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MINUTES OF THE CORPORATION BOARD MEETING HELD ON MONDAY 27TH MARCH 2023

Present:

Governors:

Angela Briggs	John Rees
Ruth Brook	Paul Scanlon
Rebecca Chamley	Lee Tillman (via Teams)
Dan Fell (via Teams)	Lee Walker
Peter Grant (via Teams)	Andrea Ward (via Teams)
Emma Kirk	

The quorum for the meeting was nine members. The meeting was quorate.

In attendance:

Sharon Harmon	Clerk to the Corporation
Barrie Shipley	Chief Finance Officer
Rachel Maguire	Chief People Officer
Lesley Heatley	Student Governor, HE, Elect

The meeting took place in the Lindsey Suite at North Lindsey College and started at 5.45 pm.

Item	Minutes	Action
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1 Apologies

Apologies for absence were received from Mark Swales, Karen Jackson, Antony Ball, Greg Clarke, Dolly Agoro, Preetha Kumar and Joe Bradley.

2 Declarations of Interest

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

There were no declarations of interest made.

3 Ratification of HE Student Governor Appointment – Lesley Heatley

The Clerk to the Corporation informed members that there had been a successful nomination for the HE student governor vacancy and that Lesley Heatley had been elected as sole nomination. Members were asked to ratify the appointment.

Resolution: Members unanimously approved the appointment of Lesley Heatley, HE Student Governor, to the Corporation Board.

Lesley Heatley joined the meeting. The Chair confirmed her appointment and welcomed Lesley to the Corporation Board.

4 Minutes of the Corporation Board meetings held on 12 December 2022 and any matters arising

The minutes were agreed as a true and accurate record and to be signed by the Chair.

There were no matters arising.

5 CEO Report

Members received a report from the CEO providing a headline update on current whole College matters with a specific focus on the recent reclassification of colleges by the ONS. Members noted the contents of the report highlighting the following updates:

- Headline College performance in the year-to date.
- College accountability in the context of the new accountability framework.
- Significant partnership updates concerning HE, NCATI and British Steel.
- A policy update concerning the government's response to the Lifelong Learning Entitlement consultation and the likely implications for the system of funding and finance.
- Aa update on the developing themes within the College Strategy following the recent governor development session and engagement with key stakeholders.

Members noted that the College performance report had been reviewed in detail at both the CPQ and HEPQ committee meetings.

Members noted in the following points in relation to recruitment:

- 16-18 recruitment in the current year is strong and has exceeded the annual funding allocation, for which the College has received additional in-year funding.
- There remains a risk with a shortfall in Apprenticeship recruitment and income to budget. Actions and mitigation measures are in place to negate as much shortfall as possible and full-year budget forecasting has been updated to take account of this.
- Recruitment and income for adult learning is in a strong position, with high levels of assurance that the annual budget will be exceeded. Colleges have now received confirmation that increased funding rates have been applied to the current year and that we will be paid for over delivery, up to 110% of our initial funding allocation. This is forecast to be met in full.
- HE recruitment overall for the current year remains below the recruitment target and budgeted income figure. In-year recruitment in January and February, however, was higher than originally forecast. These have been factored into the modelling for the full-year financial forecast.

Members asked whether the downturn in apprenticeship recruitment is reflected at a national level. The CEO explained that there were a number of elements feeding into the downturn, for example the loss of British Steel apprenticeships and advised that there are also overall recruiting challenges across sectors.

Members ask whether the challenges in recruiting to HE reflected national a picture. The CEO reported that challenges in recruitment into college based HE is a national picture.

The CEO reported that current year indicators around student progress and performance were largely positive. Members noted the key highlights in the report as follows:

- FE learners' attendance overall is broadly in line with previous year; however, this is lower in adults. Engagement is strong across all types of provision.
- Retention across all types of provision is excellent due to a clear, systematic and targeted approach to identifying students at risk and follow up intervention strategies. Expectations at this stage are therefore that the College should meet its targets for student achievement across all types of provision.
- In apprenticeships, challenges remain around the number of overdue reviews for learners. Actions are in place to address this in the medium and long term and overall the proportion of reviews overdue is declining. Achievement forecasts at this stage predict that the College's improvement target of at least 60% achievement (from a 2021/22 position of 53%) will be met.
- HE learners' attendance is marginally below the internal College target and retention remains very high overall, with some relatively small variances between departments and centres in most cases.
- The systematic monitoring of HE learners' progress relative to their individual targets is not yet embedded in terms of monitoring and recording, however individual assessments and collation of data at course level indicates that a relatively small proportion of HE students are currently at risk of non-completion. This will be closely monitored through the remainder of the academic year.

