/18 REPORT FROM CEO AND ELT**

The report was taken as read. The CEO highlighted the Forthcoming Events. It was explained that Friday 5 July is the traditional end of year function for staff and an invitation was extended to all Governors to attend the BBQ on that afternoon. The day will be used to launch the new Strategic Plan.

It was explained that an Annual College Review (ACR) will be carried out on 27 and 28 March 2019 and this will report back into the P&Q Committee. It is hoped this will be a positive experience for the staff. The Chair reported as part of the Ofsted debrief at the last Inspection the intention to engage with those Governors who have not been involved in an Ofsted Inspection previously. Some Governors have been involved in the process on more than one occasion and the ACR should be used as training for those Governors who have not previously been involved. This will include an overview of what questions might be asked as part of the process.

The Chair explained his involvement in the Local Industrial Strategy (LIS) as part of the D2N2 and asked if the College can be more involved. The CEO confirmed that the Strategic Plan would reflect both the Strategic Economic Plan (SEP) and LIS for both D2N2 and the Greater Lincolnshire LEP. The CEO also reported on a forthcoming meeting with Liz Shutt, Director of Policy at the University of Lincoln.

The Chair asked for an update on the T&FG. NL explained the group had met recently and a number of actions had been agreed. The CEO reported the focus was on two potential merger opportunities and the team were given potential to shape these possibilities. The Group are also looking at searching for opportunities and given a remit of what should be looked at. It is expected this may result in a portfolio of opportunities.

**52/18 STUDENT UNION REPORT**

The Student President reported on a busy year. It was explained that a goal of £75 had been set for fund raising through Comic Relief but much more had been raised with over £185 brought in so far. Jim Cronin explained that he had run up and down Steep Hill 17 times which had raised a large amount. The tombola and rowing to France was also reported on.

It was explained that Student Elections for next year are to take place shortly.

The Student Union Constitution has been amended. This now includes that staff can be honorary members which means they are able to purchase the Totum cards to help raise funds.

It was explained that due to members stepped down there are currently only four Student Union Officers. Ideas are underway as to how to recruit to the posts.

It was explained that canteen prices are an ongoing issue raised at student meetings. It was noted that students at Newark are now able to take their own food into the canteen which is a positive change. Details are included on MyApp to keep students up to date with discounts, etc. It was explained that a Vegan Café has been opened at CHT. It was recognised that the issues are being picked up on and followed up. Graham Harrison thanked the Student Union for their feedback and engagement on the App which has been very helpful and positive.

It was confirmed that the Student Union are involved at Induction. It was felt changing from a Student Union card to a Totum card may have impacted on sales as the name is not easily recognisable. MP suggested this is advertised on Workplace. The card is only £12 a year which is good value for money as it gives many discounts.

**53/18 EQUALITY AND DIVERSITY ANNUAL REPORT 2017/18**

The report was taken as read. It was noted there was a requirement to report the figures included but it was asked what value is gained from putting this together. It was reported that as well as compiling the data the report also helps to set objectives. The improvement areas are included and it helps to focus on those areas that need to be covered. The detail is discussed at many meetings across the College. The fundamental objectives are the key.

NL felt it was good to see the range of measures in place and reported that he found the information valuable and was assured that the College are keeping track.

**54/18 URGENT BUSINESS**

TD explained that the loan with NatWest had been renegotiated. Original approval had been sought for £5.7m but the offer received from NatWest was £6m. The Board were asked to approve £6m.

**Approved: £6m loan from NatWest**

**55/18 DATE AND TIME OF NEXT MEETING**

The next meeting will be a whole day to be held on Tuesday 21 May 2019 from 09.00 to 17.00 hours.

The meeting closed at 18.44 hours.

Signed: .....

Date: .....