

BARNSELEY COLLEGE BOARD OF GOVERNORS

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON TUESDAY 12 JULY 2016 PART I

PRESENT:

N Bowen	Governor (Vice Chair)	C Partridge	Governor
S Brian	Governor	S Perryman	Governor (Chair)
R Dewar	Governor	R Pourali	Governor
E Holmes	Governor (FE student)	D Shepherd	Governor
P Jagger MBE	Governor (Vice Chair)	S Turton	Governor
G McSkimming	Governor	C Webb	Governor (Principal)

IN ATTENDANCE:

A J Oaks	Clerk to the Board	Y Koursis	Deputy Principal
D Harding	VP Curriculum	J Miccoli	VP TL & Student Services (to 16.118)
L Lawton	VP Finance	P Briscoe	VP Quality
T Abbott	Student Union President	R Rashid	AP Students(to 16.118)

APOLOGIES FOR ABSENCE

16.101 Apologies for absence were received from G Beever, R Hooley and R Eccleston.

DECLARATION OF INTERESTS

16.102 The Chair reminded members of the requirement to declare any financial or personal interests in any agenda items. Members reserved the right to declare any interests should any arise during the course of the meeting.

16.103 C Partridge declared an interest in Agenda item 8: Business Development Report in relation to work being undertaken by KPMG at AMRC in addition to her standing declaration as an employee of KMPG providing services to colleges in the region.

16.104 R Dewar declared an interest in Agenda item 8 in respect of partnership work with SHU.

16.105 C Webb and Y Koursis declared interests in Agenda item 12 in respect of Wellspring Academy Trust of which they were Directors.

MINUTES

Minutes of the meeting held on 17 May 2016

16.106 The Minutes of the meeting (Part I) held on 17 May 2016 were presented for approval. S Turton referred to the points she had raised at the last meeting and the wording in 16.64 in which it was stated that “a majority of governors believed the mechanism in place was appropriate”, commenting that she did not agree with the word ‘majority’. P Jagger, who had Chaired the meeting, was content with the Minute which he believed accurately reflected the conclusion of the discussion at the time. Further discussion took place in order to clarify the points raised at the meeting, following which it was agreed to replace the word ‘majority’ with ‘other’.

16.107 The Minutes were agreed as a true and accurate record subject to the amendment made to paragraph 16.64. The Minutes were signed by the Chair.

MATTERS ARISING

- 16.108 The Board received a list of actions arising from previous meetings. In response to a question from the Chair regarding international developments in Saudi, the Deputy Principal reported that the College would not be pursuing any partnership work with the Shaoibi Group.

APPOINTMENTS AND RESIGNATIONS

- 16.109 The Clerk reported the formal resignation of M Wesson from the Board on 8 July 2016. Following staff governor elections, Peter Clarkson, A Level Law Tutor, had been elected for appointment to the Board to replace M Wesson.
- 16.110 Thomas Abbott, the new Student President would replace E Holmes for the next Academic year as FE student governor and joint the Q&S Committee. The Clerk advised that a new HE Student governor would be elected in the autumn term.
- 16.111 D Shepherd had expressed a wish to become a member of the Quality and Standards Committee and to stand down from his membership of Governance and Search Committee. It was proposed that R Hooley and T Abbott become members of the Q&S Committee.
- 16.112 The Chair was content with all proposals. N Bowen commented that he was pleased that the effectiveness of the Q&S Committee would be strengthened by the new appointments.

RESOLVED 16.113.1 to appoint P Clarkson as a staff member of the Board for a term of office of four years.

RESOLVED 16.113.2 to appoint T Abbott as a student member of the Board and to the Q&S Committee from 1 August 2016 until such time as he ceases to be a student at the college;

RESOLVED 16.113.3 to appoint D Shepherd, R Hooley and T Abbott to the Quality and Standards Committee.

RESOLVED 16.113.4 that D Shepherd stand down from membership of the G&S Committee with immediate effect.

