

MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION HELD AT LINCOLN COLLEGE ON TUESDAY 8 NOVEMBER 2022 AT 16.30 HOURS

Present:	James Pinchbeck Haydn Beeken Ian Billyard Amy Conyard Tim Godson Lucy Goodier Simon Justice Katrina Knoll Mark Locking Tom McKenzie Mark Platts Peter Price Lauren Rose Hollie Tapper	Chair Chair of Performance and Quality Chair of Audit Committee Staff Governor Staff Governor Principal and CEO Chair of Finance Committee Student Governor Student Governor
In Attendance:	Sarah Adams Tom Dannatt James Foster Tom Marsden Jim Newall Jacqui Varlow Kevin Williams Margaret Serna	Clerk to the Board of Corporation Group Director of Finance and Commercial Managing Director (International and Commercial) Group Director of Strategic Growth Group Director of Marketing and Communications Group Director of HR and SSS Director of Planning and Performance Chair of LCI Board (agenda item 16/22 only)
Apologies:	Tim Calvert Dean Graham Nick Lyons Charlotte Watson Graham Harrison	Chair of Remuneration and Appraisal Committee Chair of Search and HE Committees Group Director IT, IM and Projects

14/22	APOLOGIES FOR ABSENCE Apologies were received from Tim Calvert, Charlotte Watson, Nick Lyons, Dean Graham and Graham Harrison. The Board formally welcomed Mark Locking to his first meeting following his permanent appointment to the post of Principal and CEO.
15/22	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. The Governors were asked to raise any declarations if these became apparent during, or after, the meeting. No declarations were made.

16/22	<p>UPDATE ON LCI BID</p> <p>The Chair of LCI Board provided an update on a bid. The discussion was minuted confidentially.</p>
17/22	<p>MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS</p> <p><u>Board of Corporation – 19 July 2022</u></p> <p>The minutes of the meeting held on 19 July 2022 were reviewed. No items of clarification and/or accuracy were raised. The minutes were agreed as a true and accurate record and were signed by the Chair accordingly.</p> <p>The pay award and when this would be revisited was queried. It was explained that nationally there are ballots for strikes. For the 2022/23 pay award, the AoC have recommended 2.5% with a £500 non-consolidated in addition. The College cycle is January to January but a lot of colleges are already discussing this. Unions are asking for c.9%.</p> <p>It was reported that the College intends to move towards the Foundation Living Wage as soon as possible. This will be for discussion and decision by the Remuneration and People Committee. This also links to a three-year People Plan which is being considered at that Committee's November meeting.</p> <p>It was asked how the staff are being communicated with in relation to pay awards. It was explained the Unions are fully briefed and that staff have been made aware that a decision will be made in January next year. Professional Development is also an important area within the People Plan.</p> <p>It was asked if staff turnover had increased. It was confirmed it had but it was difficult to link this to any pay award. It was felt the market is 'hot' currently. The concept of 'quiet quitting' was explained. Discussion took place on market supplements, particularly linked to hard to recruit areas. The Grow Your Own Initiative was also reported on.</p> <p><u>Board of Corporation – 27 September 2022</u></p> <p>The minutes of the meeting held on 27 September 2022 were reviewed. No items of clarification and/or accuracy were raised. The minutes were agreed as a true and accurate record and were signed by the Chair accordingly.</p> <p>It was asked when a visit to Newark, ASI current provision and the new site undergoing construction is being arranged and it was explained this will be held at the January Board training day.</p> <p><u>Audit Committee – 1 November 2022</u></p> <p>The Chair of Audit gave an overview of the items discussed at the meeting held on 1 November 2022.</p> <p><u>Performance and Quality Committee – 2 November 2022</u></p> <p>The Chair reported on the items discussed at the meeting held on 2 November 2022.</p> <p><u>ASI Working Group</u></p> <p>Tom Marsden reported that two meetings had been held and progress made. An OfS funding bid had been partly successful with £1.3m funding secured and also an additional overdraft arrangement put in place. The total funding gap currently is c.£1.5m.</p>

	<p>Other options are still being explored including loan facilities, VAT linked to HE, etc. Construction company are now onsite for ASI as the licence to occupy has been signed. The Grant Funding agreement is being finalised. Airbus training academy is to be delivered from the campus next year. Student numbers are increasing.</p> <p><u>Governance Working Group</u></p> <p>The Group had met last week for their first meeting. A SWOT analysis had been undertaken and the ToR considered. It was explained that timeframe is to come back to the Board on any alternative models taking into consideration the wider environment, regulatory requirements, etc, by Easter.</p>
18/22	<p>MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS</p> <p>There were no matters arising of notification of urgent business.</p>
19/22	<p>LINCOLN COLLEGE GROUP STRATEGIC RISK REGISTER</p> <p>The Principal and CEO explained a different approach is to be taken this year and that he welcomed feedback on how this works.</p> <p>The Balanced Scorecard will only come to the first meeting of the year rather than to every meeting. It will continue to be used with ELT and progress at high level will be captured in the Principal and CEO report.</p> <p>The Risk Register had been circulated for information. A new risk on capital spending had been added. The Board were reminded that this is live on MS Teams for Governors to view.</p> <p>It was noted that Ravendale had been removed. It was explained there were a number of options being considered currently.</p> <p>It was noted that cyber-attack is included and it was asked what was in place to stop staff clicking on links for example. Discussion took place on what more can be done, including training. It was noted that Intune has been added to personal devices to protect these. It was agreed to feed this back.</p> <p>Action: to feed back to GD (IT, IM and Projects in relation to staff</p>
20/22	<p>BOARD AND COMMITTEE OBJECTIVES</p> <p>Objectives are being agreed by each Committee and will now be collated together with those for the Board.</p> <p>Action: Clerk to collate objectives</p>
21/22	<p>PRINCIPAL AND CEO REPORT</p> <p>The Principal and CEO had circulated a report which was taken as read. The report was taken in conjunction with the objectives for ELT. Questions were welcomed.</p> <p>The Board agreed this was a good precis and summary of the current position.</p> <p>The Chair reported on a recent presentation in relation to LSIPs and the timescale and magnitude of the work required. It was felt there should be a greater appreciation of the Board as a whole of this and agreed it would be an item for discussion at the January Board.</p>

Action: topic for January Board

Devolution was discussed. There is some analysis being carried out by the Knowledge Ladder with the FSB in relation to LSIPs. The FSB was discussed and the challenges that will be faced. Potential impact was highlighted.

The HE bid was queried in relation to ASI and it was explained that an MoU is to be signed with Nottingham Trent University and there would be a mixture of provision of FE and HE. The bid was very specific for pieces of equipment.

The Board thanked Tom Marsden, Ross Tarnowski and Becki Hamnett for the work on this successful bid.

The Chair asked about the Cost of Delivery model that the Finance Committee would like progressing. It was explained that supra-programmes are being reviewed and a 'contribution model' explored once released by the FEC's office.

Action: Cost of Delivery Model to be progressed

22/22

HEALTH AND SAFETY ANNUAL REPORT 2021/22

The Health and Safety Annual Report for 2021/22 had been circulated. This had already been considered by the Audit Committee. Incremental improvement was reported.

It was noted that some levels had gone backwards in terms of percentage compliance and it was asked that an explanation was added as to the reasons for this. It was agreed to add this to the report (sections 9 and 11).

Action: GD(F&C) to add in explanation on compliance

Sickness absence was discussed and a distinction between short and long term was requested as it was felt that short term can be more disruptive. It was explained that HR are working on a data dashboard for key HR metrics and should be ready for the January Remuneration and People Committee. It was noted that sickness had been looked at in detail by Audit Committee.

It was noted that the third highest absence reason was mental ill health and it was asked how staff are supported. It was explained there is a strong employee assistance programme and letters are sent with signposts and links, for example to Care First. Action plans are put in place and the College has a number of mental health first aiders. There is mandatory training for staff on stress awareness and a resilience practitioner in post for staff and students. An individualised approach is taken.

It was asked if there is regular monitoring and indications of issues in relation to the cost of living crisis. It was explained more job evaluation requests are being received which may be a way of increasing salary. Regular Trade Union meetings are held. A new employee benefits platform has been launched. Awareness raising linked to financial management is part of the People Plan.

A social calendar is being developed and how the college infrastructure can be used to benefit staff, including the Drill and Deans.

It was confirmed that the costs are calculated, ie LCCSS cover for sickness. It's difficult to track actual cost, ie loss of productivity.

This is an open campus and a review of entry and exit points is being carried out and some being closed off. Access control is being extended. The security office is being moved to a more visible area on campus.

