

Meeting Minutes of the Board

*Held on Tuesday 16th October 2018 at 4.00 pm
at Barnsley College, Old Mill Lane, Conference Suite (AG11A/B)*

Present:	<p>Simon Perryman (Chair) Chris Webb (Principal and CEO) Helen Jaggard (Governor) Conor Moss (Governor) Claire Partridge (Governor) David Shepherd (Governor) Simon Taylor (Governor) Simon Brian (Governor) Peter Clarkson (Staff Governor) Ross Hooley (Staff Governor)</p>
In attendance:	<p>Shazia Nazir (Clerk to the Board) Yiannis Koursis (Deputy Principal) Laila Lawton (Vice Principal – Finance) Phil Briscoe (Vice Principal – Quality & Student Experience) Tony Johnson (Vice Principal – Corporate Services) Vince Dalton (Vice Principal – Funding, Data and Compliance)</p>

PART A – For Publishing

SECTION A – BUSINESS MATTERS

B18/013	<p>Quoracy</p> <p>The meeting was quorate.</p>
B18/014	<p>Apologies for Absence</p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> - Liz Leek (Vice Principal) - Kay Dickinson (Governor) - Nick Bowen (Vice Chair) - Sara Turton (Governor) - Elizabeth Hodgson (HE Student Governor)
B18/015	<p>Declarations of Interest</p> <p>David Shepherd declared his interest as an employee of Barnsley Council in item 13.2 – Sheffield City Region bid.</p> <p>Simon Taylor declared his interest as an employee of Sheffield Hallam University in item 13.2 – Sheffield City Region bid.</p>

	<p>Connor Moss declared his interest in Item 13.2 as an employee of Sheffield Hallam University – Sheffield City Region bid.</p> <p>Chris Webb declared his interests as a director of Barnsley College Development Company Ltd.</p>
B18/016	<p>Minutes of the last meetings on 25th September 2018 (Part I) including the confidential minutes (part II)</p> <p>It was RESOLVED to approve part I of the minutes of the last meeting held on 25th September 2018 as an accurate record, subject to the following changes:</p> <ul style="list-style-type: none"> • David Shepherd left after 1 hour and 45 mins • Helen Jagger had sent her apologies for the meeting. <p>The confidential minutes from the meeting on 25th September 2018 were covered in Part II of the meeting.</p>
B18/017	<p>Matters Arising</p> <p>There were no matters arising.</p>
B18/018	<p>Rolling Action List</p> <p>The Board considered the list of actions summarised and it was noted that:</p> <p>B17/027 <u>Strategic Development Plan for 2018/19 (including balance scorecard)</u>; create a high skills employment group.</p> <p>It was RESOLVED to leave this item open.</p> <p>B17/035 <u>Skills Village report</u>; defer until the next meeting.</p> <p>This was covered under item 13.1 of the agenda.</p> <p>It was RESOLVED to close this item.</p> <p>17.10.2017 <u>17.234</u> Compliments about the college – to include compliments about the college in the annual complaints report in October 2018.</p> <p>Covered under item 16 of the agenda. Refer to B18/030 (16.3).</p> <p>It was RESOLVED to close this item.</p> <p>20.03.2018 <u>18.14; Balanced score card</u> – to include the position for every quarter on the balanced scorecard to allow board / committee members to identify and track movements.</p> <p>This was being included in the business schedule for 2018/19. This was covered under B18/023.</p> <p>It was RESOLVED to close this item.</p>
B18/019	<p>Board membership / appointments</p> <p>It was noted that David Shepherd and Clare Partridge’s terms of office were shortly coming to an end. In the absence of a Governance committee meeting taking place</p>

	<p>until December, the board was asked to consider re-appointing both members until March 2019.</p> <p>It was RESOLVED to re-appoint Clare Partridge and David Shepherd until 31st March 2019.</p> <p>It was RESOLVED to appoint Helen Jagger as a joint vice chair of the board.</p> <p>Following his appointment as the newly elected President of the Student Union, the board was asked to appoint Sam Bentley to the board. It was noted that there was no FE student representation on the board, and this was an issue the Clerk was asked to follow up and provide advice on.</p> <p>It was RESOLVED to approve Sam Bentley's appointment to the board as a student governor.</p> <p>The Chair advised he had been accepted on the National Leaders of Governance programme, and hoped the opportunity to work with other colleges, would reap benefits for his work as the Chair at Barnsley College.</p>
B18/020	<p>Any Other Business</p> <p>An update was requested concerning the safeguarding incident earlier in the month. The chair asked that this is reported under the Principal's report and recorded under the confidential part II of the minutes.</p>

MATTERS FOR CONSIDERATION / DECISION

B18/021	<p>Governance Briefing</p> <p>A training session / governance briefing took place in advance of the meeting, on Charity boards and the role of trustees in 2018 and was delivered by Giles Peel of the law firm DAC Beechcroft.</p> <p>The 30 minutes session covered:</p> <ul style="list-style-type: none"> • The purpose of charity boards • Board responsibilities • Conflicts and avoidance • The implications of fiduciary breach. <p>In response to a query, the presenter emphasised that it was simply not enough to just manage conflicts, rather that they needed to be avoided altogether.</p> <p>Members commented that it would be useful to receive a copy of the instrument and articles, along with the standing orders.</p> <p>The board thanked Giles Peel for his presentation.</p> <p>It was RESOLVED to note the presentation.</p>
B18/022	<p>Principals Report</p> <p>Chris Webb alluded to the main items within his report, all of which were items on the agenda:</p> <ul style="list-style-type: none"> • Item 9 and 10 - Balance scorecard (monitoring of strategic objectives) 2017/18.

	<ul style="list-style-type: none"> • Item 11 - Learner recruitment – agenda item 11 • Item 13.2 - Sheffield City Region (SCR) Capital bid <p>An update of a safeguarding incident earlier in the month was reported and covered in the confidential part II minutes of the meeting.</p> <p><i>Confidential minutes refers.</i></p> <p>The AoC had initiated a campaign concern the issues around funding in the FE sector. Chris Webb explained he would shortly be joining other Principals at a rally in Parliament, and would be meeting with parliamentarians to garner interest on the issue.</p> <p>A social media campaign had also been initiated by the college. Governors commented it was pleasing to see the campaign getting a stronger voice.</p> <p>It was RESOLVED to note the Principals report.</p>
B18/023	<p>Balance Scorecard (monitoring of Strategic Objectives) 2017/18.</p> <p>Yiannis Koursis presented an overview of the monitoring of the strategic objectives of the balance scorecard with a summary of the key movements from the last meeting.</p> <p>Members were pleased that there was an upward trajectory with 21% of students progressing to university. It was however noted that student satisfaction in higher education had decreased, despite the actions in place. Senior leaders were asked what the reasons were and what else could be done to reverse this decline. Phil Briscoe echoed the concerns of the board regarding the NSS survey. He explained that there had been a small number of poorly performing courses which were being addressed. An action plan had been implemented which included organisation of courses, teaching and learning and covering lessons. Additional internal surveys were in place to help address the key issues from the NSS. He added that the college were confident they could gain some ‘quick wins’.</p> <p>A discussion took place on the sustainability pillar of the balance scorecard. Laila Lawton provided clarity as regards the college’s income and general finances. It was noted that good progress had been made in relation to its sustainability targets, consequently contributing to the overall financial sustainability of the college.</p> <p>On reputation, Chris Webb reported that he expected the college to win several awards next year, which in turn helped to strengthen the college’s brand.</p> <p>It was RESOLVED to note the balance scorecard (monitoring of strategic objectives) 2017/18 information.</p>
B18/024	<p>Balance Scorecard Updated Targets 2018/19</p> <p>Yiannis Koursis presented the updated targets for the balance scorecard 2018/19. All targets had increased on the previous year, with the exception of one which had originally been attributed to being an administrative error. It was noted that the baseline had been considered to incorporate more challenging targets.</p> <p>It was questioned why the target had increased from 78% in the previous year for the NSS survey, when at 66% the target had been missed considerably. It was argued this was an unrealistic measure. Yiannis Koursis explained that despite missing the NSS target, this was consistent with the college’s ethos of always aiming high and operating within a continuous cycle of improvement. A similar</p>

	<p>view was expressed concerning ensuring significant progress in higher education. There was some significant differentials, which could potentially result in missing targets. The chair expressed the view that when the college was already in the top 5% nationally in a specific area, it had to be realistic about the reach of further stretching targets.</p> <p>Members asked senior leaders about their confidence in securing the numbers for growth in construction and engineering. Governors were assured that apprenticeship income and the CITB contract were being addressed as were staffing issues and that Chris Webb had personally taken charge of the department in the short term. The chair informed the meeting that he and Chris Webb were in the process of drafting terms of reference for a 'deep dive'/scrutiny group in construction and engineering, and members would be invited to take part.</p> <p>Chris Webb added that the biggest risk to maintaining an outstanding judgement was construction and engineering and GCSE English and Maths to enable the Sixth Form to be outstanding.</p> <p>It was RESOLVED to approve the updated targets.</p>
B18/025	<p>Learner Recruitment Update</p> <p>Yiannis Koursis drew the meetings attention to the HE issues and University of Huddersfield's decision to cease validating their teacher recruitment programme along with some BA courses. He alerted members to the fact that as the target had been missed at the start of the year, it would not be possible to reverse this in year. Members sought clarity on why the University of Huddersfield had taken the decision to withdraw from validating the college's courses. Chris Webb acknowledge that the opportunity to put an alternative in place had been missed, but advised that this ultimately formed part of the university's strategy.</p> <p>The meeting asked about slower than anticipated apprenticeship recruitment. It was explained this was in part attributed to the departmental budget and overall financial plan, but lower numbers from some partners such as Leeds City Council and CITB had been factors. Based on the data, the college were on track to exceed the £4.1 million target income. The nature of the competitive market was acknowledged and some loss were as a result of discounts being offered in the sector, which the college could only compete with on volume, as otherwise it would not be financial viable.</p> <p>It was RESOLVED to note the learner recruitment update.</p>
B18/026	<p>Audit</p> <p>12.1 Annual Internal Audit Report 2017/18</p> <p>Clare Partridge provided a summary, explaining a very positive assurance was received for all areas audited. In response to whether there were any advisory recommendations, members were assured there weren't any.</p> <p>It was RESOLVED to note and approve the annual internal audit report 2017/18.</p> <p>12.2 Board Assurance Framework</p> <p>Clare Partridge provided a brief overview commenting that English and Maths was recorded as a high risk and the BAF had been updated to reflect this.</p> <p>A discussion took place on whether there was a need for an English and Maths 'deep dive' / scrutiny group and whether the creation of another group would give rise to</p>

	<p>'over diving'. It was agreed there was no immediate need for another group, but to keep it under review.</p> <p>Chris Webb added that the executive team would be able to cope with the creation of another deep dive/scrutiny group, but advised governor attendance was key to ensuring the group was fit for purpose.</p> <p>It was RESOLVED to approve the board assurance framework.</p> <p>12.3 Audit committee self-assessment questionnaire</p> <p>Clare Partridge provided an overview, highlighting the key message that emerged from the self-assessment questionnaire was ensuring all members received an induction.</p> <p>It was RESOLVED to note the audit committee self-assessment questionnaire information.</p> <p>12.4 Financial Regulations 2018</p> <p>Clare Partridge advised that the changes within the updated financial regulations were minor. She described them as sensible and there was clarity within the scheme of delegations and it reflected the requirements of the changes in the JACOP.</p> <p>It was RESOLVED to approve the financial regulations 2018.</p> <p>12.5 Regularity Audit Self-Assessment Questionnaire</p> <p>Clare Partridge provided an overview of the regularity audit self-assessment questionnaire.</p> <p>It was RESOLVED to approve the regularity audit self-assessment questionnaire.</p>
B18/027	<p>Financial Approvals</p> <p>13.1 Scarborough Skills Village (Chairs Action).</p> <p>Layla Lawton reported that an opportunity had arisen over the summer for the college to take over the Scarborough Skills Village. This fell within the college's strategy for growth and a decision was taken under chairs action. The financial risk to the college was deemed to be low and the ESFA approval had been sought before signing the contract. It was noted that the additional expenditure [REDACTED] would not put the college's finances at risk this year.</p> <p>The benefits to the college were questioned. Contributing to future funding for the college and supporting its growth strategy were cited as key benefits, as well as a strategic partnership opportunity with Northern Regeneration who have a good track record with other skills villages. Furthermore, it supported construction apprenticeships and help provide improved links into employers such as Keepmoat and Wilmott Dixon.</p> <p>It was RESOLVED to formally approve the decision taken under chairs action and note the information.</p> <p>13.2 SCR Capital bid</p> <p><i>David Shepherd, Connor Moss and Simon Taylor left the meeting for this item.</i></p>

	<p><i>The meeting was not quorate at this stage.</i></p> <p><i>Helen Jagger declared her confidential interest.</i></p> <p>The chair explained details of a proposal to create a digital campus on the current courthouse car park adjacent to Barnsley Transport Interchange. The project was designed to stimulate and sustain growth in high tech jobs and businesses in the area. The college had agreed to lead on a joint funding bid to refurbish Sci-Tech building into a digital training centre and to purchase and refurbish The Core into an extension of the Digital Media Centre known as DMC2. The meeting was advised no expenditure through the colleges own funds were required at this stage but should it progress to the next stage, there may be a requirement for the college to commit its own funds.</p> <p>The chair presented the view that the project presented a good synergy between the various partners. He related his experience to seeing an innovation centre whilst in Pakistan on a private visit, and was of the view the initiative would be a good opportunity for Barnsley.</p> <p>Some complications with Sheffield Hallam's involvement was noted, which needed to be factored in to ensure the best possible outcome for Barnsley College. Chris Webb added it was a great opportunity for the college and one he would be supportive of if there was no financial implications for the college through committing its own funds. To do so would potentially compromise much needed investment in foundation learning which was identified as the key priority within the college's property strategy. Sci-Tech was deemed to be a building already of a good standard, and any further investment was described as a 'grand upgrade'.</p> <p>The board was of the view that the college should commit to the first stage bid. However, as the meeting was not quorate, it was agreed to email non-conflicted members for a resolution and discuss the matter further at the December board meeting for a decision.</p> <p>It was noted that any decision to commit college funds to the project would require board approval.</p> <p>It was RESOLVED to approve the SCR capital bid.</p> <p><i>David Shepherd, Connor Moss and Simon Taylor re-joined the meeting.</i></p> <p>13.3 Capital Approvals</p> <p>The board was asked to approve a decision to spend [REDACTED] from the annual capital budget for Wigfield Farm to upgrade the kitchens. The space no longer lent itself particularly well to satisfy the needs of both students and visitors.</p> <p>It was RESOLVED to approve a decision to spend [REDACTED] for upgrades to the kitchens at Wigfield Farm and to appoint sub-contractors to undertake the necessary works.</p> <p>13.4 Construction and VAT</p> <p><i>This item was covered under the confidential part II of the minutes.</i></p> <p>It was RESOLVED to note the information.</p>
B18/028	<p>HR Update</p> <p>Tony Johnson reported that restructuring had being completed, thereby avoiding the need for any compulsory redundancies through voluntary severance schemes.</p>

	<p>In addition, the college had successfully completed the TUPE transfer of AMRC sub-contracted staff to Sheffield Hallam University.</p> <p>The college was successfully re-assessed for the Investors in People (IIP) award. A very positive report was received from the assessor and the survey results were promising.</p> <p>It was RESOLVED to note the HR update.</p>
B18/029	<p>ESFA Performance Reporting for FE College Groups</p> <p>Chris Webb explained the new performance reporting measures for FE groups, which had been largely informed very large FE college groups in the sector. Barnsley College did appeal the decision regarding the Sixth Form College inspection to take place separately to the rest of the college. Governors were assured the risk was small and there was no differential in terms of financial implications. It was questioned why the college didn't formally respond to the consultation. Chris Webb advised that they always responded to any government and AoC consultations, but it was an isolated case that the opportunity to take part on this occasion was missed.</p> <p>Members asked if the college had responded to the AoC senior post holder remuneration consultation. The chair assured the meeting he would formally respond to the consultation.</p> <p>It was RESOLVED to note the information.</p>
B18/030	<p>Annual Reports 2017/18</p> <p>16.1 Safeguarding and Prevent 2017/18</p> <p>Phil Briscoe provided a brief summary, commenting on the inspection of safeguarding arrangements earlier in the year for which reported a good outcome.</p> <p>Helen Jagger informed the meeting she was comfortable with the report as the lead governor, but presented the view that it was important to reference the number of resulting exclusions.</p> <p>It was RESOLVED to note the safeguarding and prevent report 2017/18.</p> <p>16.2 Special Educational Needs (SEN) 2017/18</p> <p>Phil Briscoe drew the board's attention to their statutory duties. It was noted from a learner voice perspective, those in receipt of high needs funding were happier than other learners who were not in receipt.</p> <p>Chris Webb explained that the college provided a fantastic provision which was amongst the best in the sector.</p> <p>It was RESOLVED to note the special educational needs 2017/18 report.</p> <p>16.3 Health & Safety Annual Report 2017/18</p> <p>Tony Johnson provided an overview of the report and summarised the type of accidents. Governors commented they were pleased to see improvements with 'near miss' reporting.</p> <p>It was RESOLVED to note the Health and Safety Annual Report 2017/18.</p> <p>It was RESOLVED to approve the H&S policy.</p>

	<p>16.4 Complaints (end of year) 2017/18</p> <p>Phil Briscoe provided a brief overview of the complaints for 2017/18. The following information was noted:</p> <ul style="list-style-type: none"> • There were 49 formal complaints, an increase of 3 in 2016/17. • 8 of the complaints related to HE, with the rest for FE. • Overall there was a significant reduction in the number of complaints relating to care, guidance and support. This was down to 3 from 11 in 2016/17. • The highest number of complaints were received from engineering. <p>It was noted that information concerning compliments was gathered through learner voice and was not formally recorded.</p> <p>It was RESOLVED to note the Complaints (end of year) 2017/18.</p>
B18/031	<p>Update(s) on learner / governor engagement visits:</p> <p>17.1 Equality & Diversity – S Taylor</p> <p>Simon Taylor provided an overview of his first link visit. He commented on the excellent focus he evidenced during his visit on the college wide activities including Black History Month.</p> <p>It was RESOLVED to note the governor engagement visit on quality and diversity.</p>

MATTERS FOR INFORMATION

B18/032	<p>Minutes of Committee / Subsidiary meetings:</p> <p>18.1 Think Barnsley Ltd – 3rd July 2018</p> <p>It was RESOLVED to note the minutes of the meeting.</p> <p>18.2 BCDC Ltd – 3rd July 2018</p> <p>It was RESOLVED to note the minutes.</p> <p>18.3 Remuneration Committee – 17th July 2018</p> <p><i>SLT and staff members left the meeting at this stage.</i></p> <p>Discussed and approved under the confidential part II minutes of the meeting.</p> <p>It was RESOLVED to note the minutes of the remuneration committee.</p> <p>18.4 Audit Committee – 18th July 2018</p> <p>It was RESOLVED to note the minutes of the meeting.</p>
B18/033	<p>Good News Stories</p> <p>Chris Webb drew governor's attention to a few of the key highlights concerning the college.</p> <p>It was RESOLVED to note the information.</p>

ANY OTHER BUSINESS

B18/034	Any other Business (Clerk to be notified in advance) Governors were asked to sign the register to confirm receipt of a hard copy of the master target file which contained a vast amount of useful information pertaining to the finances and key data.
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FUTURE MEETINGS

B18/035	Dates and time of future meetings: <u>2018/19</u> Tuesday 18 th October 2018 at 4.00pm [Venue TBC]
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Part I of the meeting closed at 6.50pm

Part II of the meeting closed at 7.06pm.

Signed (Chair) _____ Dated _____
Simon Perryman