Members ask in relation to attendance and engagement whether that was in person or remote. The CEO reported that it was both but that that vast majority of programmes are delivered in person.

Members noted that FE Recruitment indicators for 23/24 look strong in comparison to the same point last year, with applications received and offers made and accepted significantly higher for both 16-18s and adults. T-Level recruitment continues to be strong and showing an upward trajectory.

Members asked what the figures are for T-Level learners. EK advised that across the Group there are around 190 learners on T-Level programmes with an around 90% retention rate. The Group is aiming to increase the number of learners on T-Level programmes. Members noted that the Group currently has one of the highest number of learners enrolled on T-levels in country.

Members noted that work is ongoing to provide a clear picture of HE applications data. The College is reporting a further downturn in external applications for HE courses through the UCAS application route at this point. Activity is being focused on maximising internal progression and in developing a clear simple model for learners to apply as direct applicants. Data capture and reporting remain a challenge and this is being closely monitored by the SLT.

The CEO that the College hosted the second Annual Strategic Conversation (ASC) with senior members of the DfE's Territorial Team on 23 January. The

meeting covered the College's key strengths and current challenges and also provided the opportunity for DfE colleagues to brief the College on the latest policy and skills reform developments.

The CEO reported on a meeting with the Vice Chancellor and Executive team at the University of Lincoln. The purpose was to outline both partners' longer-term strategic ambitions and to review in broad terms, the current relationship between the institutions.

The CEO updated members with the position with ENCATI and reported that the College has been approached to work with Doncaster Council, SHU and employer partners to work up a mixed-use model for the NCATI site, made up of local partners. Members noted the details of the proposal. The CEO advised members that updates would be provided as the position is clarified.

Members noted the University City Doncaster Phase One update report and recommendations.

Members noted the recent announcement in the news about the British Steel Scunthorpe plant and the closure of the coking ovens. Members noted this decision is put recruiting into apprenticeships at risk. The College has mobilised a task group to respond and are in contact with the HR team at British Steel to offer support to staff who may be at risk through the Group's adult training offer.

Members noted the policy update concerning the government's response to the Lifelong Learning Entitlement (LLE) Consultation.

Members noted the events and activities celebrating North Lindsey College's 70th birthday in 2023, including a birthday celebration, with a community and family fun day open event to be held on Saturday 10 June.

The CEO provided a detailed update on the development of the Group's Strategic Plan outlining proposed strategy headlines and ambitions.

6 Annual Accountability Statements

The Board received the Group's draft Annual Accountability Statements. Members noted that updates to the Annual Accountability Statements are to be completed once LSIP data is published. Members noted the requirement to submit the Annual Accountability Statements by 31 May 2023.

Members agreed the draft statements with one amendment. It was agreed to take out the reference to 'international airport'.

CEO

Members agreed the updated draft of the Annual Accountability Statements should be circulated to the Board electronically for final approval by written resolution before the 31 May 2023 deadline.

7 Management Accounts End February 2023

The CFO presented the Management Accounts to the end February 2023.

Members noted the following highlights:

- YTD financial performance adjusted operating deficit of £610k vs budget deficit £680k. A positive variance of £70k.
- Cost Improvement Programme achieved savings in year of £1.2m
- HE Income at risk of further withdrawals.
- Apprenticeship income reduced, with risk of missing further in year starts.
- AEB Income performance good YTD with additional growth case. allocation, however, has incurred additional expenditure.
- Additional in year 16-18 (£230k) and OfS allocations (£104k).
- Revised Forecast Outturn £1.13m adjusted operating deficit vs. £1.25m budget deficit.
- Potential funding audit clawback.
- Compliance pressure on banking covenants and ESFA financial health. Headroom of £785k.
- Additional in year capital allocations of £1.5m, however increasing capital expenditure Cost Pressures.
- Business planning for 2023/24 set to commence.

Members discussed the funding audit and the mechanism if a clawback is required. Members asked if there were any other consequences as a result of the audit, other than the potential funding clawback. The CFO explained there were no other consequences but there was a set of recommendations. The CFO assured members that the recommendations will be followed up and progress will be monitored internally via the audit tracker.

Members noted that banking covenants had not changed but the College was moving closer to breaching them.

Members noted that pay negotiations were ongoing. The CEO explained that FE/HE providers do not receive pay grants in the same way as schools, therefore this creates a wider gap between FE pay and other places in the education sector.

Members had no further questions.

8 Capital Projects

The CFO presented an update report on the progress of existing capital works and outlining emerging risks.

Members noted:

- Overbury final account discussions continue. There remain issues with the Ground Source Heat Pumps continually tripping.
- Additional funding received from the DfE of £1.06m and £422k following ONS reclassification and energy support. Further capital allocation to be announced in the Spring. This funding has been allocated to address part of the roof at Doncaster to support the previous £1.29m received previously. A change of scope for this works has been submitted and the College have hosted a visit from the DfE transformation team. A comprehensive survey on Doncaster roof was completed, with immediate patch repairs being undertaken prior to a phased programme of more permanent repairs. Their remains significant risk with these works and potential cost increases.
- T-level Wave 4 works at Doncaster out to tender. Tenders are currently being reviewed.

- T-level Wave 5 bid to extend the ETC at North Lindsey campus was submitted at the beginning of the month. An announcement is not expected until the summer.
- A bidders' day for North Lindsey Campus Project was held at the end of January. The PITT has now closed.

The CFO advised the Board that a decision is require in relation to the nursery at NLC which needs to be either relocated or closed.

The CFO present a proposal to the Board to consider funding the relocation of the Nursery at a cost of circa £460k. If the Board agrees to re-locate rather than closure, the Board would agree to circa £30k to secure the modular building and progress with planning. Relocation of Nursery would then need to be agreed with the appointed contractor.

The CFO outlined the financial and planning implications to the proposal to relocate the nursery. Members noted the contents of the proposal report setting out the background of the nursery and the implications of both options.

Members asked, if the relocation of the nursery were approved, are there any early indications from planning as to whether the relocation plan will be accepted. The CFO explained that there are no indications at this point. The CFO advised that there is some risk around securing planning consent.

Members asked for an explanation of the implications and risks if the nursery were to close. The CFO explained that key considerations would be the staffing redundancy impact and costs, and the loss of an asset and the benefits of the nursey to the college and the local community, particularly in challenging economic times. The CEO reiterated the importance of fully utilising the partnership with the nursery.

Members discussed the proposal to relocate the nursery and discussed financial implications. There were some concerns raised around sustaining the ongoing operating costs to the Group in challenging economic times. Members noted the many benefits to the Group of relocating and keeping the nursely and weighed this up against the operating cost.

Members were asked to vote on the proposal to relocate the nursely.

Resolution: The Board approved the proposal to relocate the College nursely and the associated costs by a majority of 10 votes for the proposal.

The CFO advised the Board that the Group has been awarded £930k Salix grant funding towards reducing the carbon footprint of UCNL by installing air source heat pumps and PV panels. However, the College contribution has increased from circa £250k to £991k, with payback of the project estimated at 45 years. It was recommended therefore that the Salix grant offer is not signed. Instead, it was proposed investment of circa £100k in solar PV panels at UCNL. Members discussed the proposal and moved to vote on the recommendation.

Resolution: The Board approved the proposal that Salix grant offer is not signed. Instead, agreed investment of circa £100k in solar PV panels at UCNL.

The CFO reported that the South Yorkshire IoT design for locating in the Hub at Doncaster has also been out to tender as a package with the above T-Level

works, potentially saving up to £300k in reduce preliminary fees. Current challenges in signing off the Capital Funding Agreement and Licence with DfE and Partners puts programme and potential £300k savings above at risk. Board to consider proceeding at risk.