STUDENT UNION PRESENTATION

- 16.114 In her capacity as Student Union President, E Holmes made a presentation to the Board on SU budget spend in 2015/16. A total of £13,493.31 had been spent in the year on officer development, promotion of the SU, events, equipment, societies and learner engagement. Governors were given a full breakdown of how the money had been utilised in each of the categories and how successful each had been. The highest level of spend was in events, which included Fresher's Fair, Christmas celebration, spring student seminar, welcome events, all of which created a community environment which was believed to be extremely positive. Attendance at a range of NUS officer events had been welcomed in terms of personal development and was seen as key to the role of SU officers.
- 16.115 As the outgoing Student Union President, E Holmes thanked the Board for its continued support for students, stating that it had made a real difference to the student community. She added that attending NUS events such as Women in Leadership, and being the SU President at Barnsley had been a great experience, increasing her confidence, and that as a result she would wish to become involved in the SU at University. As an outgoing Board member, she thanked the Board for welcoming the student members and helping to make them feel valued. Handing over to T Abbott as the new SU President, Tom provided an overview of the planned expenditure for 2016/17.
- 16.116 A total of £12,000 had been requested for the SU for 2016/17. T Abbott highlighted activities planned for 2016/17 with associated planned spend.

16.117 Governors congratulated the SU on its work, commenting that it was inspiring to see the creativity demonstrated by the students and the confidence to students generally in promoting the SU and College in the town. R Pourali commented that she would be pleased to see more SU representation at local events, which was noted. The Chair thanked Ella for the excellent work undertaken both as SU President and as a Board member in promoting the student voice, and wished her every success in the future. Following discussion, it was

RESOLVED 16.118 to approve a budget of £12,000 for the Student Union for 2016/17.

J Miccoli and R Rashid left the meeting.

The Chair proposed the Board move to Agenda Part II in order to deal with substantive items of business and conclude the meeting with Part I. The business of Part II is recorded in separate confidential minutes (16.119 to 16.142).

AUDIT COMMITTEE BUSINESS

16.143 C Partridge referred to the Minutes of the Audit Committee meeting held on 21 June 2016, reporting that the Committee had questioned and challenged management with regard to the recommendations and management responses made following various audit reviews. In respect of the report on Cash Handling and compliance, the Committee were supportive of management's decision regarding the recommendations made regarding lone working. The draft Internal Audit Strategy and Plan for 2016/17 had been agreed in principle, with an agreement that the Deputy Principal would meet again with internal auditors ICCA to agree the key high risk areas to be covered. The Deputy Principal advised the Board that he had met with ICCA earlier in the day and changes were proposed as discussed at the Committee meeting. The audits proposed to be removed from the Plan related to Corporate Governance post ABR and the ABR support, given the need to tender for full due diligence. These had been replaced by a review of KIS and additional days on the English and Maths Strategy. C Partridge was content to support the changes, commenting that the Plan demonstrated a shift to a more risk based approach which was pleasing. The amended Plan would be resubmitted to the Audit Committee in September.

RESOLVED 16.143 to approve the Annual Internal Audit Strategy for 2016/17.

16.144 Further recommendations had been made by the Committee which were put to the Board. Being content with the Committee's scrutiny, the Board:

RESOLVED 16.144 To approve the Anti Fraud and Anti Bribery Policies and Fraud Response Plan.

COLLEGE STRATEGIC DEVELOPMENT PLAN

16.145 Governors had approved the eight strategic objectives for 2016/17 at the last meeting, following formulation of these at the seminar in February. Since that time senior managers had developed the top level action plans underpinning the objectives, which had been reviewed by Governors linked to each of the priorities. Top level action plans were also being developed for areas of key statutory responsibility: Safeguarding, E&D, SEND and H&S. Following the lengthy discussion at the last Board meeting regarding the mechanism by which Governors are able to monitor and measure progress, the Principal had produced a more detailed paper with SMART objectives aligned to the Master Target file. As in previous years, governors linked with the strategic objectives would monitor progress by meeting regularly with SLT leads. Data would be considered by the F&R committee, Q&S Committee and at Board to facilitate challenge against progress. Achievements against targets at the end of the year would be reported to the Board in October or December 2016. The Board were content to approve and targets.