	<p>Areas of concern were highlighted as bottom of Knights, Deans Park and Cathedral Building. Practice evacuations and invacuations are being carried out.</p> <p>The Board noted the report</p>
23/22	<p>RISK MANAGEMENT ANNUAL REPORT 2021/22</p> <p>The Risk Management Annual Report for 2021/22 had been circulated, also having already been considered by Audit Committee. Risk Management has been strengthened during the year. Of note was that a large amount of front-end IT kit is out of date and this is a risk linked to cyber-attacks.</p> <p>Board Assurance Framework will be coming to the next meeting of the Board.</p> <p>The Board noted the report</p> <p>Action: BAF to come to next Board meeting</p>
24/22	<p>GDPR ANNUAL REPORT 2021/22</p> <p>The Clerk had circulated the GDPR annual report which had been considered by Audit Committee. It was explained that breaches have reduced from 2020/21 which may be linked to staff and students in the main return to College following remote working during the pandemic. It was noted that the main theme continues to be linked to the use of emails. A reminder has recently been sent to staff via workplace and email with a link to the Emails Policy and guidance which contains top tips on how to avoid breaches.</p> <p>It was asked “what being dealt with appropriately” meant and the Clerk explained that this related to the actions that needed to be put in place to deal with the breach depending what it was.</p> <p>Further detail was requested in relation to the staff salary details being accessible. It was explained this was a genuine error which occurred due to technical issues and the permission restrictions not being retained on a spreadsheet that was moved to be worked on for budget build. The details were six staff in one area who were all on the same salary level. The issue was rectified as soon as it was brought to light.</p> <p>The Board noted the report</p>
25/22	<p>APPLICATION OF THE COLLEGE SEAL</p> <p>The Clerk explained that this is the standard report on any applications of the College Seal since the previous Board meeting.</p> <p>The Board noted the report</p> <p>The GD(F&C) explained a bid currently being put together for some for capital funding. It was asked that approval is provided for the Chair and Chair of Finance to sign off this approval outside the meeting and this was agreed.</p> <p>Agreed: Chair and Chair of Finance to approve final bid</p>
26/22	<p>GOVERNANCE REPORT</p> <p>The Clerk explained that an annual review had been carried out of all the regulating documents, including the Instrument and Articles and Standing Orders.</p>

	<p>Changes were highlighted in red. The main point to note was the additional guidance in the Standing Orders in relation to declarations and conflicts of interest.</p> <p>The Clerk explained that as Terms of Reference are adopted at each Committee that the Standing Orders will be amended accordingly.</p> <p>The Board agreed that the confidential minutes should remain as such. The Governor events and training over the year was noted.</p> <p>The current Committee structure was noted and it was asked that the GWG is added to this and the document recirculated.</p> <p>Action: Clerk to add GWG to the Committee structure and circulate</p> <p>It was noted that there was a vacancy for an Apprentice Governor. The Clerk explained that previous appointments have only been for Apprentices who have actually been employed in a post at the College. It was asked if Employers could be reached out to, to identify potential Apprentices.</p> <p>Action: contact Employers to identify potential Apprentice Governors Approved: the Board approved the revisions as outlined Agreed: the Board agreed the confidential minutes should remain as such</p>
27/22	<p>ANALYSIS OF GOVERNOR SKILLS AUDIT</p> <p>The Clerk explained that the annual update of Governor Skills had been analysed and the report was taken as read. It was suggested that as a review of Governance is currently being undertaken that this is referenced and fed back through the Governance Working Group.</p> <p>It was noted that the audit feeds search priorities but suggested that it is used to inform training needs and that current Governors could be trained where there are gaps. It was noted there is no Governor with “significant expertise” in relation to safeguarding and asked how we can bridge that gap, ie could we train current governors up to L3 for example. The need to replace James Pinchbeck and Nick Lyons as Lead Safeguarding Governors for next year was noted. It was explained that the Clerk and GD(HR&SSS) are working on this currently due to the utmost importance of safeguarding.</p> <p>Governor Review forms are currently being collated as part of the review of board effectiveness.</p>
28/22	<p>URGENT BUSINESS</p> <p>There was no urgent business considered.</p>
29/22	<p>DATE AND TIME OF NEXT MEETING</p> <p>Date and Time of Next Meeting: the next meeting will be held on Tuesday 13 December 2022 at 16.30 hours</p>

The meeting finished at 18.55 hours.

Date:

Signed: