

**CORPORATION  
MINUTES OF THE MEETING OF THE EXTERNAL MEMBERS OF CORPORATION  
HELD ON THURSDAY 7 MAY 2020  
BY WAY OF VIDEO CONFERENCE  
AT 2.00 PM**

**PRESENT:** Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal); Mr R Ellison; Mr N Franklin, Dr S Hamer; Mr J Hurst; Ms K Moore; Ms A Moran; Mr I Sackree; Ms V Shannon; Mr M Thomas and Mr D Waxman.

**IN ATTENDANCE:** Dr M Honeywell (Clerk); Ms K Calvert (Deputy Principal – HR and Organisational Services "**DPHROS**"); Ms R Ellis-Jones (Deputy Principal – Curriculum and Quality "**DPCQ**"); and Mr S Kelly (Finance Director).

**19.44 WELCOME TO MS KATE MOORE AND DR SUSAN HAMER TO CORPORATION**

Ms Moore and Dr Hamer were introduced to Corporation and were welcomed by Members of the Corporation and the Chair.

**19.45 APOLOGIES FOR ABSENCE**

As a meeting of the external Members of Corporation only, the staff and students members were not present at this meeting.

**19.46 DECLARATIONS OF INTEREST**

Mr N Franklin declared that he is a Partner at Rollits LLP, who are engaged by the College to advise on various matters. However, Mr Franklin keeps himself separate from any matters involving the College.

**19.47 MINUTES OF THE PREVIOUS MEETING**

- i. The Minutes of the previous meeting held on 18 February 2020, along with the Confidential Minutes were **APPROVED** as an accurate record and were signed by the Chair.

**Proposed:** Mr N Franklin

**Seconded:** Mr D Waxman

- ii. The Clerk took the Members through the Action Summary noting that following the circulation of the results of sensitivity testing, the Members agreed to financing Option C in relation to the new 600 sow farrowing unit. Other action points in relation to the sow farrowing unit and the restructure of Corporation were carried forward. The benchmarking data in relation to staffing at land-based colleges is included in the Principal's report.

**19.48 PRINCIPAL'S REPORT TO THE GOVERNORS – MAY 2020**

The Members **RESOLVED** that the Principal's report shall be treated as confidential.

**Proposed:** Mr N Franklin

**Seconded:** Mr D Waxman

The Principal took the members through his report and Members' questions are recorded in the Confidential Minutes.

The Principal's report was **RECEIVED**.

#### 19.49 AUDIT COMMITTEE BUSINESS

- i. **To receive and consider the minutes of the Audit Committee meeting held on 27 February 2020**

The Chair of the Audit Committee took the Members through the minutes.

The minutes of the Audit Committee meeting of 27 February 2020 were **RECEIVED**.

- ii. **To consider and approve on the recommendation of the Audit Committee that a tender process be undertaken to appoint the Financial Statements Auditors for the 2020/21 financial year**

The Chair of the Audit Committee updated the Members on the discussion around appointment of the Financial Statement Auditor for the financial year ending 31 July 2021. The Audit Committee recommended that this go out to tender for amongst other reasons:

- i. Although there had been no direct impact on the service provided to the College, earlier this year RSM were subject to accusations of accounting malpractice which led to the resignation of the CEO. RSM did not address this sufficiently with the College as a client;
- ii. RSM were not able to provide a clear indication of costs for 2020/21;
- iii. RSM have been in position for a number of years, and it was felt in accordance with good practice and obtaining value for money it would be appropriate to put out for tender at this time.

The Members **AGREED ON THE RECOMMENDATION OF THE AUDIT COMMITTEE** that the appointment of a Financial Statements Auditor for the financial year 2020/21 should be put out to tender.

**Proposed:** Mr J Hurst

**Seconded:** Ms V Shannon

#### 19.50 FINANCIAL MANAGEMENT REPORT

The Members **RESOLVED** that the Financial Management Report should be considered confidential.

**Proposed:** Mr N Franklin

**Seconded:** Mr D Waxman

- i. **To consider and approve the Covid-19 Budget Review 2019/20**

The Finance Director noted that Covid-19 had a substantial effect on the proposed budget for 2019/20. The Finance Director took the Members through the changes to the budget in detail and Members' questions are recorded in the Confidential Minutes.

The Members **RESOLVED** as follows:

- 1) That the revised budget for 2019/20 taking account of the effect of Covid-19 was **APPROVED** recognising that there are likely to be further changes.
- 2) That a "Finance and Resources Sub Group" be established as an ad hoc committee of the Corporation to support the College in relation to the financial challenges caused by Covid-19 and to report to the Corporation on the details of the financial response.
- 3) That a decision on whether to defer capital spend on the new Pig Unit should be carried forward to the June meeting of Corporation.

**Proposed:** Mr I Sackree

**Seconded:** Mr K Kendall

ii. **To receive and consider the Management Accounts to 31 March 2020**

The Finance Director took the Members through the Management Accounts to 31 March 2020 and Members' questions are reported in the Confidential Minutes.

The Management Accounts to 31 March 2020 were **RECEIVED**.

iii. **To receive and consider a Report on Debtors to 31 March 2020**

The Finance Director took the Members through the Report on Debtors which was considered by the Members.

The Report on Debtors to 31 March 2020 was **RECEIVED**.

iv. **To consider an update on the tender process for the Institutes of Technology Projects and approve a Chair's action to approve tender bids**

The Finance Director provided the Members with an update on the tendering process for the Institute of Technology's bids. It was noted that there had been a delay in the tendering process caused by Covid-19 and that a decision on the preferred contractor would need to be made before the next scheduled meeting of Corporation at the beginning of June.

The Members **RESOLVED** that the Chair should be given delegated authority to confirm the preferred contractor on behalf of Corporation.

**Proposed:** Mr K Kendall

**Seconded:** Ms V Shannon

v. **To receive for information a copy of the completed ESFA Integrated Financial Model for Colleges**

The Finance Director noted that the assumptions made in the ESFA Integrated Financial Model were now out of date as a result of Covid-19, however, the completed ESFA matrix was circulated for the Members' information.

The completed ESFA Integrated Financial Model for Colleges was **RECEIVED**.

## 19.51 COLLEGE PERFORMANCE

i. **To receive and consider the access and participation plan actions**

The DPCQ took the Members through her report, noting that a staff dashboard had been developed in relation to access. The targets in relation to attracting BAME students is challenging due to the demographics of the geographical area the College serves and the low BAME student take-up of land-based courses; this is also an issue for other land-based colleges. The DPCQ noted that careers access was an area of focus and would be increasingly important following Covid-19. The College would need to think carefully about its careers advice provision; noting also that this is one of the Office for Students' key performance measurements. One Member noted that the OfS has a great amount of data regarding the College in relation to employability and retention and the College needed to ensure that the data it holds is in alignment with the OfS data. The DPCQ thanked the Member and noted that data assimilation is an area where the College struggles as it does not have the same staff resources as universities; this is one of the reasons the College has recently employed a full-time MIS assistant.

The report on access and participation plan action was **RECEIVED**.

- ii. **To receive and consider the curriculum transformation proposal**  
Due to the commercial sensitivity of this paper, the Members **RESOLVED** that it should be considered confidential.

**Proposed:** Mr N Franklin

**Seconded:** Ms K Moore

The DPCQ took the Members through the proposal and Members' questions are recorded in the Confidential Minutes.

The curriculum transformation proposal was **APPROVED**.

#### **19.52 GOVERNANCE**

- i. **To consider and approve on the recommendation of the Governance and Search Committee the appointment of Jonathon Wells as a co-opted member of the Audit Committee**

The Clerk reported that Jonathon Wells had been interviewed by a panel of the Governance and Search Committee following the last meeting of Corporation in February. The panel had noted had that Jonathon was a strong candidate with experience and knowledge appropriate to act as an external member of the Audit Committee. The Members discussed Mr Wells' background. One Member not on the panel endorsed Mr Wells as a candidate from his own knowledge.

The Members **APPROVED ON THE RECOMMENDATION OF THE GOVERNANCE AND SEARCH COMMITTEE** that Mr Jonathon Wells be appointed as the co-opted member of the Governance and Search Committee for an initial term running until 31 August 2021.

**Proposed:** Ms V Shannon

**Seconded:** Mr M Thomas

#### **19.53 ANY OTHER BUSINESS**

One Member asked what changes into the education market were expected as a result of Covid-19. The Principal said that one area the College would be looking at is providing access for unemployed adult learners by working closely with Job Centre Plus. One Member noted that it is likely that following the crisis there will be more of an emphasis on production of home grown food. One Member asked whether the College has been engaging with students in relation to fruit picking. The Principal confirmed that the College had been involved with the Lincolnshire LEP in supporting the establishment of the Lincolnshire Land Army.

#### **19.54 DATE OF THE NEXT MEETING**

The Chair said that the next meeting should be arranged as a video conference meeting on 2 June 2020. The Members agreed that the start time of the meeting should be 4.30 pm. The Clerk was asked to make arrangements for the Deputy Clerk to set up a video conference meeting on that date.

**Action:** Clerk

*There being no further business the meeting concluded at 3.36 pm.*

Signed: Chair.....

Name:.....

Date.....