



MINUTES OF THE LINCOLN COLLEGE BOARD OF CORPORATION – HELD AT LINCOLN COLLEGE ON TUESDAY 17 MARCH 2020

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

45/19 APOLOGIES FOR ABSENCE

Apologies were received from Haydn Beeken, Tim Calvert, Neil Everatt, Heather Fluck, Graham Harrison, Alex Knoll, Danielle Lister, Mark Locking, Mark Speed, Mike Simpson, Daniel Wilkinson and Marta Wojcik.

46/19 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.

47/19 MINUTES OF THE CORPORATION AND COMMITTEE MEETINGS

Board of Corporation – 21 January 2020

The minutes of the meeting of 21 January 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.

48/19 Performance and Quality – 26 February 2020

The minutes of the meeting had been circulated for information and the Chair of the Committee emphasised the salient points.

Discussion was held on the key points including:

- Gold Group on attendance. Frequency of meetings had been reduced. Positive work towards improved attendance. It is expected that figures will be the same as last year.
- Apprenticeships had been discussed and time spent considering forecasts. The P&Q Committee are confident that a number of positive actions have taken place.
- English and maths had been discussed and where students can improve their grades and gain value from lessons.
- Discussion also took place on the level of challenges made by the Governors during the analysis of the figures produced and the responses of the management in relation to the action plans in place which provided assurance to the Committee.
- The Committee had received a paper in relation to sub-contracting with Grimsby Institute up to a value of £200k with a 20% management fee. The P&Q had approved the approach and recommended the Board ratify this decision.

The Board of Corporation ratified the decision by the P&Q Committee in relation to sub-contracting with Grimsby Institute.

The Chair thanked the Vice Chair of the Committee for the update and asked that following each P&Q Committee a summary of discussions, decisions and key points to highlight to Board should be produced. **This was agreed.**

The ACR had also been discussed and it was agreed that involvement by the Board as a whole should be formalised. It was considered important that Governors are involved in and are an integral part of the ACR. The process helps to ensure an understanding of delivery and performance. It also helps, especially for newer Board members, to provide greater insight and familiarisation to formal review processes and inspection procedures.

49/19 Higher Education (HE) Committee – 26 February 2020

The HE Committee had met on 26 February 2020. The minutes of the meeting had been circulated for information and the Chair of the Committee emphasised the salient points. It was noted that the HE and P&Q meetings had been held on the same afternoon and splitting these out is being considered to provide appropriate separation of issues and due focus.

The meeting had been a training session to give a foundation for the members on the regulatory framework and compliance.

Discussions had taken place in relation to:

- Current performance, retention, student survey and responses.
- Access and Participation Plan (APP) which links to fees and is used for widening participation. The plan is for a five year period and is monitored.
- Ongoing regulations for the Office for Students (OfS).
- The policies and procedures for an FE College and their potential impact on HE learners was highlighted.

The journey of HE was highlighted and the growth to the current c.500 students.

The Chair asked about the make-up of the Committee and if any additional expertise was required. It was confirmed that an expert in HE would be a useful addition.

It was agreed that the Board would consider recruitment of potential Board members with specific and relevant HE expertise. The P&Q would also welcome additional members. PB and the CEO offered to join if required.

It was recognised that the College is rated Silver and noted that TEF is to move to a subject level grading.

50/19 Finance Committee – 12 March 2020

The Finance Committee had met on 12 March 2020. The Chair of the Committee emphasised the salient points including:

- Financial Dashboard
- P6 management accounts
- The positive financial position
- HE and the Gibney Project
- The Aviva project and progress on the works to the estate
- A meeting with the new Territorial lead for the ESFA is being held next week
- Coronavirus.

51/19 **MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS**

The CEO gave a briefing on the current position in relation to the Coronavirus.

It was explained that the Government position has not changed and Schools and Colleges are to remain open currently. Any decision would have to be made on safety grounds. ELT are meeting on a daily basis. Any Government policy will be complied with and the intention is to continue learning as far as possible. The current priority for staff is to put as much material in place as possible should there be a need to work and teach remotely. All regional Colleges remain open currently.

It is currently unclear what impact there will be on exams and it was recognised this is unprecedented. Decisions will be required from Awarding Bodies and the OfS. When information is received this will be shared with staff and students.

The closure of Colleges in KSA was outlined. Teaching is continuing remotely. Sessions, Gibney and Herbal Medicine have closed to the public. The position in relation to Deans, Morton Hall and China are also being monitored.

The numbers of staff and students currently self-isolating and the reasons were outlined. Of the numbers some staff may be working from home rather than be ill. Data will be circulated to Board to keep them up to date. Areas of concern including apprenticeships and AEB were considered. Remote access was discussed and the issues that may arise. Moodle is the main area for student access.

The Clerk had circulated amended Instrument and Articles and Standing orders which will allow for telephone/video conferencing for meetings and also written resolutions should they be required. It was recognised that these changes were important to enable the Board to operate in a digital landscape. The next Board meeting is scheduled for May and a decision will be taken nearer the time.

The Board approved the amended Instrument and Articles and Standing Orders.

52/19 EQUALITY AND DIVERSITY ANNUAL REPORT 2018/19

The annual report for 2018/19 had been circulated and was taken as read. Staff and student data is included. MP asked if the College has Stonewall accreditation and JV responded the College does work with them but is not accredited. The Board were reassured by the report and measures in place. It was reported that the Equality Objectives are due for review as these require publishing every four years and some of the analysis within the report will be used as part of this review.

53/19 USE OF THE COLLEGE SEAL

The Clerk to the Corporation reported that the College Seal had been used twice since reported in October 2019 and the details had been provided. The Board noted the application of the seal.

54/19 TERMS OF REFERENCE FOR APPROVAL

The Clerk to the Corporation reported that due to the introduction of the Higher Education Committee the Terms of Reference for the Performance and Quality Committee had been amended to remove the delegated responsibilities in relation to HE. Terms of Reference for the Higher Education Committee had been produced and include delegated responsibilities specifically for HE. The Clerk asked the Board to approve the Terms of Reference for both Committees as circulated. It was agreed to clarify in the ToR that the student representative on the HE Committee was the HE Student.

The Board approved the Terms of Reference for the Performance and Quality Committee and Higher Education Committee.

55/19 ONGOING CHANGE ACTIVITIES

The CEO gave a presentation in relation to a number of opportunities. Key items outlined were:

Opportunities and Activities UK: IoT and Gibney Project; Towns Funds which gives opportunity for bidding for capital in Lincoln and Newark, including the development of an International Air and Space Training Institute (IASTI); the CEO asked for Board approval to spend up to £30k to take this forward and the Board agreed; The Drill Hall – background detail was provided.

Opportunities and Activities KSA: Qiddiya, ITQAN, NCTC, Qatif, AEC; Community Colleges and Capability Building Contracts.

Other UK opportunities outlined including Determined to Govern, Determined to Lead, Teach and Learn, BA(Hons) Professional Policing and Care College in Newark;

Other KSA opportunities were also outlined.

It was considered if the opportunities outlined were within the intent of the Board and if there was anything missing? The Board were of the opinion opportunities were aligned to strategic objectives. The Board recognised the need to balance the number of opportunities with the resources available to explore and develop. It was asked if the introduction of a Care College at Newark impact on Lincoln and it was confirmed this was taken into consideration as part of the decision. Discussion took place on the energy and investment into new opportunities balanced with the fundamentals of ensuring other delivery is resourced and managed. The bidding qualification process will be followed for each potential opportunity.

56/19 REPORT FROM THE CEO AND ELT

The CEO and ELT Information Report had been circulated and was taken as read. There were no questions raised.

57/19 URGENT BUSINESS

The staff and student governors were asked to leave the meeting for consideration of a confidential item which was minuted as such.

The meeting closed at 18.35 hours.

Signed:

Date: