



MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION HELD AT LINCOLN COLLEGE ON TUESDAY 12 DECEMBER 2023 AT 16.30 HOURS

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

24/23	APOLOGIES FOR ABSENCE Apologies were received from Lucy Goodier, Chris Jones, Evie Sadler, James Foster, Graham Harrison and Jacqui Varlow. Farhan Ahmed and Paul Milner joined the meeting via Teams.
25/23	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.

MINUTES OF THE CORPORATION AND COMMITTEE MEETINGSBoard of Corporation – 9 November 2023

The minutes of the meeting held on 9 November 2023 had been circulated. The minutes were agreed as a true and accurate record and were signed by the Chair accordingly.

The actions were reported:

5/23 – JL had met with GH on the TLS and is meeting with TKL in January. An update will be reported back on the production of a dashboard.

12/23 – FA had liaised with JF and RL and they are to meet again in the New Year.

All other actions were completed.

Remuneration and People Committee – 20 November 2023

The R&PC Committee had met on 20 November. The Committee reviewed the People Plan and progress for this year. Also discussed was the staffing and personnel data to feed into the financial statements and the People Services Annual Scorecard. A confidential item considered the Clerk's job description, salary, objectives and change of title. The Committee approved the change of title from Clerk to Governance Officer. It was noted this fits with the other titles across the College.

Higher Education Committee – 6 December 2023

The HE Committee had met on 6 December 2023. Immediately prior to the meeting Reece Leggett and Charlotte Watson had met with David Horsfield, James Wadsworth and Stephen Smith in relation to the HEAMR validation. A positive outlook was reported. Key items included: standing out against universities, variation in class sizes, IT resource and learning environments. IT and bursaries were highlighted.

The Committee had discussed target setting, noting numbers are currently down. The new AP for HE starts in January and work will commence on the HE strategy. Holly Clayton had attended the meeting to report on the APP and WP which was noted as very positive. Community engagement was discussed and the removal of funding resulting in a lost post. The Committee approved the Student Protection Plan for 2024/25 and noted OfS deadlines.

Finance Committee – 5 December 2023

The Finance Committee had met on 5 December. Key items included: Draft Committee Objective, Risk Register, Monthly Management Accounts, focus on KSA and contracts, Treasury Management including cashflow and balance sheet, approval of Financial Policies including the Financial Regulations. The Committee also agreed to seek a delay in the filing of the financial statements to the end of January to allow time for signing the contract in KSA.

The Board were asked to ratify this extension.

Approved: Financial Statements filing extension

JL explained the accounts are unqualified and there are no going concern issues.

Audit and Risk Committee – 5 December 2023

The Audit and Risk Committee had met on 5 December 2023 and had also held at Joint Audit and Finance Committee on the same day.

Standard items were discussed including Audit Recommendations (14 were removed and 5 left in relation to the QIP with 4 outstanding on procurement), the annual report from W&B who confirmed they had undertaken enough work to provide assurance. The Committee received the first report for 2023/24 on overall financial controls which was strong with only one recommendation. It was noted this had been delayed from previous years. The Committee also received the QIP report relating to 2022/23 which had a weak outcome. It was asked that the related audit recommendations are not removed until the Committee has received further information as there are some anomalies that managers are challenging. It was explained this was looking back at 2022/23 and the Committee agreed to further the differences with perceptions from P&Q Committee. It was recognised a lot of progress has been made since the audit had taken place with the new process introduced by MV. MV is to attend the next meeting, together with IB and ML.

Single Task Group – 7 December 2023

The STG had held their second meeting on 7 December 2023. Work is progressing well on the areas being looked at and is also expanding into other elements of work, ie China, etc.

The Committee received a draft report following a review of one of the subsidiaries and asked that additional work is carried out before this is finalised. Reports will then go to GLT for review prior to reporting to Board. It was explained that the Group have requested a session covering all areas so that any themes can be drawn out. There have been some very helpful visits with staff. The Committee are not getting into the detail but focusing on strategy and any key lessons that can be taken on going forward. MS asked that a longer session is arranged for the STG to feed back. It was considered when this would be appropriate and agreed it would take place during the Board Development Day scheduled for Tuesday 14 May 2024.

