



**MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION HELD AT LINCOLN COLLEGE ON TUESDAY 23 JANUARY 2024 AT 16.30 HOURS**

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| <b>Present:</b>       | Ian Billyard<br>Amy Conyard<br>Mark Locking<br>Mark Platts<br>Tim Godson<br>Farhan Ahmed<br>Ellie Denton<br>Pat Doody<br>Lucy Goodier<br>Katrina Knoll<br>Ashok Kumar<br>Tom McKenzie<br>Paul Milner<br>Evie Sadler<br>Charlotte Watson<br>Kerrin Wilson | Chair<br><br>Principal and CEO<br>Chair of Finance Committee and Vice Chair<br>Chair of Audit<br><br>Student Governor<br><br>Staff Governor<br><br>Student Governor   |
| <b>In Attendance:</b> | Sarah Adams<br>James Foster<br>Graham Harrison<br>Josh Lack<br>Jo Lynch<br>Jim Newall<br>Sam Rees<br>Jacqui Varlow   | Governance Officer<br>Managing Director (International and Commercial)<br>Chief Information Officer<br><br>Chief Finance and Compliance Officer<br>Group Director of Marketing and Communications<br>Head of Student Services<br>Chief People Officer |
| <b>Apologies:</b>     | Chris Jones<br>Tom Marsden<br>Peter Price<br>Matt Vaughan  | Chief Strategy and Transformation Officer<br><br>Deputy Principal   |

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| <b>37/23</b> | <b>APOLOGIES FOR ABSENCE</b><br><br>Apologies were received from Chris Jones, Tom Marsden, Peter Price and Matt Vaughan.   |
| <b>38/23</b> | <b>ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST</b><br><br>It was reported by the Governance Officer that notice of the meeting had been given and that a quorum was present. Accordingly, the meeting was declared open.<br><br>The Governors were asked to raise any declarations if these became apparent during, or after, the meeting. No declarations were made. |

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| 39 /23 | <p><b>MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS</b></p> <p><u>Board of Corporation – 12 December 2023</u></p> <p>The minutes of the meeting held on 12 December 2023 had been circulated. The minutes were agreed as a true and accurate record and were signed by the Chair accordingly.</p> <p>The actions were reported:</p> <p>26/23 – STG to be on May agenda<br/>31/23 – Pay it Forward to be followed up</p> <p>All other actions were completed.</p> <p><u>Remuneration and People Committee – 15 January 2024</u></p> <p>The R&amp;PC Committee had met on 15 January 2024 to consider the All Staff Pay Award. This will be reported as a confidential item at the end of the meeting.</p> <p><u>Performance and Quality Committee – 17 January 2024</u></p> <p>The P&amp;Q Committee had met on 17 January 2024. The meeting had included: Ofsted preparation, QIAP update, Position Statements, Supra Study programmes report, Quality Reports, etc.</p>  |
| 40/23  | <p><b>MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS</b></p> <p>There were no matters arising of notification of urgent business.</p>  |
| 41/23  | <p><b>PRINCIPAL AND CEO REPORT</b></p> <p>The Principal and CEO had circulated a report which was taken as read.</p> <p>Key areas were highlighted:</p> <ul style="list-style-type: none"> <li>• Financial Statements filing had been delayed until the end of January and it was reported that an additional extension has been requested until the end of February with approval from both Chairs. At this point the Financial Statements will be filed whatever the position at the time</li> <li>• ML and JF are to visit KSA at the start of February and contracts will be followed up. It was asked what the opinion of external audit was confirmed KSA audit are happy to include the outstanding amount but UK are not</li> <li>• Further discussion took place on any reasons for the delay linked to approvals further up in the chain. It was asked if anything is being done differently with future contracts and backup provision was explained which had worked well. The contracts and figures involved were explained.</li> <li>• The Finance Committee Chair reported that filing without the funding included was an explainable event and therefore the Committee were comfortable with this approach.</li> </ul> <p><b>DfE TERM LOAN FACILITY AGREEMENT</b></p> <p>It was reported that, as previously discussed at Finance Committee and Board, approval had been received from the DfE to enter into a Term Loan Facility Agreement. This is in respect of the Air and Space Institute – ASI Newark for £3,158,774.58. As part of the process formal approval of the Board is also required.</p> |

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|                     | <p>Following discussion, the Board consider this to be in the interests of the Group. After due consideration of all the circumstances, and being satisfied that it is for the benefit of the College for the purpose of funding the required capital, the Board agreed to proceed.</p> <p>The Board agreed to the terms of, and the transactions contemplated by, the Finance Documents and resolved that it execute, deliver and perform the Finance Documents to which it is a party.</p> <p>It was resolved that Ian Billyard, as Chair of the Board, was authorised to sign the Authorised Signatory's Certificate and that Jo Lynch, Chief Finance and Compliance Officer, was authorised to sign, on behalf of the College, the Finance Documents and also to sign and send any document or notice under or in connection with the Finance Documents.</p> <p><b>Approved: The Board of Corporation resolved to approve the Term Loan Facility Agreement as outlined</b></p>   |
| <p><b>42/23</b></p> | <p><b>FUNDING OVERVIEW – PRESENTATION</b></p> <p>ML gave a presentation on how funding works including:</p> <p><b>16-19 - £19.4m 2023/24</b></p> <p><b>In summary:</b></p> <ul style="list-style-type: none"> <li>• Bands based on previous full year – lagged funding.</li> <li>• It was asked why figures were zero for band 1 – to be checked - GH to BW.</li> </ul> <p><b>Action: actual student numbers to be circulated for information</b></p> <ul style="list-style-type: none"> <li>• Factors applied were outlined as: retention, programme weighting, large programme uplift, area cost uplift, etc.</li> <li>• Further information was provided on weightings, etc and it was noted this was extremely complex.</li> <li>• It was asked if funding increases each year. It was explained there have been some increases this year.</li> </ul> <p>T levels and increased and lagged funding was discussed. T levels and how difficult these are to complete was raised.</p> <p><b>Adult (AEB) funding - c.£3.4m 2023/24</b></p> <p>In summary:</p> <ul style="list-style-type: none"> <li>• This is in year rather than lagged.</li> <li>• 80% is provided over the year monthly and 20% held back for achievement.</li> <li>• It was asked what amount of the 20% is reached and it was explained that achievement rates are tracked.</li> <li>• In future the AEB funding will be managed by devolved authorities in Lincolnshire as it has been in other areas.</li> </ul> <p><b>Community and Innovative Provision- c.£111,510</b></p> <ul style="list-style-type: none"> <li>• It was explained that c.3% is ringfenced in the AEB funding to be spend on the development of new courses.</li> </ul> |

**Advanced Learner Loans**

Are available for those not eligible for AEB, ie 19+ studying Level 3 or above.

**Apprenticeship Funding**

**In summary:**

- There is Levy and Non Levy Funding which were explained.
- Total funding c.£4.5m with around 1000 apprenticeships in learning each year.
- Most non levy because of the number of small and medium businesses in the county.
- LG explained her companies don't actually use their levy perhaps because of lack of information and resources to manage these.

**HE (OfS) funding**

**In summary:**

- Current numbers 385 and £2.26m through the student loan system.
- Courses are assigned a price group which was explained.

**43/23 SAFEGUARIDNG ANNUAL REPORT 2022/23**

[Sam Rees joined the meeting]

The Safeguarding Annual Report for 2022/23 had been circulated and was taken as read.

It was asked what levels there were and this was explained as either effective or not effective.

KW asked if the report just looks at C&YP safeguarding or in the wider sense and this was explained.

Cases were discussed including where improvements to systems and processes have been made internally and externally. The use of Encompass; a multiagency information sharing network for agencies to share vital information, was queried and how use would be reviewed. It was explained this will be reviewed and monitored and reported on in the next annual report.

It was explained that Prevent is reviewed quarterly at P&Q Committee.

It was asked if self-harm is included in suicide attempts figures and it was explained not, because this is measured separately and looked at through mental health as this is not always an attempt on life. The increase in figures was driven by two students who had decreasing mental health and had made several suicide attempts last year, they were withdrawn through 'fit to study' as it became clear they were only attending to get access and support from Student Services. External agencies would not support them because they were at College. A review was done and following the fit to study process the two students were handed over for extensive external support.

It was noted as positive to see the domestic health campaign going ahead. There is more training in February for wider college staff and the domestic abuse campaign is to then be rolled out.

PD welcomed the explanation of the increase and asked that this is included for next year so that a true comparison can be provided.

MP asked about the safeguarding of staff and if the physical altercations were just between students and this was confirmed. It was asked how staff are being supported to safeguard themselves. It was reported that a number of staff are mental health first aiders and if staff require this support then this can be provided. Follow ups are provided after any incident and there is an Employee assistance programme in place. Student Services and People Services work together to provide support.

It was asked why the report covers only students. It was explained that under KCSIE this is a statutory requirement and duty.

It was asked if the team have enough resource to support requirements. SR responded that CPOMs is now used and those who have been trained are more confident and reports are more detailed which is helpful. There is also more efficient working following the restructuring of the team. Face to face training is being provided which is helping the workload as staff are more confident to deal with issues.

It was noted that additional CCTV had been requested. It was noted this had not yet been provided but the Team are liaising with the Facilities Team as to where the additional resource is needed.

Looked after Children (LAC) were queried and if there were any themes coming out or strategies being put in place. SR explained there is an additional post in place to support that cohort allowing a progress review, looking at attendance and ensuring tutors are aware of any issues. There has been less drop out this year. Last year a number of students turned 18 and were therefore able to leave. New arrangements are proving positive.

The case studies were highlighted as positive and it was noted this was the first time they had been included.

[Sam Rees left the meeting]

**44/23 EXTERNAL BOARD REVIEW**

The report following the External Board Review carried out by Ed Hollamby had been circulated. A video presentation was also provided.

The recommendations put forward were considered by the Board and will be drawn up into an action plan. It was explained that a number of these were already underway. It was explained that the report has been fed in to Human Alchemy and will form part of the Board training day.

PD asked about the annual appraisal process for Board members and this was explained as a review form to be completed and face to face sessions with the Chair and each Governor.

The expectation is for an action plan to be produced on the website. It was felt that this would

KW raised the comment about not all governors being aware of the commercial entities and this was discussed.

Overall the Board were disappointed with the level of the review and felt that a higher level report could have been written internally.

How the STG is to be reported to Board was explained which will be at the May Development Day.

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| <b>45/23</b> | <p><b>LINCOLN COLLEGE GROUP STRATEGIC RISK REGISTER AND REVIEW</b></p> <p>The Risk Register had been circulated for information. It was explained that the risk register has been changed from a 4 to a 5 matrix to be in line with the operational risk register. The intention is that these are merged in future.</p> <p>The Chair asked if anything discussed during the meeting impacted on the risk register. It was agreed there was not.</p> |
| <b>46/23</b> | <p><b>URGENT BUSINESS</b></p> <p>No urgent business was discussed.</p>   |
| <b>47/23</b> | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting will be held Thursday 1 February 2024 from 8.45 to 16.30 hours and will be a Human Alchemy Board Development Training Day.</p>   |

Staff and Students left the meeting for the all staff pay award to be discussed as a confidential item.

The meeting finished at 1900 hours

Date: .....

Signed: .....