

**LINCOLN COLLEGE**

**CONFIDENTIAL**

**BOARD OF CORPORATION MINUTES**

**TUESDAY 26 JANUARY 2016 HALF DAY IN THE BOARD ROOM, LINCOLN COLLEGE**

<b>Present</b>	Pat Doody (Chair)	Gary Headland	Leonarda Auracher
	Keith Batty	Haydn Beeken	Dean Graham
	Peter Horner	Nick Lyons	Ben McDonald
	James Pinchbeck	Sam Yates	
<b>In Attendance</b>	Sarah Adams (Interim Clerk)	Lorraine Tomlinson-Hall (Chief Operating Officer)	Mark Locking (Managing Director – Education and Training Delivery)
	Wendy Geddert (Appointed Clerk)		
<b>Apologies</b>	Margaret Serna	Steve Marr	James Osborne
	Nick Cudmore		

**27/15 APOLOGIES**

Apologies were received from Margaret Serna, Nick Cudmore, Steve Marr and James Osborne.

Mr Doody assumed the role of Chair. The Chair welcomed Wendy Geddert, as the newly appointed Clerk, and Leo Auracher, Student Vice President, to the meeting.

**28/15 ELIGIBILITY, QUORUM AND DECLARATIONS OF INTEREST**

It was reported by the Clerk that notice of the meeting had been given and that a quorum was present. Accordingly, the meeting was declared open. There were no declarations made.

**29/15 MINUTES OF MEETING HELD ON 15 DECEMBER 2015**

Finance Committee Minutes – 10 December 2015

Ms Yates reported that she had been in attendance at the Finance Committee but was not noted in those present.

**Action: The minutes will be amended accordingly**

The CEO, as Accounting Officer, explained that he had sent apologies due to being on business in KSA. The COO reported that the P4 figures would be added to the Financial Dashboard. It was explained there has been a delay and the COO is following this up with Trovus. It is hoped this will be complete within the month.

The Chair noted that the monthly management accounts are also to be circulated to the Committee. The COO responded that P5 figures have just been finalised and will be circulated.

**Action: COO to circulate P5 management accounts to the Finance Committee**

The CEO reported that the COO is to travel to KSA next week. It was explained that Simon Plummer's contract (Managing Director International), is due to terminate shortly and a replacement has been appointed. It was reported that TVTE and CoE have merged and both CEO and COO of the CoE have left their posts.

Audit Committee Minutes – 15 December 2015

These had been discussed at the Board meeting in December. No further issues were raised.

Board of Corporation – 15 December 2015

The minutes of the meeting held on 15 December were run through for points of accuracy.

Page 4 – the CEO requested that 'not progressing positively' was removed. The minutes to be amended accordingly

Page 5 – it was noted that interviews are to take place tomorrow for a Director of Finance and Performance

The Minutes were agreed as a true record of the meeting and following minor amendment were signed accordingly.

International Committee – 16 December 2015

The minutes of the meeting were summarised. It was explained that a session had also been held on 6 January to carry out a SWOT analysis and this will feed into the Strategy Session.

**30/15 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS**

There were no matters arising and no notifications of urgent business received.

**31/15 HIGH LEVEL SAR 2014/15 FINAL APPROVAL**

The MD (E&TD) gave a summary. It was explained that the Performance and Quality Committee had been given the authority of the Board of Corporation to upload the draft SAR prior to the December deadline. The MD (E&TD) explained that historically the QSR (Qualification Success Rates) data has been used to make amendments to the SAR early in the new year. This data is usually released in Dec/Jan but is not this year expected to be released until March. It was explained the SAR is a working document and particularly the improvement plan. Keith Batty (as Chair of P&Q Committee) explained that the final document had been circulated to the Performance and Quality Committee and it had recommended to the Board of Corporation that the SAR presented was agreed as the final document and uploaded.

The MD (E&TD) explained there are gaps in the QIP but as this is an on-going live document this will always be the case, as the impact and actions will continue throughout the year. It was explained this is more complete as in previous years. The COO queried if Aspire was referenced due to the document relating to the academic year 2014/15 and this was confirmed.

In relation to Inspection it was explained that Leadership and Management remains a deciding factor. Having analysed the inspection reports of those institutions having been inspected under the new CIF the MD explained the only direct correlation appears to be between outcomes for learners and overall effectiveness. Ofsted are stating that Leadership and Management is a defining grade but this is not clear when reading current inspection reports. The MD explained that position statements have been prepared for each area of the CIF. The MD also explained that there has been a focus on appraisals, PDRs, capability and disciplinary. It was noted that the level of investigations undertaken and hearings held is clear evidence that any issues are being dealt with. A lot of work is being carried out related to English and maths. Grades by subject sector area were outlined. It was explained however that Ofsted will not measure against these but by such areas as Study Programmes, Apprenticeships, Adults and High Needs Learners.

The MD outlined the number of enrolments on English and maths and the changes in Government funding methodology. It is expected the success rates and benchmarks of the sector as a whole will drop due to this. The MD explained the conditions of funding and the change whereby last year students with a D grade in English and maths could opt to take one subject in each year but this year the students have to take both. It was highlighted that this year has been much improved on ensuring students are on the right course. The MD explained there is a national problem recruiting staff to teach in these subject areas. It was explained that intervention has highlighted issues with tracking students as for many students attendance and achievement is good on their core programmes but not on their English and maths. It was explained that a Director has been appointed to lead English and maths which is a helpful resource.

James Pinchbeck asked if the English and maths performance had an impact on the overall figures. It was explained the figures have a 1% impact when included. The MD gave an example that Sport may have graded themselves a 'grade one' but this does not include the performance on English and maths which may be a 'grade three or four'. It was explained that entry criteria to many careers and also University courses is to have English or maths GCSE and therefore it is important to get the message across to staff and students that this part of their studies is as important as their core programme. Haydn Beeken reported that as an employer he supports this and is a message stressed to his workforce.

The MD explained that destination data shows 95% positive destinations for full time learners. (this is based on a 90% return rate). It was asked if there was any national data but it was explained this is not available currently. Peter Horner reported that the SAR only mentions 'known destinations' and asked if the figure of 90% should be included to give clarity. The MD will consider including this amendment at the point of uploading any amended document.

Dean Graham highlighted that a number of figures seem to be bordering at grade 3. The MD explained there is a lot of subjectivity.

The MD outlined how the grades are generally worked out and explained that as a rule figures more than 5% below benchmark are dropping into satisfactory, 2% either side of benchmark is good and 5% above is outstanding. It was noted that the figures and supporting narrative is for the academic year 2014/15 and it was stressed that a lot of progress has been made since then and the results this year should show that improvements are starting to come through. It was noted that a grade 2 is a challenging target. It was explained that 2014/15 is seen as the bottom of a trough with 2015/16 being the start of an upward trend.

The MD felt that national averages are expected to be between 79% and 82% inclusive of English and maths.

Haydn Beeken asked if there was the evidence in place to support this should Ofsted come in the next few weeks. The MD confirmed this was the case and also explained that a 'mocksted' is taking place this week using the new CIF to gauge the current position. It was explained the inspectors are very much concentrating on learning and what they see in the classrooms. Keith Batty reported that in Schools the Inspectors are spending a lot of time talking to the students. Haydn Beeken felt the Inspectors would be looking in-depth at the outcomes and the MD responded that this would be the case and the focus will need to be on 'that was then and this is now'. Haydn Beeken reported that, as a Governor, he would be confident on the progress being made. Keith Batty felt that the Inspectors would need to see the evidence in the classrooms linked to what the narrative is saying is actually taking place. Nick Lyons asked if the staff understood the messages being sent out. Sam Yates responded that she felt staff were very aware, particularly the academic staff, but the support staff may not be to the same extent as they are not involved in the curriculum in the same way. The MD asked the student governors for their views on whether students are aware of their progress and targets. Ben McDonald felt it is sometimes how much the staff member uses Promonitor and EBS with their students which makes the difference. Leo Auracher agreed that she feels the students in her area do know where they are.

It was explained that external moderation does take place and those carrying out the 'mocksted' this week are external. It was reported that the Inspectors are finding what was expected at this stage, ie areas for improvement.

The MD reported on the new Personal Development, Behaviour and Welfare Grade. A recent audit on Safeguarding and Prevent had resulted in a good grade and this is mirrored in the grade. The MD explained that it is hoped the 'mocksted' results may allow the grade for English and maths to be increased from 'requires improvement' to 'satisfactory'. Dean Graham noted the focus on English and maths but asked if there was anything else that could be done to improve the position if this was the tipping point between a grade 3 and a grade 2. The CEO agreed and explained that this was one reason for bringing in the Director for English and maths. The MD expressed that if good teachers could be found then this would certainly help but there is competition from the Schools, who have better salaries and more holidays. The Chair asked if the good teachers that currently work in this provision could be asked to do extra hours and the MD explained this is already the case. Keith Batty explained it is a big issue in the County and particularly in rural areas where it is a struggle to find good English and maths teachers. Links with BGU are being investigated to see if undergraduates could be worked with. Golden handshakes are being offered nationally but there are still problems. The MD expressed he would welcome any views from the Board on what else could be done.

Apprentices and workplace provision was a grade 4 due to the poor performance of some sub-contractors. It was explained that these partners are no longer being worked with and the figures are due to carry in. The MD did explain that these figures can be separated out. For this year it was noted that the results and performance of good sub-contractors should actually increase the figures.

The Chair supported the judgement the MD's team and the Performance and Quality Committee of an overall grade 2 – good. The Board need to ensure they have full understanding of the narrative prior to inspection.

The CEO explained that himself and the MD will have 10 minutes allocated to give a presentation to Ofsted but to support this the Inspectors will be given a full pack of information with all the background supporting evidence.

**32/15 URGENT BUSINESS**

The COO explained the report due to be circulated to Finance Committee members had been delayed due to the College Performance Data meeting only being held at the end of last week.

Haydn Beeken explained he was attending an East Midlands AoC meeting later this week and he would report back and cascade any relevant information.

**GOVERNOR REAPPOINTMENT**

The Chair explained that Mr Batty's term of office was due to come to an end at the end of the month. Due to there being no permanent Clerk in post currently a Search Committee had not met to consider appointments. The Board of Corporation were asked if they were agreeable to reappoint Mr Batty for a further term of office and this was agreed. James Pinchbeck proposed and Haydn Beeken seconded the reappointment. Keith Batty accepted the proposal and was duly reappointed for a further term of three years.

**33/15 DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 22 March 2016 at 16.30 in the Board Room at Lincoln College.

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Chair

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Date