

BARNSELY COLLEGE BOARD OF GOVERNORS

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON TUESDAY 20 MARCH 2018

PART I

PRESENT:

N Bowen	Governor (Vice Chair)
S Brian	Governor
P Clarkson	Governor (Staff)
E Hodgson	Governor (Student)
R Hooley	Governor (Staff)
H Jaggar	Governor
C Moss	Governor
S Perryman	Governor
D Shepherd	Governor
S Taylor	Governor
S Turton	Governor
C Webb	Governor (Principal)
R Wood	Governor (Student)

IN ATTENDANCE:

A J Oaks	Clerk to the Board
Y Koursis	Deputy Principal
L Lawton	Vice Principal Finance
L Leek	Vice Principal Curriculum
P Briscoe	VP Quality and Student Experience
V Dalton	VP Funding Data and Compliance
T Johnson	VP Corporate Services

APOLOGIES FOR ABSENCE

- 18.01 Apologies for absence were received from C Partridge and K Dickinson. The Board recorded its thanks to G Beever for the valued contribution and commitment shown to the College during his membership of the Board in the last eight years. Mr Beever had retired from the Board on 14 March 2018.

DECLARATION OF INTERESTS

- 18.02 The Chair reminded members of the requirement to declare any financial or personal interests in the agenda items. The Deputy Principal declared an interest in Item 13 on the Agenda, relating to the report from Wellspring Academy Trust where he is a Director.

MINUTES

- 18.03 The Minutes of the meeting (Part I) held on 12 December 2017 were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

- 18.04 The Board received a list of actions arising from previous meetings. In respect of Minute 17.209 and discussions that had taken place at the strategic seminar it was agreed to pick up the action point later in the meeting under Agenda item 7, Strategic Goals for 2018 and beyond.
- 18.05 Other actions were noted as having been addressed or for future consideration.

PRINCIPAL'S REPORT

- 18.06 The Board received a report from the Principal which provided an overview of key priorities. The 2018/19 business planning cycle for round one was almost complete following a busy and challenging time for senior leaders and heads of department reviewing delivery and growth plans for the next academic year. Round two was due to commence at the end of April and Governors were encouraged to attend and observe the process. The Principal spoke of the escalating industrial action in the sector in relation to disputes over pay and conditions, particularly within UCU, commenting that whilst relationships with Trade Unions in the College were very positive, in order to sustain the good relationship it was important for the College to secure growth and staffing levels and avoid staffing expenditure having to be reduced as a consequence of business planning. Governors were aware of the challenges, having discussed the implications at the recent Finance & Resources meeting.
- 18.07 The Principal referred to the forthcoming governance changes that had been discussed at the strategic seminar and was keen to confirm membership of the Task and Finish Group to move the process forward. He commented that there would be an opportunity to discuss this under the Governance and Search item of business further on the Agenda. Following on from discussions and the decision taken at the extra ordinary meeting held on 22 February 2018 to support the region's IOT bid as a wider partner, the Principal had attended a meeting with key members of BMBC. The College and senior leadership team would continue to seek to align the curriculum to meet local and regional need and as such it was the College's intention to establish a new Digital department within the college for 2018/19. Members were informed that the college had submitted an expression of interest to the DFE to become an early adopter of the first new T levels in Early Years, Construction and Digital. The Chairman believed this to be a very positive development and asked if the senior leadership team could provide a more detailed report at a future meeting.
- 18.08 C Moss, leading on the IOT bid on behalf of SHU, commented that the bid, which was comprehensive and met market need, had been submitted on time but was non-compliant due to the lack of FE anchor partner. D Shepherd reported on innovation funding which was being made available separately, linked to European work that BMBC was currently leading on, stating that this could provide an opportunity for two full time members of staff to be funded at the College to support Digital curriculum development.

The Report was noted and received.

UPDATE ON STRATEGIC GOALS

- 18.09 The Board received the termly update on progress against strategic goals. The Deputy Principal presented the report, making reference to the Quality pillar in the first instance, informing the Board that the goal 'to deliver an outstanding Sixth Form' had moved from amber to green which was extremely positive. Four further goals were rag rated green, one amber and one red (HE) the latter being as reported previously. A comprehensive summary was provided of actions being taken by management to improve English and maths outcomes which was rag rated amber.
- 18.10 Following analysis of current performance based on data available to senior leaders, the sustainability pillar was rag rated with one amber and two red areas. The red areas related to income growth in Apprenticeships and HE to which a summary of context and actions being taken by management had been provided. The Deputy Principal advised the Board that there had been no significant changes since the last report and because HE was the subject of a comprehensive review at the current time, no further reports had been provided to the Board on this occasion as it had been agreed at the last meeting that findings from the review would be reported to the Board in May. The Quality and Standards Committee was due to receive an interim report at its next meeting on 24 April.

- 18.11 In response to questions from governors about the improvement in the SFC, the Principal, who had invested heavily into improving the area in recent weeks, informed members that figures at period 6 were very positive, showing a marked improvement in performance. He reminded the Board that the Sixth Form College was on a journey to becoming outstanding, and that he was pleased performance was now showing an improved trend. Attendance was high at 93% and in line with the previous year; retention was at the highest level at 94% (with first year students at 99%); new ALPS showed a rise to 3 in the first year, and to 5.5 in the second year which was conservative. The new Principal of the SFC, who was now in post, had indicated that she believed ALPS would move closer to the target of 4 by the end of the year. Governors were informed that the data would be confirmed after the Easter break. In addition to ALPS, the Principal was pleased to report that the student satisfaction survey in the SFC showed significant improvements which correlated with staff survey results in the same area, indicating happier students and improved staff motivation. The Chair of the Quality and Standards Committee looked forward to receiving the reports at the next Q&S Committee meeting.
- 18.12 In response to questions from C Moss regarding HE, the Deputy Principal spoke further about the business planning process, for both the current year and looking ahead to 18/19, to provide assurance to members that management were giving due consideration to increasing higher degree apprenticeships in addition to income. Discussion took place regarding the journey from frameworks to standards and of quality and staffing issues which were being addressed through a rigorous business planning process to give direction in terms of growth. The Chairman believed the college was managing the profile very well and recognised that further business planning would help inform the development of the budget and three year plan for next year. Following further discussion around the shift from frameworks to standards in respect of the curriculum profile, management undertook to present an infographic to the Board at a future meeting to highlight the direction of travel.
- 18.13 In respect of the Reputation pillar, the Deputy Principal explained that the goal 'to be recognised as an education provider of choice' should be rag rated amber rather than green as presented in the paper, due to the outcome of the NSS and DHLE survey results and the need to increase HE income. One measure within the goal 'to be recognised as an employer of choice: 'Staff retention within 12 months of post to be 80%', was also rag rated amber and a summary explanation had been provided for Governors' information. Noting the target set by the college for retaining staff was currently 76%, S Brian sought further information regarding actions taken by the College to identify why staff chose to leave and of any benchmarking available in the sector. The VP Corporate Services stated that staff turnover in the sector was 20-21% overall and that changes that had been made within the College around recruitment processes had helped to improve retention.
- 18.14 The Chair suggested that it would be helpful for the position at every quarter to be shown on the balanced scorecard and allow governors to track movement from one quarter to the next. The Deputy Principal undertook to include this in future reports.

The Report was noted and received.

DRAFT STRATEGIC GOALS 2018 AND BEYOND

- 18.15 The Board received a report from the Deputy Principal summarising the outcome of the recent strategic seminar in terms of proposed changes to strategic goals and performance measures. The Board's approval was sought in relation to the draft proposals to enable management to start the detailed exercise of developing the metrics and to present a final paper with definitive goals and KPIs to the next meeting. The proposed balanced scorecard had been circulated with papers. Members agreed that the draft accurately reflected discussions that had taken place in January, that the goals were clear and related well to the performance measures. H Jaggar commented that it would be interesting to see how each of the Committees would monitor the performance measures, through deep dives where necessary. In response to an observation by S Taylor regarding the mechanism for monitoring and tracking progress at an operational level, the Deputy Principal informed members that management were now using a software tool to help monitor progress accurately and

effectively. The Chair noted that management had acknowledged the discussions around a 'People Strategy' which was now signposted as one of the four strategic goals within the Sustainability pillar. The Deputy Principal undertook to refine the balanced score card for final approval at the next meeting.

The Report was noted and received.

GOVERNANCE AND SEARCH COMMITTEE BUSINESS

18.16 The Chair referred to the Minutes of the Governance and Search Committee meeting that had been held on 7 March 2018 and to several recommendations for Board consideration and approval. The first point related to terms of office and potential reappointment. At this point in the proceedings, S Brian withdrew from the meeting. A proposal had been made to reappoint S Brian for a further four year term, and for him to continue as a member of the Audit and Remuneration Committees. The Board had no hesitation in approving the recommendation. It had been noted that two members' terms of office were due to expire in October and that the Chair had agreed to discuss a further term of office with both individuals at the 1-1s in the summer. S Brian returned to the meeting.

18.17 The Chair referred to the discussion that had taken place on day two of the seminar regarding the review of the governance structure and the proposal to establish a Task and Finish group to take the project forward. The G&S Committee had proposed the membership of the T&F group include the Chair, Chairs of Committees, plus two further members. S Turton and S Taylor volunteered to contribute.

18.18 Further to discussion and observations made regarding specific clauses within the Code of Conduct, the Board was content to approve the recommendations as proposed.

RESOLVED 18.18.1 to reappoint S Brian for a term of office of four years from 20 March 2018, and that he continue as a member of the Audit and Remuneration Committees and as Chair of the Remuneration Committee in accordance with its Terms of Reference;

RESOLVED 18.18.2 to appoint H Jaggar to the Remuneration Committee

RESOLVED 18.18.3 to appoint S Perryman to the Quality and Standards Committee

RESOLVED 18.18.4 to appoint C Canadine as a Director of BCDC Limited

RESOLVED 18.18.5 to appoint S McGladdery as a Director of Think Barnsley Limited

RESOLVED 18.18.6 to approve the updated Code of Conduct for Board members

RESOLVED 18.18.7 to approve the updated Terms of Reference for the Quality and Standards Committee

RESOLVED 18.18.8 to approve a Policy on Complaints against the Board, Board members and the Clerk

RESOLVED 18.18.9 to approve revised Role Descriptions for the Chair, Vice Chair and Governor

RESOLVED 18.18.10 to approve proposed revisions to the Declaration of Eligibility template for Board members and specific senior leaders, from 1 August 2018

RESOLVED 18.18.11 that a Governance Task and Finish Group be established to take forward a review of the governance structure. Membership to be S Perryman, K Dickinson, C Partridge, N Bowen, S Turton, S Taylor and C Webb.

18.19 It was noted that based on the Clerk's advice, no changes would be made to the Instrument and Articles of Government until such time as the review of governance had been completed

as it was likely further changes may be required. The proposed changes to the Instrument and Articles put forward by the Clerk to the G&S Committee on 7 March 2018, would impact on the Board's constitution, composition and recruitment of staff and student members. Further changes to the Instrument were also proposed and related to the new Charity Commission rules around disqualification of Trustees, effective from 1 August 2018.

FINANCE AND RESOURCES COMMITTEE BUSINESS

- 18.20 The Board received the draft Minutes taken at the F&R Committee meeting held on 7 March 2018. The Chair summarised the business that had been conducted, and referred to key recommendations put forward for Board approval. The VP Finance briefly explained the rationale for the College purchasing new software systems. The Committee had also received a report from the VP Corporate Services on Gender Pay Gap reporting in line with reporting requirements, the discussion of which was annotated within the Minutes and noted by members.

RESOLVED 18.20.1 to approve the FE and HE Tuition Fees Policies for 2018/19.

RESOLVED 18.20.2 to approve expenditure of up to £235k for the purchase/installation of a new MIS system and to authorise the College to award the Contract to the supplier achieving the highest score following procurement.

RESOLVED 18.20.3 to approve the purchase of OneFile for a three year period at a cost of £137k including VAT.

QUALITY AND STANDARDS COMMITTEE BUSINESS

- 18.21 The Board received the draft Minutes of the Quality and Standards Committee following its meeting held on 6 February 2018. N Bowen summarised the business undertaken at the meeting, a key part of which had been to give appropriate scrutiny to the content of the HE Self Evaluation document, in order to recommend it for approval. N Bowen explained that this was separate to the HE APR return and was an important part of the College's quality assurance arrangements. The Committee had focused on the three strategic goals within the Quality pillar that were rag rated amber and red and were content with the proposal for the interim findings of the HE review to be presented to the next Q&S Committee meeting.

RESOLVED 18.22 to approve the HE Self Evaluation Document.

AUDIT COMMITTEE BUSINESS

- 18.23 S Turton updated the Board on the key areas of business undertaken by the Audit Committee at its meeting held on 13 March 2018. Draft minutes had been produced and were with the Chair of the Committee for approval. The Chair of Audit, who was not present, had requested the Board approve the Committee's recommendation to appoint new auditors to the College as soon as possible to prevent any delay in both firms commencing their planning and field work.

- 18.24 S Turton provided an overview of the tendering process and of the outcome of the presentations made to a Panel that both she and the Chair of Audit had attended on 13 March along with the Clerk, three members of SLT and Procurement Manager. Following scoring and discussion on the presentations, the Committee proposed RSM be appointed for internal audit services, and Grant Thornton as external financial statements auditors. In respect of fees for both internal and external audit services, the VP Finance stated that these had been confirmed. The Board was content to accept the Committee's proposals, noting that both firms would be appointed in line with College Financial Regulations on a three plus two year contract.

RESOLVED 18.25.1 to approve the appointment of Grant Thornton as external financial statements auditors commencing with year-end 31 July 2018

RESOLVED 18.25.2 to approve the appointment of RSM as internal auditors to the College from 1 August 2018.

GDPR COMPLIANCE

- 18.26 The Board received a detailed report and action plan regarding the College's progress towards compliance with GDPR, as requested at the previous meeting. The VP Funding, Data and Compliance presented the report, explaining that the College had adopted an evolutionary approach to the changes. The key aspects of the GDPR were summarised in the report for Governors' information. The college's internal auditors had conducted an advisory review of the College's preparedness in the autumn term and the resulting action plan, which had been updated, was appended to the report. The main areas for action included training for staff, which would be delivered over a period of time up to the summer. A comprehensive review of specific college policies would be undertaken to ensure they were GDPR compliant, and a data inventory was to be undertaken to identify where personal data was being held throughout the college, why, for how long and in what format. A new privacy notice would also be developed for the College which would include references to data held in relation to Governors.
- 18.27 Governors commented on the changes, recognising the challenges faced by all organisations as they worked towards full compliance from the 25 May 2018. C Moss referred to the College's requirement to register with the Office for Students, asking if this was also subject to GDPR. The VP Quality and Student Experience reported that he and the new Director of Quality for HE had attended a recent awareness event and that the Director was currently preparing the college's submission for the deadline of 3 April 2018.
- 18.28 The Chair asked the Board to note that C Partridge, in her capacity as designated link governor for GDPR had met with the VP FD&C on 22 February and was supportive of the College's progress towards compliance. Her report on the visit was included with papers at Agenda item 15 and included a proposal for management to present an annual report to the Board in early autumn. Following a comment from S Brian regarding the implications of GDPR and whether there was any merit in governors receiving training, the Chair agreed that the Board should continue to keep abreast of developments. It was proposed that a further report should be presented to the next Board meeting.

The Report was noted and received.

REPORTS FOR INFORMATION

- 18.29 The termly report from Wellspring Academy Trust, and the Principal's Good News Report were noted and received.

GOVERNOR /LEARNER ENGAGEMENT

- 18.30 The Board received a paper confirming Governors who were linked to the six strategic themes for monitoring of strategic goals throughout the year. Two visits had already been made by N Bowen and E Hodgson for the Sixth Form, and by C Moss for HE, and arrangements were being co-ordinated for other governors to undertake visits in the coming weeks.
- 18.31 A curriculum link visit and OWL in Construction had been undertaken by Helen Jaggard on 1 February. In respect of statutory responsibilities, arrangements had been made for designated link governors to make their second visit this term. Formal feedback reports received to date in respect of the link visits had been circulated with papers.

DATE AND TIME OF NEXT MEETING

- 18.32 The next meeting would be held on Tuesday 22 May 2018 at 4.00 pm.

The Chair advised the Board that the Clerk would be leaving the College on 30 April 2018, prior to the next meeting. On behalf of the Board, the Chair wished to formally record the Board's thanks to the

Clerk for successfully completing an excellent job over the last nine years, supporting Governors and ensuring the Board had always acted properly and within its powers and beyond that, helping members consider to extend good governance now and into the future. The Chair particularly wanted to thank the Clerk for the significant personal help and support she had offered him in his role as Chair, and wished her every good wish for the future.

End of Part I.

Signed _____ Chair

Dated _____ 2018