



**MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION
HELD AT LINCOLN COLLEGE ON TUESDAY 29 OCTOBER 2024 AT 1630 HOURS**

Present:	Ian Billyard Farhan Ahmed Gene Bolton Holly Clayton Don Dawson Ellie Denton Pat Doody Tim Godson Chris Jones Ashok Kumar Reece Leggett Mark Locking Tom McKenzie Paul Milner Mark Platts Peter Price Kerrin Wilson	Chair Student Governor Staff Governor Staff Governor Student Governor Chair of Finance Committee Chair of Audit Committee Principal and CEO Chair of Higher Education Committee (via Teams)
In Attendance:	Sarah Adams James Foster Jo Lynch Margaret Serna Jacqui Varlow Matt Vaughan Sam Rees	Governance Officer Managing Director (International and Commercial) Chief Finance and Compliance Officer Chair of LCI Board Chief People Officer Deputy Principal Head of Student Services – agenda item 23/24 only
Apologies:	Tom Marsden Charlotte Watson Graham Harrison	Chief Strategy and Transformation Officer Chair of Performance and Quality Committee Chief Information Officer

10/24	APOLOGIES FOR ABSENCE Apologies were received from Charlotte Watson, Graham Harrison and Tom Marsden. Peter Price joined via Teams.
11/24	ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST 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. The Governors were asked to raise any declarations if these became apparent during, or after, the meeting. No declarations were made.

12/24	<p>ELECTION OF CHAIR AND VICE CHAIR(S)</p> <p><u>Appointment of Chair/Vice Chairs</u></p> <p>It was reported that, in line with the Corporation’s Standing Orders, the Chair and Vice Chair/s were required to be appointed at the first meeting of the academic year. Previously there have been two Vice Chairs, the Chair of P&Q and Chair of Finance but it was felt that currently one Vice Chair would be sufficient. Ian Billyard had agreed to take the role of Chair which was fully supported. Pat Doody agreed to take the role of Vice Chair of the Board which was also fully supported.</p> <p>Ian Billyard and Pat Doody were therefore formally appointed as Chair and Vice Chair for the 2024/25 academic year.</p>
13/24	<p>MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS</p> <p>The Chair explained that a new table had been added to the Committee minutes as a Highlights and Items to Escalate report which was to be trialled for the year as feedback from the Committees to the Board. The Highlights Report should be the focus for any questions.</p> <p><u>Board of Corporation – 16 July 2024 and 17 September 2024</u></p> <p>The minutes of the meetings held on 16 July and 17 September 2024 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 reviewed:</p> <p><u>16 July 2024</u></p> <p>74/23 – ADI video to be produced – visit to KSA in November may provide opportunity 74/23 – HA to deliver a session – Alex Thornton is being liaised with 74/23 – Deep dive dates to be circulated – noted that SAR validation on 22 November will include learning walks during the morning with P&Q Committee attendees</p> <p>All other actions complete.</p> <p><u>17 September 2024</u></p> <p>MS explained that Governors have been allocated to the new Committees and individuals have been spoken to. Dates are to be put in the diary for first meetings but work has been ongoing during the summer and since the last meeting. SA explained first meetings would be held at the end of November if diaries allowed.</p> <p><u>Appraisal Committee – 9 September 2024</u></p> <p>The Chair of the Board explained that the Committee had reviewed the performance of the Senior Post Holders, namely the Principal and CEO and Governance Officer.</p>

Finance Committee – 16 October 2024

The Finance Committee had met on 16 October 2024 and the minutes had been circulated including a highlights report. The Chair of the Committee provided an overview of the items discussed including Risk Register, cash in hand and Finance Team capacity.

The Committee Objective for the year was explained as 'Finish the fix, rebuild the team and provide robust data' in relation to the Finance Team. The objective will be part of future agenda items.

Audit and Risk Committee – 16 October 2024

The Audit and Risk Committee had met on 16 October 2024 and the minutes had been circulated. The Chair of the Committee provided an overview of the items discussed including: Audit recommendations including some to remain until implementation complete, internal and external audit plans and risk register. CJ and TG are to assist with the development of the new risk register. Clarification had been requested on policies. Items to escalate are linked to health and safety checks.

Performance and Quality Committee – 25 September 2024

The Performance and Quality Committee had met on 25 September 2024 and the minutes had been circulated. The Chair of the Board provided an overview of the items discussed including: Risk Register, SAR process and key strengths and weaknesses. MV reported on apprenticeship figures and maths and English. Digital Strategy and delivery are to be part of the objective for the Committee. SAR validation is scheduled for 22 November and the improvements were noted including high grades. CJ asked about English and maths and the task of getting a high number of students to a level. MV reported on improvements by 1 or 2 grades but that it is static at grade 4 with increased grade boundaries increasing the difficulty. There are plans in place with additional staff, revision, CPD, contextualised hour lessons, etc. Both subjects this year have a big increase in retakes. HC asked about University APP and whether this could be linked with us. MV explained links on topics for action. There have also been trainee teachers recruited from the University. It was explained that this will be followed up further. CJ also asked about the stakeholder voice survey and levels of feedback. The Committee had discussed this in detail and it was explained this was actually 'green' compared to benchmark. MP highlighted T Levels and work placements which are relatively easy for employers to support and therefore encouraged Governors to provide placements in their organisations where they could. ML explained there are more internal work placements and internships being offered including for SEND students at the College but there is still more to do both internally and externally. It was asked that the detail from Jodie Storey, Work Experience Team, is shared with Governors. It was asked if those employers not recommending the College in the recent survey gave reasons but it was explained this is often a straight yes or no response. How the process works was explained and follow up with employers.

Action: Share work experience detail with Board

14/24	<p>MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS</p> <p>There were no matters arising or notifications of urgent business.</p>
15/24	<p>DRAFT BOARD DASHBOARD</p> <p>A presentation was given on the current draft dashboard. This includes tabs for Quality, Finance and People. The dashboard is being developed with input from the relevant Committees, ie Finance, P&Q and R&PC. There are some figures/ratios to update following input from Finance Committee.</p> <p>Once the data is finalised there will be a decision on how it is to be used by the Board. It was agreed to run this for a year and see how it was working. The ability to show trends is important. It was felt this looks useful for GLT but currently unclear for Board and it was asked how it translates into strategy for overview by the Board and how it reflects risk. PD explained that the Finance Committee also requested that trends are included. There is some RAG rating already included.</p> <p>The dashboard is to go to Remuneration and People Committee in November and also to Audit and Risk Committee for an overview. The premise is that the Board as a whole get a snapshot across the College and not just the area of their expertise.</p> <p>The People area was highlighted including sickness, staff satisfaction scores, etc, this will also include 'Stribe' survey data, leavers and length of service and turnover, noting a lot of people leave within the first year. There is a more detailed version for R&PC. This will enable drill down in addition to the People Services Scorecard that is currently considered at the meeting. It was explained this is a live document. GB asked about staff leaving and if this was just teachers or across the Board. JV confirmed across the Board and these were voluntary leavers with 27 of 90 leavers last year being those within the first year. It was confirmed that leavers interviews are carried out and now 'remainers' meetings with those who stay have been introduced. Induction and particularly the variances across the college were highlighted.</p> <p>PM asked if the Chair of each sub-committee could have a commentary box or be able to add a high-level summary to each of the dashboards and this was considered. It was agreed this would help with interpretation. JV gave an example of personal rather than work stress and/or mental ill health. It was agreed that a para with conclusions of the Committees would be useful. GB also asked about reasons for leaving and discussion took place on the current process.</p> <p>Action: commentary box to be added to dashboard</p> <p>It was explained that the dashboard should be in place by December.</p>
16/24	<p>BOARD AND COMMITTEE OBJECTIVES</p> <p>It was explained that setting of Committee objectives have been discussed at the first meeting of the year and are being put in place.</p>

<p>17/24</p>	<p>INTERNAL AUDIT PLAN 2024/25</p> <p>The Internal Audit Plan 2024/25 had been considered by GLT and the Audit and Risk Committee and was recommended to Board for approval. A different approach has been recommended for this year with more specialists for each area which will be piloted. CJ felt there may be difficulty getting auditors to carry out the work. Discussions were held around scope of audit, availability of auditors and what might be missing from this plan.</p> <p>KW is to email JL with suggestions. Discussion also took place on follow up and possible spare days. MP suggested risk management could be included and JL explained as the risk register is being refreshed that this will feed in to 2025/26 potentially.</p> <p>Action: suggestions to be put forward</p> <p>Approved: The Board approved the Internal Audit Plan as circulated</p>
<p>18/24</p>	<p>EXTERNAL AUDIT PLAN 2023/24</p> <p>The External Audit Plan 2023/24 had been considered by GLT and the Audit and Risk Committee. The audit is c.80% through and JL asked how Board would like to input.</p> <p>It was agreed that JL will share the draft document with Finance Committee. It was confirmed that the fees are correct. There is potential to reduce the costs in future if internal consolidation can be carried out in advance. MP asked about value for money and it was explained the Procurement Audit had covered this. MP explained NHS have to do a VFM audit. TG explained this was a 'statutory audit'. It was confirmed there was no requirement for a VFM audit.</p> <p>Approved: The Board approved the External Audit Plan as circulated and noted progress</p>
<p>19/24</p>	<p>PRINCIPAL AND CEO REPORT</p> <p>The report had been circulated and was taken as read. There is a change to risk approach and the current strategic register is still to be used by GLT. A new risk register is being put together and any items will be included in the CEO report. Enrolments and ADI were highlighted as key changes. The LCI are to hold their Board meeting in KSA next week. TMK asked if there had been any press coverage following the opening of ADI and it was explained there was not.</p> <p>GB raised working and linking with the defence industries and this was discussed and agreed as important. CJ asked about HE and the achievement figures were explained for last year. NSS data is stronger than previously with LAT figures in the top percentiles. HE enrolment numbers for this year are slightly down.</p>
<p>20/24</p>	<p>GOVERNANCE REPORT</p> <p>The report had been circulated and was taken as read.</p>

	<p>The Governance Officer highlighted the following:</p> <ul style="list-style-type: none"> • No changes to the Instrument and Articles • Updates to the Standing Orders mainly job titles • Committee Terms of Reference have been updated • Confidential Minutes Review – it was agreed that all minutes should remain confidential • Governor Training and Events 2023/24 • Student Governor appointment • Committee Structure and Membership • Link Governors • Governor Reviews and Self-Assessment • Use of College Seal <p>The Board ratified the appointment of Reece Leggett to the Board as an Independent Member.</p> <p>The Board noted the report</p>
<p>21/24</p>	<p>HEALTH AND SAFETY ANNUAL REPORT 2023/24</p> <p>The Health and Safety Annual Report for 2023/24 had been circulated. This had been considered by the GLT and Audit and Risk Committee.</p> <p>The Board noted the report</p>
<p>22/24</p>	<p>GDPR ANNUAL REPORT 2023/24</p> <p>The GDPR Annual Report for 2023/24 had been circulated. This had been considered by the GLT and Audit and Risk Committee.</p> <p>The Board noted the report</p>
<p>23/24</p>	<p>SAFEGUARDING ANNUAL REPORT</p> <p>[Sam Rees joined the meeting]</p> <p>The Safeguarding Annual Report for 2023/24 had been circulated. JV introduced the report.</p> <p>PD asked for clarification on the decrease in suicide attempts. SR explained the higher figures for the previous year were linked to two learners with complex mental health needs and multiple attempts. A project targeting staff in areas where there are issues, ie construction, was carried out and also ‘Assist’ suicide training provided by an external agency. Student Services went out to teams and raised awareness of looking out for each other. There are mental health staff members and resilience training offered. KW felt that the interventions are working.</p> <p>It was noted in the case studies there is mention of alcohol but not drug abuse. SR explained there is some drug use but not an increase year on year. Alcohol incidents are higher as there had been a couple of issues.</p>

In the new year there will be focused interventions. The police drugs dogs do also come on site and Police are liaised with in relation to County lines. There will be two Drug Dog visits per year. These are unannounced and areas are targeted. SR gave more information on the work with the Police. KW asked about LAC figures and what is being done to engage. SR explained that a programme is being developed to assist those leaving care as their support drops significantly once they are 18. ProjectYou is also being brought in to assist. Virtual Schools, transitions and summer clubs were explained and the regular meetings held. More unaccompanied asylum seekers left care in January and once they reach 18 they have to return to the county they were initially processed in which brought up numbers. KW asked about the mass evacuation system. SR explained that a tannoy system is to be installed and training provided which will be the mass evacuation/invacuation system. This will also include any with other languages, disabilities, etc.

RL highlighted the survey results are positive with a good sample size and asked if this was triangulated with learning walks? MV confirmed this was the case and those questions are asked.

MP stated he was impressed with the increased security of the site and passed on his thanks. The security company are very effective, polite and helpful. ML reported on 'campus duty' and how good behaviour, etc is. The links with Student Services are also good.

GB asked about vaping and if the College would be educating on the dangers. SR explained there is a CPD model and a campaign planned for after the Easter holidays to do workshops, etc, which will extend to progress coaches. ED asked how the previous campaign had run and SR will follow up on this.

Action: campaign on smoking cessation to be reported back

[Sam Rees left the meeting]

24/24 APPLICATION OF THE COLLEGE SEAL

The Governance Officer explained that this is the standard report on any applications of the College Seal since the previous Board meeting.

The Board noted the report

25/24 ANALYSIS OF GOVERNOR SKILLS AUDIT

The Governance Officer explained that the annual update of Governor Skills had been analysed and the report was taken as read. This will now inform the Search Committee, together with the terms of office for current Governors for the next round of recruitment. The Search Committee is to meet at the end of November 2024.

Discussion took place on the potential gaps including in education and delivery and it was considered if these could be filled with recruitment or if the Board needs upskilling.

	<p>One particular area was noted as in relation to SEND. It was noted that during the last recruitment exercise there had been a candidate with the relevant background and it was asked that Search Committee consider reaching out to this candidate.</p> <p>Action: Search Committee to consider SEND</p>
26/24	<p>URGENT BUSINESS</p> <p>No further business was discussed.</p>
27/24	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be held on Tuesday 10 December 2024 at 1630 hours</p>

The meeting finished at 1840 hours

Date: Signed: