

Extra-Ordinary Meeting Minutes of the Board

*Held on Monday 26th November 2018 at 5.00 pm
at Barnsley College, Old Mill Lane, Acklam Room*

Present: Simon Perryman (Chair)
Nick Bowen (Vice Chair)
Chris Webb (Principal and CEO)
Kay Dickinson (Governor)
Simon Brian (Governor)
David Shepherd (Governor)
Clare Partridge (Governor)
Helen Jagger (Governor)
Connor Moss (Governor) – *via telephone*
Peter Clarkson (Staff)
Ross Hooley (Staff)

In attendance: Shazia Nazir (Clerk to the Board)
Phil Briscoe (Vice Principal – Quality & Student Experience)
Laila Lawton (Vice Principal – Finance)
Liz Leek (Vice Principal – Curriculum)
Yiannis Koursis (Deputy Principal Development)
Andrea Clarke (Director of Quality (HE))

PART A – For Publishing

SECTION A – BUSINESS MATTERS

B18/036	<p>Quoracy</p> <p>The meeting was quorate.</p>
B18/037	<p>Apologies for Absence</p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> - Sara Turton (Governor) - Elizabeth Hodgson (Student Governor) - Simon Taylor (Governor)
B18/038	<p>Declarations of Interest</p> <p>There was no declarations of interest relating to any items on the agenda.</p> <p>Connor Moss declared his interest in the governor assurance statement and the higher education policies, as an employee of Sheffield Hallam University.</p>
B18/039	<p>Senior Post Holders</p>

	The chair advised the board that the Principal/CEO had accepted a job with Bradford College. He added that the Clerk was relocating and had also resigned.
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MATTERS FOR CONSIDERATION / DECISION

B18/040	<p>HE Annual Monitoring Report 2017/18</p> <p>4.1 Governor Assurance Statement</p> <p>Director of Quality (HE) provided an overview and a summary document was circulated. This included:</p> <ul style="list-style-type: none"> • Student performance • Destination of leavers from higher education survey • Comparability of standards • Annual Provider Review • National Student Survey • QAA Quality Review Visit <p>Governors generally commented on the quality of the report but clarity was sought on why the action plan was separate from the assurance provider statement. Director of Quality (HE) advised this wasn't the case, rather the document had been subsumed into the annual provider review, as part of the registration process through the Office for Students.</p> <p>It was questioned why overall student satisfaction had decreased but adults in general had seen an increase in their levels of satisfaction. It was explained that many of adult cohort were on 2 year degrees, and HND's were generally more assessment focussed in terms of awarding body requirements, and this was potentially a contributory factor. Careers guidance at the college was very strong but students also compared their experiences with their peers who were attending university where it was less assessment focused. The Principal drew governor's attention to the fact that the report also alluded to the construction and engineering department, which had notably low levels of student satisfaction. An increase of just 5% would help see a rise overall, and it was his view that once the issues with this department were addressed, the trend would be reversed. Members were assured there were no plans to remove HND/HNC qualifications from Construction and Engineering.</p> <p>The board questioned whether any work had been undertaken to help understand why BME student's retention was inconsistent with their white counterparts. Director of Quality (HE) reassured governors that whilst the number of BME students was very low, this was one of the key actions for this year.</p> <p>Members asked if the action plan would also address the 2 significant areas within the NSS and if the proposed activities could expect any impact. Director of Quality (HE) advised that in terms of improving organisation and management, students were unhappy when there were changes to classes at short notice or staff were off sick, and students had asked that communication needed to be improved. In terms of academic support, the information students received was under review, to ensure better support such as the support they receive from tutors. Members were not convinced that this had been reflected in the survey results, however Vice Principal Quality and Student Experience added much of this was evident in the individual comments made by students (of which there were over 80), which praised the quality of one to one support and the smaller class sizes. It was also felt that the questions could be phrased better to help respondents answer more accurately.</p>
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	<p>In reference to the action plan, members questioned how realistic the target dates were, expressing concern that 2019 deadlines may not be achievable. Director of Quality (HE) assured governors of her confidence that the targets were achievable. (Deputy Principal Development) suggested the college were taking a longer term view and the HE strategic review could be examined in greater detail at the forthcoming strategic seminar.</p> <p>Conor Moss expressed his concern that there appeared to be a disjoint between HE and the plan not including a contextual discussion on how the review was used.</p> <p>Overall the board was pleased with what was described as a robust report, complimented by a good action plan.</p> <p>Governors extended thanks to Director of Quality (HE) for work she had put into compiling the report.</p> <p>It was RESOLVED to approve the report and recommend the signing of the governor assurance statement.</p>
B18/041	<p>Higher Education Policies</p> <p>5.1 HE Fee Policy (amended)</p> <p>Vice Principal Quality and Student Experience explained the HE fee policy now incorporated an amendment so it was consistent with the HE refund policy, which the college were required to have in place.</p> <p>Caution was noted that exercising the policy should only be implemented in extreme circumstances, which had not yet arisen at the college.</p> <p>It was RESOLVED to approve the HE Fee Policy.</p> <p>5.2 HE Refund Policy</p> <p>It was RESOLVED to approve the HE Refund policy.</p>

MATTERS FOR INFORMATION

	Nothing to report.
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ANY OTHER BUSINESS

B18/042	<p>Any other business</p> <p>It was noted that the departure of the Principal/CEO would be considered at the Governance & Remuneration committee on 11th December 2018.</p> <p>The Principal drew governor's attention to the NICDEX survey, which considered national college league tables. The board were pleased to learn that Barnsley College continues to be in the top 5% out of 266 colleges nationally. He extended thanks to everyone involved and added most of the top performing colleges were tertiary, which demonstrated confidence in the fact that tertiary was working well.</p>
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	The meeting agreed to use the creative session on 15 th January 2019 as an opportunity to examine the relationship with ITS group.
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FUTURE MEETINGS

A.18/019	<p>Dates and time of future meetings:</p> <p><u>2018/19</u></p> <p>Tuesday 18th December 2018 at 4.00pm [Fairway Hotel]</p>
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The meeting closed at 5.56pm

Signed (Chair) _____ Dated _____
 Simon Perryman

Board Meeting

26th November 2018

ROLLING ACTION LIST

<u>Agenda Item</u>	<u>Action</u>	<u>Person Responsible</u>	<u>Completed</u>
B18/011	<u>Creative sessions – future sessions</u> ; consider re-scheduling the planned creative session from 15 th Jan 2019 to an earlier date.		
CONFIDENTIAL ITEMS			
CARRY FORWARD ITEMS FROM PREVIOUS MEETINGS			
CARRY FORWARD CONFIDENTIAL ITEMS FROM PREVIOUS MEETINGS			