



**MINUTES OF A MEETING OF THE LINCOLN COLLEGE BOARD OF CORPORATION  
HELD AT LINCOLN COLLEGE ON TUESDAY 22 MARCH 2016 AT 16:30**

<b>Present:</b>	Margaret Serna Pat Doody (from 16:42) Keith Batty  Haydn Beeken Nick Cudmore Dean Graham Gary Headland Peter Horner Nick Lyons Benjamin McDonald Steve Marr James Osborne James Pinchbeck Jacob Vause (until 18:59) Sam Yates	Chair Vice-Chair & Chair of Finance Committee Chair of Quality & Performance Committee and Lincoln College Academy Trust (LCAT) Chair  Chair of Audit Committee  CEO  Student President Staff Governor Student Governor (HE) Chair of International Development Committee Student Governor (FE) Staff Governor
<b>In Attendance:</b>	Mark Locking Wenke Geddert Lorraine Tomlinson-Hall Kevin Williams (36/15)	MD (E&TD) Clerk to the Board of Corporation COO Director of Planning & Performance
<b>Apologies:</b>	Leonarda Auracha	Student Governor

**34/15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Leonarda Auracha (represented by Jacob Vause) and it was noted that the Vice Chair would arrive slightly late due to a pressing work commitment.

**35/15 ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST**

Notice of the meeting had been given, a quorum was present so the meeting was declared open.

A declaration of interest in relation to Item 9 was received from:

- Keith Batty as his role as Director of CfBT involves him working on the school improvement agenda across the region, alongside Lincolnshire County Council.
- Margaret Serna as she is also the Chair of the Local Governing Body of The Gainsborough Academy.

**36/15 READINESS FOR OFSTED INSPECTION**

Kevin Williams, the Director of Performance and Planning, was invited to the meeting to give a presentation on the College's readiness for Ofsted inspection. Following a question and answer session Kevin was thanked for his presentation and it was agreed that his slides would be circulated separately to the Board.

**Action: Clerk was to circulate Kevin Williams' presentation to the Board.**

## **37/15 MINUTES OF THE CORPORATION AND COMMITTEE MINUTES**

### Board of Corporation Meeting – 26 January 2016

The minutes of the meeting held on 26 January 2016 were agreed as a true and accurate record and were signed accordingly.

### Audit Committee Meeting – 8 March 2016

The Chair of the Audit Committee provided a verbal report to the Board on the Audit Committee meeting held on 8 March 2016, in advance of the minutes being circulated. His report included information on risk management/board assurance framework as well as internal audit reports on safeguarding, sub-contracting and internal audit progress monitoring. An additional meeting of the Audit Committee was scheduled for 20 April 2016.

The Chair thanked Nick Cudmore for his report.

### Finance Committee Meeting – 10 March 2016

Pat Doody, the Chair of the Finance Committee, gave a verbal report on the meeting held on 10 March 2016, in advance of the minutes being circulated. The accounts for Lincoln College as at P6 were sound and underpinned by effective controls. As at P6, a small surplus was being forecast with a healthy EBITDA position. The Board was informed that Lincoln College had received a letter from the SFA who had reviewed the Lincoln College Annual Report and Financial Statements for 2014/15, and, in view of the consolidated position in the accounts, the SFA had concluded that the College's financial health assessment was 'inadequate' and that a notice of concern would be issued. Following discussion, the Board agreed that the Chair would send a letter to the CEO of SFA/EFA making the argument that the Lincoln College financial health should not be based upon the consolidated accounts requesting that SFA reconsider their assessment based upon Lincoln College data only (ie, not including Lincoln College (International) LLC) and thus assess the Lincoln College as 'Satisfactory'.

**Action: The Chair would write to the CEO of SFA/EFA making the case for Lincoln College to be assessed at Satisfactory.**

The Chair thanked Pat Doody for his report.

## **38/15 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS**

There were no matters arising or notification of urgent business.

## **39/15 CEO'S REPORT**

The written report by the CEO was taken as read.

The Board was particularly keen to explore progress on leadership and management development and discussed the two key projects (Higher Leadership and Management Programme (HLMP) and Essential Leadership and Management Programme (ELMP)) in detail. The Board noted that the next two-day HLMP event was scheduled for 16/17 May 2016 and they were invited to attend some or all that event as observers. The Board agreed to continue the focus on leadership and management development, and to extend it to include even more support managers next year, recognising that the focus on leaders and managers of teaching and learning staff this year had been appropriate.

The Board noted the progress being made in relation to international development in China, specifically the recent contract extension with the Sichuan College of Architectural Technology, which provided Lincoln College with the ability to invest in education and training in Lincoln, Gainsborough and Newark.

The Board noted the preparations being made for the Area Review starting in September 2016 and agreed that this should be a topic for detailed discussion during the full-day Board of Corporation event on 24 May 2016. In the meantime, the Board recognised that continuity of governance during the Area Reviews was essential and agreed to extend the period of office for Margaret Serna and Pat Doody until the end of the 2016/17 academic year.

The Board noted that the CEO had stepped down as Chair of Lincoln UTC so that his successor would have sufficient time to prepare for the Ofsted inspection of Lincoln UTC, anticipated early in the next academic year, and that the CEO would remain a Member of the Lincoln UTC Trust.

The Board noted that the CEO had assumed the voluntary office of Chair of the Institute of Directors (IoD) for Greater Lincolnshire in order to engage even more closely with senior leaders in private, public and voluntary sector organisations across the region in order to promote the education and skills agenda.

The Chair thanked the CEO for his report.

#### **40/15 COO'S REPORT**

The COO provided a verbal report to the Board specifically on:

- Her work with the NHS Lincolnshire Local Education and Training Council (LETC) to ensure that Lincoln College was very close to the NHS organisations across Greater Lincolnshire so that skills needs were understood, predicted and met.
- Her work to continue the development of financial skills across Lincoln College, specifically the full-day of 'finance for non-finance managers' training that she had delivered as part of the Higher Leadership and Management Programme.
- The Progress with the Lincoln College budget build process that was very closely linked to the curriculum planning process; the process was reported to be going well and the proposed budget for 2016/17 would be brought to the Board on 24 May 2016, which was a month earlier than in the previous year.
- Her work in support of the Chair of the Lincoln College Academy Trust and the handover of The Newark Academy to Torch Academy Gateway Trust.
- Her recent visit to China to sign the contract extension at the Sichuan College of Architectural Technology and the potential for Lincoln College to deliver new health and care programmes for students from Chengdu Polytechnic that was currently being developed.

The Chair thanked the COO for her report.

## 41/15 MD (E&TD)'S REPORT

The written report by MD(E&TD) was taken as read.

The Board discussed the report and noted that:

- Overall classroom success rates remain on a positive trend.
- Of the 50 courses in 'performance challenge', 29 were on-course to achieve their targets.
- Although English and mathematics continued to be an area in need of considerable focus and work, there were positive signs of improvements that were being accelerated. English and mathematics would need to be an area for significant leadership and financial investment in the next academic year.
- The College had identified all "at risk" learners and RAG rated them to ensure that they were appropriately prioritised for support.
- The strong focus on the performance management of staff had continued with 44 staff members in the formal performance management processes in order to improve their performance.
- The focus on ensuring that appraisal reporting is conducted on all staff effectively.
- Much stronger performance management reporting with very useful forecasting, noting that this would improve further once the ongoing STEP workstream on MIS was complete.
- That Lincoln College had been shortlisted for a TES Award for the "Outstanding Use of Technology for Improving Teaching and Learning" and that the Chair would attend the awards ceremony with two of the College's Advanced Practitioners on 22 April 2016.
- The excellent media coverage of the two Career Colleges due to open in September that demonstrated the College's innovation and very strong determination to meet the education and skills needs of the Construction and Air & Defence sectors.
- A new innovation with the employer Knowhow in Newark where students would be employed by the company and immediately deployed to Newark College for a full-time study programme. The ability to extend the programme to Carphone Warehouse was being explored.
- The Violin School in Newark was on track extend its offering from FE to include a HE education provision course.

The Board discussed and agreed to extend academic provision to include 14-16 year old entry related to the Career Colleges.

The Chair thanked MD(E&TD) for his report.

## 42/15 REPORT FROM CHAIR OF LCAT

The written report by the LCAT Chair was taken as read.

The Board discussed and noted that:

- **The Newark Academy (TNA).** The process of due diligence with Torch Academy Gateway Trust (TAGT) had been completed. The Regional Schools Commissioner would decide soon whether to agree to the transfer of TNA to TAGT. Assuming that decision was made by the RSC, the Chair of LCAT would join staff at TNA to explain the outcome.

- **The Gainsborough Academy (TGA).** There had been significant progress although the results by the summer would not be transformational, which had been reported to the RSC. The RSC has requested an action plan, which had been submitted.

The Board discussed whether it was still appropriate for Lincoln College to be involved in academy sponsorship and, specifically, the College's plan for TGA going forward. The Board agreed that the overriding criteria for deciding upon the future of TGA would be *'to do what was in the best interests of the students'*. The Members of LCAT had put forward an argument to the RSC that it was currently in the best interests of TGA students to have continuity of governance and leadership, and the Board supported that position. The Board noted that the Area Review starting in September 2016 could create an opportunity for the students at TGA to be better served as a result of transferring the Academy to another sponsor therefore this topic would be kept under regular review.

The Chair thanked the LCAT Chair for his report.

**43/15 URGENT BUSINESS**

There was no urgent business.

**44/15 DATE OF NEXT MEETING**

It was agreed that the next meeting would take place on Tuesday 24 May 2016.

The meeting was closed at 1913 hours.

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Chair

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Date