



**MINUTES OF THE LINCOLN COLLEGE BOARD OF CORPORATION – HELD AT LINCOLN COLLEGE BY MS TEAMS ON TUESDAY 19 MAY 2020**

<b>Present:</b>	James Pinchbeck Haydn Beeken Philippa Bratby Neil Everatt Heather Fluck Tim Godson Gary Headland Alex Knoll Nick Lyons Mark Platts Mike Simpson Daniel Wilkinson	Chair Vice Chair and Chair of Performance and Quality Support Staff Governor  Academic Staff Governor Chair of Audit Committee CEO Apprentice Student Governor Vice Chair and Chair of Finance Committee
<b>In Attendance:</b>	Sarah Adams Tom Dannatt James Foster Mark Locking Tom Marsden Jim Newall Jacqui Varlow	Clerk to the Board of Corporation Group Director of Finance and Commercial 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 Student Support Services
<b>Apologies:</b>	Tim Calvert Dean Graham  Graham Harrison Natalie Heap Mark Speed Marta Wojcik	Chair of Appraisal and Remuneration Committee Chair of Search, Training and Development Committee and HE Committee Group Director IT, Information Management and Projects HE Student Governor  FE Student Governor

**57/19 APOLOGIES FOR ABSENCE**

Apologies were received from Tim Calvert, Dean Graham, Graham Harrison, Natalie Heap, Mark Speed and Marta Wojcik. Tom Marsden was welcomed to the meeting. Tom has recently joined the organisation taking up the position of Group Director of Strategic Growth.

The Chair emphasised the importance of the meeting in terms of ensuring Board members are aware of the impact of the Covid-19 pandemic on the operation of the College, and are aware of the steps, actions and procedures that have been put in place to manage the situation. It is important the Board is assured the appropriate safeguarding and bio-security measures are in place for the wellbeing of students and staff. During the course of the meeting the Board will receive a briefing and update on the current situation and where provided the opportunity to raise questions and concerns.

## **58/19 ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST**

Notice of the meeting had been given and a quorum was present. The meeting was declared open. There were no declarations of interest.

## **59/19 MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS**

### Board of Corporation – 17 March 2020

The minutes of the meeting of 17 March 2020 had been circulated. Following a check on accuracy, the minutes were agreed by the Board as a true and accurate record and signed accordingly.

## **60/19 Extraordinary Finance Committee – 30 April 2020**

An Extraordinary Finance Committee had been held on 30 April 2020 specifically to look at the impact of Covid-19. The Chair of the Committee and Group Director of Finance and Commercial emphasised the salient points including:

- There are areas of potential loss of income on programmes affected by restrictions on fulfilment and delivery, as well some loss of commercial revenue for example catering income.
- Those areas affected are clearly shown in the supporting Covid-19 Financial Impact Statement. Whilst certainly the impact of the situation is likely to see a negative impact on income, the organisation is financially sound and will post strong financial results at July 2020.
- The long-finance transaction secured in June 2019 put in place long term finance and has provided and ensured financial stability and resilience for the College to manage the current situation.
- Impact on the I&E including capital project financing.
- Impact on potential delays in respect of Ravensdale linked to planning committee timescales.
- Financial modelling linked to scenarios, from worst to best case and the actions that are in place to mitigate issues. The uncertainty around timings was noted and monitoring put in place.
- The Committee had taken comfort from the actions in place.
- It is expected that the position would continue to develop in June/July and the Committee meet again on 25 June. If it is expected there is significant change an additional meeting will be held.
- The period 8 Accounts were referenced, in particular the newly introduced summary report showing the financial impact of Covid-19.
- The impact on cashflow was outlined
- A report has been sent to the ESFA to give them an update and enable them to gauge the position in the sector.
- The position is being managed well.
- The cash position is strong due largely due to the strategic move of the long term finance transaction taken out in June 2019.
- AoC national meeting had analysed College Finances and it was highlighted that a third of Colleges are indicating they will run out of cash by Spring next year.
- AoC are working closely with DfE on behalf of the Colleges. There is a strategic understanding of the role that FE Colleges will play in recovery.
- The landscape for Apprenticeships is a continuing risk for the sector as a whole.

## **61/19 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS**

There were no matters arising or notifications of urgent business.

## 62/19 LGC BALANCED SCORECARD AND RISK REGISTER – IMPACT OF COVID-19

The scorecard and risk register had been circulated and were taken as read. It was noted that this meeting would usually be focused on strategic planning. Detailed planning is continuing on the strategic objectives and what the balanced scorecard will look like for next year. This may be an item for the July meeting.

The focus of reporting and discussion was on the organisation's management and handling of the Covid-19 situation.

The transition from College based delivery to remote learning had been smooth and the new technologies are working well. Students have been engaged and staff are being supported. How the workforce are coping was discussed. A lessons identified process is being carried out. Canvas is being trialled as a new blended learning platform to replace Moodle.

The overriding consideration for reopening is the health and safety of staff and students, ensuring that Covid-19 security is in place. A planning team are working through the details to ensure a safe opening in a phased way.

Assumptions involving social distancing are being considered in relation to September and how enrolments and inductions can be carried out safely. Some finishing of programmes and HE activity may take place between now and September with a main focus on the next academic year.

The impact of the situation on other aspects of the College and projects being undertaken was discussed and summarised as follows:

- Budget build is in progress and there will be an impact.
- Some apprentices have been made redundant and this will also have an impact.
- The strategic intent for next year is to not leave any student behind.
- Progress will continue on the Care College in Newark, an extended construction programme and the Lincoln Town's fund.
- Gibney is on pause and discussions are being held with the LEP in relation to an extension on the funding.
- The International Air and Space Training Institute (IASTI) is gaining momentum.
- An MoU has recently been signed with the YMCA in Newark.
- An update was provided on Colleges and bids in KSA.
- Planning for September.
- Position in China including new provision.

The position in terms of student intake for next year was discussed and points noted:

- 16-18 currently against plan.
- Scheduled open days have been missed but digital provision has been put in place.
- It may be that some students prefer to stay local.
- Apprenticeships are a concern and it is unclear how levy and non-levy will work.
- HE is unclear and it may be that potential learners may delay starting their courses or take time out.
- In relation to full cost and other commercial provision it is unclear when LCFC will reopen and in what way.
- It is expected that the budget may need to be revisited in the autumn term.
- The new admission and enrolment process is working well.
- An Open Day is being held on Zoom this week with 150 registered.

- Discussion took place on what courses will be available due to the increased potential of people being made redundant. It was explained projections are in excess of 100,000 16-19s in the education sector due to loss of jobs or similar. In terms of student numbers it is difficult to increase to any large scale due to delivery and need to social distance.
- More than 40% of apprentices are currently furloughed.
- There may be a need for more adult provision.
- Destinations are a focus for many programmes and this will continue. This was viewed as positive by the Board.

## **63/19 COVID-19 IMPACT ON ACADEMIC PERFORMANCE**

The paper circulated was taken as read and a brief update was provided:

- Formal notification regarding regulatory framework is expected this Friday.
- Vast majority of students will be tutor calculated grades and this is on track for GCSE and A levels – now working on functional skills.
- Next week revised assessment for vocational learners, many of which have more practical technically competent requirements – this will have an impact on the reopening requirements for June to September. This will help in planning for reopening for staff and students.
- Minimum standards notification received for 2018/19 performance with confirmation there is to be no formal intervention or further action required following the actions completed previously and the recognition of the work of the team.
- Overall national averages have dropped in relation to standards and end point assessments. The Chair of P&Q credited the team for the practical work being undertaken to deliver what is needed for the students this year. P&Q and HE Committee will continue to review the matrix to be used for the future.
- P&Q will be taking a lead from AoC guidance for assurance and development of governance and to meet any external requirements.
- An application has been put in to deliver T levels from 2022/23 and it was noted there are currently no pathfinders in the County of Lincolnshire.

## **64/19 SEARCH COMMITTEE AND DETERMINED TO GOVERN**

The Chair explained there is a need for succession planning and recruitment of new Governors. A paper had been circulated giving a number of options and it was agreed as appropriate to go out to market to look for individuals to fill a number of roles. A 'specialist advisor' role has been added to that of Board Member and Lay Member. This may be a sector specific role and is different to any other role. Recruitment of Lay Members will continue and there are also vacancies at the end of this current academic year for full Board members. It was considered if the net should be cast wider than Lincolnshire and this was confirmed.

This is an opportunity to go out to the wider market using LinkedIn, etc. Expressions of interest will be invited and Search Committee will then review against a matrix.

It was explained that Annual Governor Reviews and Board Effectiveness are to be brought forward to June. The Clerk will send out available slots.

**Action: Clerk to circulate dates for annual reviews.**

Board were asked for input on the paper circulated and also forward any ideas. It was noted as important that this is a key role in the organisation with potential for training and development and a large contribution to the College.

**Action: Board to forward any feedback to the Clerk.**

It was agreed that varying roles would be helpful and there is a need to go out as soon as possible. Governors were asked to utilise their networks.

A competency framework similar to that used by IoD will be looked at to augment the current skills matrix. Equality, diversity and inclusion was highlighted and it may be that positive action is required. The LEP has a formal quota and there are clear targets which may need to be considered. This was agreed.

The Chair reported that he would like to use a framework as part of self-reflection and also as a Board which is a powerful tool to understand skills sets and expertise and how to enhance the Board performance. Additional sessions as part of the IoD Director training are also to be arranged.

**65/19 URGENT BUSINESS**

There was no urgent business discussed.

**66/19 NEXT MEETING**

The next meeting will be held on Tuesday 7 July 2020 at 1100 hours.

**67/19 Appraisal and Remuneration Committee – 29 April 2020**

The staff and student governors were asked to leave the meeting so that the Board could be given an update on the Appraisal and Remuneration Committee meetings held on 29 April 2020. This is recorded as a confidential item.

The meeting closed at 17.35 hours.

Signed: .....

Date: .....

**Action List  
Actions from the Board of Corporation meeting held on 19 May 2020**

<b>Item Number</b>	<b>Description</b>	<b>Action by</b>	<b>Target Date</b>	<b>Status/Note</b>
64/19	Annual Review dates to be circulated	Clerk	Following meeting	Complete
	Search Committee – input to paper	All	Following meeting	