16.146 Governors raised questions regarding oversight of trends to help them monitor, to which the Principal advised that trends would be visible on the data dashboard, and included within the SAR grades.

The full analysis of three year trends and national benchmarking data would therefore be triangulated through Q&S Committee scrutiny with the metrics to demonstrate stretch and challenge.

RESOLVED 16.146 to approve the College Development Plan 2016/17 and reporting arrangements.

BUSINESS DEVELOPMENT UPDATE

- 16.147 The Board received a report from the Deputy Principal setting out the strategy for business development and seeking approval from the Board for the proposed direction of travel.
- 16.148 The Deputy Principal referred to the College's successful relationship with the AMRC, advising the Board that a more formal strategic partnership was proposed to enable expansion and growth in apprenticeship provision. It was proposed to continue with subcontracting arrangements with AMRC in 2016/17 whilst implementing transitional arrangements to move to a more formal model from 2017/18. The aims of the partnership were set out in the paper and shared with Governors in more detail. Discussion took place around the future developments and advantages of expanding the partnership and establishment of a dedicated partnership delivery centre in Barnsley Town Centre. The financial implications and key risks associated with the proposal were noted.
- 16.149 Governors were informed of the Skills Village initiative, a partnership between the College, Northern regeneration CIC and Henry Boot Construction. It was hoped to capitalise on each partners' skills, knowledge and experience by providing demand led training and employment framework to bridge gaps between employer and supply chain, the college, students and schools. There were several benefits to be gained for learners and for the College, which Governors recognised would see the College placed well in the region. Governors were also mindful that the result of the EU Referendum could potentially cause an economic downturn and subsequent impact on the construction industry, resulting in lack of funding to support the Skills Village. The Deputy Principal summarised opportunities available through Sheffield and Leeds City Regions – Skills Bank, Skills Support for Redundancy and Skills for Jobs Growth.
- 16.150 In terms of Higher and Degree Apprenticeships and in response to apprenticeship reform, with HEFCE funding available for providers to develop Degree apprenticeship provision, FE Colleges in the Sheffield City Region, in partnership with SHU and Sheffield University, had submitted a tender to collaboratively develop Higher and Degree Apprenticeships in Engineering, Construction, Digital, Health and Management and Leadership.
- 16.151 The Deputy Principal spoke of plans to generate growth from international developments, engaging with consultants Corrmack Consultancy Group, to explore EU funded business opportunities around knowledge transfer and bespoke training solutions in the Baltic States, where there was significant investment from the EU. The Board had previously given approval for the Principal and Deputy Principal to travel to China, Jakarta and Indonesia and details of the visit were shared with members.
- 16.152 An update was provided with regard to the proposal submitted to the LEP in March for an Institute of Technology in Engineering, Manufacturing and Construction related industries to support the economic growth of the SCR. Whilst several institutions had pledged their support, there had been no further development.
- 16.153 The Chair referred to international opportunities and spoke of his private consultancy work which had taken him to the Balkans and more recently Panama. Confirming there were no direct conflicts of interest related to his private business, the visits had nevertheless enabled beneficial links to be made with the College to promote its reputation which was welcomed by the Board. Visits from the Balkans and Panama had recently taken place. G McSkimming sought further information regarding the number of apprentices at the AMRC recruited by the College which generated discussion around transport links.

RESOLVED 16.153 To approve the proposed direction of travel with regard to the College's Business Development strategy.

HE FREEDOM OF SPEECH POLICY

- 16.154 The Board were asked to approve an HE Freedom of Speech Policy. With the requirement to implement the Prevent duty, the VP Quality explained that the College had a responsibility to balance this with protecting freedom of speech. The Policy addressed this need and was aligned to the Prevent Policy approved by Governors in 2015. The Policy would ensure learners were able to continue to express their views but were protected from any radicalisation and extremism. In response to observations made by Governors, the VP Quality undertook to incorporate other references such as homophobia within the clause relating to showing respect and tolerance towards expression of views, opinion and beliefs of others.

RESOLVED 16.155 to approve the HE Freedom of Speech Policy.

SEN POLICY

- 16.156 The Board received an updated SEN Policy for approval. The VP Quality reported that there had been no legislative changes therefore the main content of the policy was unchanged. Very minor amendments had been made with regard to job titles. The Principal emphasised the Board's statutory requirements in this area and the importance of ensuring link governors were able to monitor compliance to provide the necessary assurance to the Board.

RESOLVED 16.156 To approve the SEN Policy.

GOVERNANCE IMPROVEMENT ACTION PLAN

- 16.157 The Chair referred to the Action Plan circulated in advance of the meeting which set out the areas identified in the previous year's self-evaluation process. In terms of the individual improvement actions, these were work in progress and it was hoped that the self-evaluation process undertaken over the summer months would demonstrate distance travelled against each of the points. The Clerk advised that she had circulated a survey for all Governors to complete in respect of the effectiveness of the performance of the Chair. In addition, the Chair's 1-1s with individual Governors were underway, and Committee effectiveness surveys had been circulated for completion. The Chair stressed the need for good returns to be made to allow the Clerk to analyse results for discussion early in the autumn term at G&S Committee prior to the session on 18 October for the whole Board.
- 16.158 In terms of moving towards e-governance, the majority of governors had been briefed. It was anticipated that the new system would be run in parallel with the current at the first Board meeting in the autumn term. The Report was noted and received.

WELLSPRING ACADEMY TRUST

- 16.159 The Board received a report for information from Wellspring Academy Trust produced in June covering development within the Trust. The report confirmed that nine Academies had joined the Trust, three in Barnsley, three in North East Lincs and three in Leeds. One further school in Leeds would join from September and an Academy Order had been placed for further conversion in North East Lincs in 2017.

The Report was noted and received.

PRINCIPAL'S REPORT

- 16.160 The Report was noted and received.

COMMITTEE BUSINESS

- 16.161 The Minutes of the Quality and Standards Committee were received and noted. The Chair of Q&S Committee commented that the Committee had requested an additional session in

September which all Governors were welcome to attend, to review results. This would take place on 26 September 2016.

- 16.162 The Minutes of the Finance & Resources Committee Part I were received. The Chair of F&R referred to the discussion that had taken place at the meeting and to the two recommendations for Board approval.

RESOLVED 16.162.1 To approve the Financial Regulations for 2016/17

RESOLVED 16.162.2 To approve the Memoranda of Understanding between the College, its subsidiaries and iTRust.

EQUALITY AND DIVERSITY/SAFEGUARDING

- 16.163 R Pourali reported on business that had been conducted at the E&D Strategy Group meeting that she had attended in her capacity as link governor. She thanked the VP Quality for the work undertaken to update members and address issues arising following the EU Referendum in relation to an increase in incidents associated with extremism in the town.

CALENDAR OF MEETINGS

- 16.164 A Calendar of meetings for 2016/17 was noted and received. The next full Board meeting was scheduled for 18 October 2016. An additional meeting had been scheduled for 14 September 2016, this being required in relation to the outcome of the H&V case.

The Chair and both Vice Chairs withdrew from the meeting in order that the Board could take a confidential item of business deferred from the Part II Agenda.

The Chair of Audit, C Partridge took the Chair. These minutes are recorded separately (Part IIB, Minutes 16.165 – 16.170 refer).

Signed _____ Chair

Date _____