Members considered potentially proceeding at risk with SYIOT works and agreed they were not able to make a decision on proceeding without further assurances. Members agreed to defer this decision to a later meeting.

9 Equality Diversity and Inclusion Annual Report

Members received the Equality Diversity and Inclusion Annual Report 2021-22. Members noted the contents of the report. Members noted the report had been reviewed at the People and Transformation committee on 13th March 2023 and recommended to the Board for approval.

Members were asked to approve the Equality Diversity and Inclusion Annual Report 2021-22 to be published by the deadline of 30th March 2023.

Resolution: The Board approved the Equality Diversity and Inclusion Annual Report 2021-22 to be published by the deadline of 30th March 2023.

10 Annual Safeguarding Report

Members received the Safeguarding Annual Report 2021/22. Members noted the contents of the report. Members noted the report had been reviewed at the People and Transformation committee on 13th March 2023 and recommended to the Board for approval.

Members were asked to approve the contents of the Safeguarding Annual Report 2021/22.

Resolution: The Board approved the Safeguarding Annual Report 2021/22.

11 Review of Risk Register

The CFO reported that following the Board risk management training on 18th January 2023, management have reviewed the risk management policy to embed defining risk appetite within the policy and categorisation of risk. This has been informed by the training day hosted by RSM and the guidance from HM Treasury Orange Book. Members noted the updates to the Risk Management policy that was approved by the Audit & Risk Committee at its meeting of 6th March 2023.

Members noted that risk register was discussed at Executive Group on 2nd March 2023 and presented to Audit & Risk Committee on 6th March 2023. The strategic risk register remains subject to ongoing review by the Senior Leadership Team and discussion at CLT. Members noted the summary of the risk categories and risk appetite scale. Members considered the updated summary strategic risk register. Members agreed that the Board and sub-committees would review the proposed risk appetite score for each strategic risk for which they have oversight.

12 Membership Update

Members received an update on Board and Committee membership. The Board noted the recommendations of the Search and Governance Committee in relation to Board membership.

Members noted that Lee Walker and Lee Tilman will have completed their first term of office on 31st July 2023. The Search and Governance Committee recommended that both be reappointed to serve a second term of office of four years from 1st August 2023. Members were asked to vote on the reappointments.

Lee Walker and Lee Tilman left the meeting for the respective votes.

Resolution: The Board approved a further four-year term of office for both Lee Walker and Lee Tilman from 1 August 2023 to 31 July 2027.

Lee Walker and Lee Tilman rejoined the meeting following each respective vote.

Members noted that Staff Governor, Emma Kirk will have complete her first term of office (of two years) on 31 July 2023. The Search and Governance Committee recommended that Emma be reappointed to serve a second term of office of four years from 1st August 2023. Members were asked to vote on the reappointment.

Emma Kirk left the meeting for the vote.

Resolution: The Board approved a further four-year term of office for Emma Kirk from 1 August 2023 to 31 July 2027.

Emma Kirk rejoined the meeting.

Members noted that the Chair of the Board, Angela Briggs, Ruth Brook and Greg Clarke will all have completed their second terms of office on 31st July 2023. The Instruments and Articles of Government state that Members should not serve more than two consecutive terms of office. However, where there are wholly exceptional circumstances, reappointment shall be by exception and consideration shall be given to the balance of experience of remaining members, the skills required by the Corporation and the availability of other candidates before deciding upon reappointment. It is the responsibility of the Search and Governance Committee to identify such exceptions. The Search and Governance Committee have duly considered the reappointments and recommend the reappointment of all three. Consideration was given to a number of circumstances relating to the disruption to the Board as a result of the Covid pandemic, coupled with a 75% turnover in Board membership in the past two years and the resulting gap in experience and skills.

The Board were asked to vote on the re-appointment of Ruth Brook for a further term of office of two-years from 1 August 2023.

Ruth Brook left the meeting.

Resolution: The Board approved a further two-year term of office for Ruth Brook from 1 August 2023 to 31 July 2025.

Ruth Brook rejoined the meeting.

The Board were asked to vote on the re-appointment of Greg Clarke for a further term of office of two-years from 1 August 2023.

Greg Clarke left the meeting.

Resolution: The Board approved a further two-year term of office for Greg Clarke from 1 August 2023 to 31 July 2025.

Greg Clarke rejoined the meeting.

The Board were asked to vote on the re-appointment of Angela Briggs for a further term of office of four-years from 1 August 2023.

Angela Briggs left the meeting.

Resolution: The Board approved a further four-year term of office for Angela Briggs from 1 August 2023 to 31 July 2027.

As Angela Briggs is the Chair of the Corporation Board members were asked to vote on Angela's reappointment as Chair of the Board from 1st August 2023. Before voting there was a call for any further nominations for the role of Chair of the Corporation Board. No other nominations were made. Members voted on the reappointment of Angela Brigg's as Chair of the Corporation Board from 1st August 2023.

Resolution: The Board approved the appointment of Angela Briggs as Chair of the Corporation Board for a further four-year term of office from 1 August 2023 to 31 July 2027.

Angela Briggs rejoined the meeting.

13 **Written Resolutions and Chair's Actions**

Members received an update report outlining Written Resolutions and Chair's Actions approved since the last meeting of the Corporation Board.

Members noted, in accordance with Financial Regulations and Standing Orders, the Chair of the Corporation had approved the following under 'Chairs Action', since the previous meeting of the Board:

- purchase of Electude Prius 3 vehicle and equipment for ground source heat pump for North Lindsey College.
- purchase of HP Desktops / laptops at total cost of £124,828,98
- Purchase of a lockdown / emergency announcement system for Doncaster campus as part of a review of business continuity arrangements.
- approval to extend the existing CPC contract with Advanced for their Pro-Suite products for 24 months. Cost of £65,706.26 + VAT does not include maintenance for which the college will be responsible.
- Group has been awarded a capital allocation for 2022/23 of £50,000 from the OfS. This is to be spent on replacing projectors in the lecture theatres at UCNL and UCD at a total cost of £59,791.60. The extra £9,721.60 will be funded from college cash reserves.
- Proposal to use capital funding of £230,024 to purchase various pieces of low carbon/automotive equipment. Funding has to be spent by 31 March 2023.
- to submit an application for Wave 5 of T Level funding to be spent on Engineering and Construction space at North Lindsey College. Match funding of £8000,299 from DNCG towards total project costs.

- (i) to approve the appointment, following tender, of Didactic Services as the DN Colleges Group Contracted Preferred Supplier for all IoT or similar specialist equipment purchases up to a total combined value of £15m from 1 August 2023 to 31 July 2026 with an option to extend contract for additional 24 months maximum. (ii) approve purchase of £1,679.439.07 of IoT equipment from Didactic Services for delivery, installation and training by August 2023. Subject to confirmation of funding from DfE.

Members noted that since the last meeting of the Board, the following matters have been approved by way of Written Resolution.

- **HE Performance & Quality Committee 21 November 2022** - approved the re-appoint Ruth Brook as Chair and Andrea Ward as Vice Chair of the HE Performance & Quality Committee, both for a further 2 years.
- **Corporation Board** approved the appointment of Rebecca Chamley, Work Placement Co-ordinator, as Staff Governor (Business Support).

14 Minutes of Committee Meetings:

Members received the minutes of the Audit & Risk committee meeting on 28th November 2022 and the minutes of the Finance & Resources committee meeting on 30th November 2022 for information.

15 Any Other Business

8.08 pm - Staff and students left the meeting.

Confidential item - this item is confidential and kept as a separate record by the Clerk to the Corporation.

16 Date and Time of Next Meeting

The next meeting of the Corporation Board is scheduled for Wednesday 5 July 2023, 5.30 pm, Boardroom Doncaster College

The meeting closed at 8.38 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair) Date:

TABLE OF ACTIONS				
Date	Minute	Action	Responsibility	Date Due
27/03/23	6	Remove the reference to 'international airport' in the Annual Accountability Statements. Circulate the updated draft of the Annual Accountability Statements to the Board electronically for final approval before the 31 May 2023 deadline.	CEO	31 st May 2023