Action: STG feedback on agenda for Tuesday 14 May 2024

PM also fed in that a model has been agreed and tested and this will be used for the other subsids, including review against business case, how fits in the organisation, etc.

JL reported on a VAT workshop next week and there may be recommendations coming from that to take into consideration. Should any Extraordinary Committee meetings be required these will be scheduled accordingly.

27/23 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

There were no matters arising of notification of urgent business. The Governance Officer explained there was one confidential item to discuss and asked that staff, students and GLT members leave the meeting at this point.

28/23 FINANCIAL YEAR END 2022/23

Consolidated Annual Financial Statements – year ended 31 July 2023

The Financial Statements had been reviewed in detail by the Audit and Risk and Finance Committees and feedback provided. JL welcomed questions. It was reported the Group provision is currently lower than it should be as some KSA revenue cannot be recognised because a contract is not in place. The process is to complete the accounts so they are ready to be submitted but there has been an extension to the filing deadline approved by the DfE. In the notes this will be highlighted. If the figure isn't recognised in 2022/23 this will result in an upturn in 2023/24.

It was explained the KSA auditors were comfortable to include this against the invoices provided and the amount was confirmed but the UK audit team are not.

The discussion at Committee in relation to the External Audit Findings Report was explained as positive and feedback had been provided. It was explained that monthly extensions to the filing can be sought and this will be revisited in January.

Regularity Self-Assessment questionnaire (SAQ)

It was explained this is completed as part of the audit process to be signed at the point of financial statements submission. The insolvency regime was discussed and whether this was still relevant following the ONS reclassification. It was asked if this has been checked. The Governance Officer confirmed that this was included in the SAQ for 2022/23 as provided via the Post-16 Audit Code of Practice.

It was explained that the auditors test against the responses. It was noted that there is both ELT and GLT referenced and it was agreed to change this. Policy Reviews were queried and whether some are out of date as they state annual review but are dated October 2022. It was explained that policies are reviewed during the academic year and that the responses refer to July 2023 year end.

External Audit Final Audit Findings

JS provided an overview of the Audit Findings. It was reported these are unqualified accounts, the funding audit will always have a number of recommendations, adjustment entries were explained. Management responses will be completed.

Annual Report of the Audit Committee

It was explained this report is a summary of the work of the Committee during the year.

The Chair expressed his thanks to the Committee Chairs for their reports and input.

The final Financial Statements will be circulated and the Board were asked to feed in any comments prior to signing and submission.

Action: comments to be fed in on Financial Statements prior to filing

29/23 LINCOLN COLLEGE GROUP STRATEGIC RISK REGISTER

The Risk Register had been circulated for information. The items highlighted as green for removal were discussed and Board agreed that they can be removed.

Action: remove green flagged risks to dormant sheet

30/23 PRINCIPAL AND CEO REPORT

The Principal and CEO had circulated a report which was taken as read.

Key areas were highlighted:

- Confirmed Self-Assessment as “RI” and the Governors were thanked for their input into the validation process.
- Current position is “Good” with clear evidence to support this position.
- 11% growth of 16-18 students. It was explained 5% uplift in demographic and 6% gain in addition.

- Newark has increased learner numbers up to c.680 which may have now reached higher than when N&SC was taken over
- ProjectYou events and trips and visits to ensure that learners return in January.
- Penny Taylor MBE received a national award for staff volunteer of the year.
- Capital Loan for ASI has been secured.
- Christmas party for children and grandchildren to be held on Thursday 14 December to which Governors were welcome
- EV charging points – there are to be two in Lincoln and two in Newark. It was asked how this will be regulated and it was explained there is a plan in place with staff being charged. It was explained there are a number of staff who don't have chargers at home and the fee will be reviewed.
- It was asked if the Leadership and Development and Team Building had been delivered by Human Alchemy (HA) and this was confirmed for three sessions and Lantern Training for one session. GLT also undertook the Insights Development Day. HA will be delivering training to the Board in February 2024.
- KW asked about the Drill Hall and the Pantomime. It was explained that the contract with Jamie Marcus had come to an end. It was felt that Christmas parties etc could be run as an alternative. It was explained that a Student Pantomime may be put on as the current arrangement has not allowed the inclusion of a lot of the students which would be more beneficial to the curriculum and ethos of the facility. It was felt this was an opportunity to take this forward. News coverage was queried in response and this will be scheduled in appropriately.

31/23 VALIDATED LINCOLN COLLEGE SAR

The self-assessment report for 2022/23 had been circulated for information.

MV gave an overview of the journey to a current robust Grade 2 from the RI self-assessed grade for 2022/23. MV highlighted the strengths including plumbing, catering, computer science, media, carpentry and the arts. MV also outlined the weaknesses, in particular English and Maths, animal care and business studies. Attendance did not meet expectations particularly in English and Maths.

The current position is Good in all headline measures and Contribution to Skills Needs is Strong. Deep Dive sessions and learning walks have taken place and these have shown improvement in many areas. The use of questioning and promotion of independent work outside lessons was highlighted. There have been a number of signature speakers and a focus on pedagogy. Hairdressing is now a sound grade 2. Key people and leaders are now in the right posts and owning the outcomes for their learners as a result of the restructure in May 2022/23 and changes to the QI process. English and Maths Functional Skills is also now good. The work of the progress coaches was highlighted and on wider learning. Overall there is a good trajectory of improvement. A range of incentives have been put in place to encourage attendance.

Discussion took place on the SAR which is a starting point and a critical document. The promotion of and supporting the wellbeing of staff was highlighted and MV explained how very strong this was at the College. The new team in place have carried out an excellent job in a short space of time.

The process has allowed the team to identify areas for improvement where they might previously have been a 'wonder' so these can be taken forward in the right way. The team know what they are doing is good and felt the process was positive. It was asked if the same process would continue and this was discussed and confirmed as the new systems are now embedded as part of improving the learner journey.

	<p>MP felt potential regulatory visits were an opportunity and not a risk. The Board were confident in the progress being made. Examples were provided around sequencing and ensuring day to day processes are automatic.</p> <p>The importance of Governors undertaking learning walks in the New Year was stressed and it was explained these are being arranged. It was reported there was a 'you said, we did' process and this was explained.</p> <p>AC reported that some learners are to visit the distillery in January and asked how this can be fed back. SA to liaise with AC. MP asked about 'pay it forward' and could this be re-energised. It was explained that all members were encouraged to come in to give talks to learners at any time of the year, including Industry Week. Sally Reeve had previously arranged this and MV will follow up.</p> <p>Action: MV to follow up with Sally Reeve</p>
32/23	<p>HIGHER EDUCATION ANNUAL MONITORING REPORT (HEAMR)</p> <p>The HEAMR had been circulated following approval at HE Committee. As outlined above RL and CW had spent a number of hours going through the report and undertaking learning walks. AC asked about the position that hasn't been filled in relation to community links. JN explained that some funding has been identified and there will be a replacement post put in place. High grades have dropped but TEF Silver was a positive achievement. The new AP for HE starts in January and there will be a focus on growing provision in HE.</p> <p>FA responded that to achieve TEF Silver as an FE College is a considerable achievement. Staff should be commended and congratulated on this achievement.</p> <p>The time spent discussing the curriculum by the Board was highlighted as key.</p>
33/23	<p>REVIEW OF RISK REGISTER</p> <p>The Chair asked if anything discussed impacted on the risk register. It was agreed there was not.</p>
35/23	<p>URGENT BUSINESS</p> <p>No urgent business was discussed.</p>
36/23	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be held Tuesday 23 January 2024 and will be held at Newark College at 16.30 hours. For those wishing to have a tour of ASI prior to the meeting this has been arranged for 15.00 hours.</p>

The meeting finished at 18.26 hours

Date:

Signed: