

**Minutes of the meeting of the Board of Governors held on Tuesday 19 March 2019 at  
4.00 pm at Barnsley College, Old Mill Lane, Barnsley**

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**Present:** Simon Perryman (Chair)  
 Nick Bowen (Vice Chair)  
 Helen Jagger (Vice Chair)  
 Yiannis Kouris (Interim Principal and CEO)  
 Simon Brian (Governor)  
 Peter Clarkson (Staff Governor)  
 Ross Hooley (Staff Governor)  
 Conor Moss (Governor)  
 Clare Partridge (Governor)  
 David Shepherd (Governor)  
 Simon Taylor (Governor)

**In attendance:** Joanne Platt (Interim Director of Governance and Clerk to the Board)  
 Liz Leek (Vice Principal - Curriculum)  
 Laila Lawton (Vice Principal – Finance)  
 Phil Briscoe (Vice Principal – Quality & Student Experience)  
 Tony Johnson (Vice Principal – Corporate Services)  
 Suki Rai (Interim Vice Principal – Funding, Data and Compliance)

**PART I – For Publication**

Minute	
<b>PROCEDURAL MATTERS</b>	
<b>B19/008</b>	<p><b>Agenda Item No. 1: Quorum</b></p> <p>The meeting was quorate.</p>
<b>B19/009</b>	<p><b>Agenda Item No. 2: Apologies for Absence</b></p> <p>Apologies were received from: Kay Dickinson (Governor), Sara Turton (Governor) and Vince Dalton (Vice Principal – Funding, Data and Compliance)</p> <p>Suki Rai joined the meeting at 4.15pm</p> <p>Ross Hooley joined the meeting at 4.20pm</p>

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<b>B19/010</b>	<p><b>Agenda Item No. 3: Declarations of interest:</b></p> <p>Simon Perryman declared an interest in Item 9.1</p> <p>Helen Jaggard declared an interest in Item 15.2</p> <p>David Shepherd, Conor Moss and Simon Taylor declared an interest in Item 16.2</p>
<b>B19/011</b>	<p><b>Agenda Item No. 4: Minutes of the last meeting held on 18 December 2018 (Part I)</b></p> <p>The minutes were approved as a correct record, subject to the addition of Simon Brian as being present at the meeting.</p> <p>Subject to this change, it was <b>RESOLVED</b> to approve the Minutes of the meeting held on 18 December 2018.</p>
<b>B19/012</b>	<p><b>Agenda Item No. 5: Minutes of the meeting held on 17 January 2019 (Creative Session) (Part I)</b></p> <p>The minutes were approved as a correct record.</p> <p>It was <b>RESOLVED</b> to approve the Minutes of the meeting held on 17 January 2019.</p>
<b>B19/013</b>	<p><b>Agenda Item No. 6: Matters arising from the last meetings (Part I)</b></p> <p>There were no matters arising.</p>
<b>B19/014</b>	<p><b>Agenda Item No. 7: Rolling action list</b></p> <p>All actions were complete.</p>
<b>B19/015</b>	<p><b>Agenda Item No. 8: Notification of any other business</b></p> <p>There were no items of other business.</p>

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<b>MATTERS FOR CONSIDERATION / DECISION</b>	
<b>B19/016</b>	<p><b>Agenda Item No. 9.1: Board Membership / Appointments</b></p> <p>Simon Perryman left the meeting for this item and Nick Bowen chaired the meeting for this item.</p> <p>It was <b>RESOLVED</b> to re-appoint Simon Perryman to the Board for a further term of office of 4-years to 8 September 2023</p> <p>It was <b>RESOLVED</b> to re-appoint Simon Perryman as Chair of the Board of Governors for a further term of office of 3-years to 8 September 2021.</p>
<b>B19/017</b>	<p><b>Agenda Item No. 9.2: Think Barnsley and BCDC Representation</b></p> <p>It was <b>RESOLVED</b> to approve Yiannis Koursis to replace Chris Webb as a Director on the Boards of Think Barnsley and BCDC.</p>
<b>B19/018</b>	<p><b>Agenda Item No. 10: FE Fees Policy 2019-20</b></p> <p>Liz Leek informed the Board that changes had been made to the FE Fees Policy for 2019-20 to reflect a 50% discount in fees for students who earn less than £15,736.50 p.a. All other aspects of the policy remained unchanged.</p> <p>It was <b>RESOLVED</b> to approve the FE Fees Policy for 2019-20.</p>
<b>B19/019</b>	<p><b>Agenda Item No. 11.1: Plagiarism Policy</b></p> <p>Phil Briscoe informed the Board that minor changes had been made to the policy to reflect the latest Joint Council for Qualifications regulations and guidelines.</p> <p>It was <b>RESOLVED</b> to approve the Plagiarism Policy.</p>
<b>B19/020</b>	<p><b>Agenda Item No. 11.2: Senior Post Holder Remuneration Policy</b></p> <p>The Clerk informed the Board that minor changes had been made to the policy to reflect the removal of Performance Related Pay for Senior Post Holders who were previously subject to this and to incorporate the Association of College's Senior Post Holder Remuneration Code.</p>

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	It was <b>RESOLVED</b> to approve the Senior Post Holder Remuneration Policy.
<b>B19/021</b>	<p><b>Agenda Item No. 12: Single Equality Scheme</b></p> <p>Liz Leek informed the Board that the scheme had been updated to reflect the College’s strategic objectives and that no other changes have been made.</p> <p>It was <b>RESOLVED</b> to approve the Single Equality Scheme.</p>
<b>B19/022</b>	<p><b>Agenda Item No. 13: 14-16 Direct Entry</b></p> <p>Liz Leek informed the Board that following Board approval in the financial plan in July 2018, plans to introduce 14-16 Direct Entry from September 2019 had been developed in collaboration with local schools. If approved, the College must inform the ESFA of its intent by 12 July 2019.</p> <p>Students cannot apply directly for this provision and must be referred by schools or the local authority. Students will benefit from a personalised programme of study that is aligned to their career aspirations and which will re-engage them effectively in meaningful education.</p> <p>It is anticipated that this provision will serve to improve attendance, progression and destination whilst reducing exclusions, the number of young people who are electively home educated and the numbers who are not in education, employment or training (NEET).</p> <p>The projected number of students in the first year is 70 with a slight predicted increase to 87 in Year 2 and to 90 in Year 3. Capital expenditure required is expected to be offset by an increase in income.</p> <p>To minimise the risks it was noted that a Programme Manager has been appointed, that additional provision will be made available in the Safeguarding Team and additional continuing professional development was taking place for existing teachers in relation to working with the younger cohort of students.</p> <p>Governors commended the plans which provides the opportunity to offer a curriculum to meet specific needs and to work with learners at risk of NEET at 14 instead of 16.</p> <p>It was <b>RESOLVED</b> to approve the introduction of 14-16 Direct Entry provision from September 2019.</p>

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<b>B19/023</b>	<p><b>Agenda Item No. 14.1: Principal's Report</b></p> <p>Yiannis Kouris highlighted changes to the senior leadership team, completion of the acquisition of ITS Limited, the conclusion of the first 'Deep Dive' scrutiny review by Governors, progress with the LEP bid for the Skills Capital Project and the T-level bid, the Apprenticeship funding gap and the impact of the revaluation of the Teachers' Pension Scheme.</p> <p>It was <b>RESOLVED</b> to note the Principal's Report.</p> <p>Governors asked for a report on the impact of the Apprenticeship funding gap at the next meeting.</p>
<b>B19/024</b>	<p><b>Agenda Item No. 14.2: Outcome of the Governors' Strategic Seminar</b></p> <p>Yiannis Kouris presented a paper which set out the priorities for the next three-years following the Governors' Strategic Seminar in February.</p> <p>Governors were invited to comment on the draft so that a more detailed plan can be brought back to the May meeting of the Board, with a final three-year Corporate Plan being brought to the Board for approval in July.</p> <p>In relation to the Quality pillar, Governors confirmed that the proposals reflected the discussions Governors had at the seminar and were pleased to see a focus on e-learning.</p> <p>In relation to the Curriculum pillar, Governors acknowledged that this was a new pillar and would therefore need more work to refine it.</p> <p>They queried how the plans fitted with Industrial Strategies (locally and nationally) and noted that the proposals were very learner focused. They asked for closer partnerships with business to be reflected to align with national, regional and local priorities. Governors also asked for T-Levels and apprenticeships to be referenced in the goals.</p> <p>In relation to the Sustainability pillar, it was noted that although largely a rollover from the previous year, new sections on apprenticeships, digital income and future proofing for buildings and infrastructure had been added to reflect the discussions with Governors.</p> <p>Governors asked for 'green' goal to be incorporated into this pillar and agreed to feed their ideas on this back via the Clerk.</p>

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	<p>In relation to the Reputation pillar, it was noted that there was more focus on engagement with employers and doing more for local communities. Governors asked for something to be added in relation to maintaining excellent relationships with schools.</p> <p>There was a general discussion about how to measure some things and it was generally agreed that some things have to be measured by inputs rather than outputs and outcomes, but that just because something couldn't be easily measured wasn't a reason not to do it.</p> <p>Governors were generally happy with the initial proposals and looked forward to seeing a more developed plan at the May meeting of the Board.</p> <p>It was <b>RESOLVED</b> to note the progress to date. Governors agreed to feedback their ideas on a 'green' goal via the Clerk.</p>
<p><b>B19/025</b></p>	<p><b>Agenda Item No. 15.1: Balanced Scorecard Q2</b></p> <p>Laila Lawton presented the Balanced Scorecard and noted that the position at Q2 was very similar to that at Q1.</p> <p>Governors noted that the introduction of the Balanced Scorecard was a very positive step and that other colleges were now looking at how it's used at Barnsley with a view to introducing something similar in their colleges.</p> <p>It was <b>RESOLVED</b> to note the position at the end of Q2.</p>
<p><b>B19/026</b></p>	<p><b>Agenda Item No. 15.2: Analysis of complaints</b></p> <p>Phil Briscoe updated the Board on the numbers of formal complaints received between September 2018 and February 2019. Although there has been a slight increase in the number of complaints received compared to the previous period, it was noted that the College promotes a culture that is responsive to feedback and actively encourages this as a valuable source of information to help to improve the quality of provision to learners and other stakeholders.</p> <p>Governors asked how informal feedback was captured and it was confirmed that this was done via internal systems and learner voice surveys.</p> <p>It was also confirmed that staff are empowered to make decisions locally to address issues as they arise.</p> <p>It was <b>RESOLVED</b> to note the report.</p>

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<p><b>B19/027</b></p>	<p><b>Agenda Item No. 15.3: DfE Performance Tables 2018</b></p> <p>Governors considered a report showing the College’s position in the DfE Performance Tables 2018 which now reflect vocational subjects, level 2 and apprenticeships and completion and retention data. It was noted that Ofsted uses this data to inform planning for its future inspection activity.</p> <p>The data compares the College’s performance in these areas with the previous year (which focused just on vocational level 3 and A levels) and with colleges in the Sheffield City Region.</p> <p>Improvements were noted in relation to A level performance (overall), technical certificate performance, Level 2 vocational performance, English and Maths performance and student destinations. Performance has worsened in some A level performance, applied general performance and technical level performance.</p> <p>It was <b>RESOLVED</b> to note the report.</p>
<p><b>B19/028</b></p>	<p><b>Agenda Item No. 15.4: GCSE Mid-Year Position</b></p> <p>Governors considered a report which showed a positive position at the November re-sit window with a 99.1% pass rate at grades 1-9 Maths and a 99.2% pass rate at grades 1-9 English. This represents a significant improvement compared to the June 2018 results and it was noted that 203 learners who did not have a grade 4-9 have now achieved one.</p> <p>Focus was now on providing 1-1 support for those learners who did not achieve a grade 4-9.</p> <p>It was <b>RESOLVED</b> to note the report.</p>
<p><b>B19/029</b></p>	<p><b>Agenda Item No. 16.1: Management Accounts</b></p> <p>Governors considered the latest set of management accounts for 2018/19 and noted that the College is on track to achieve all of its key financial targets.</p> <p>Governors commended the way the data was presented.</p> <p>It was <b>RESOLVED</b> to note and approve the Management Accounts.</p>

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<p><b>B19/030</b></p>	<p><b>Agenda Item No. 16.2: Property Strategy Approvals</b></p> <p>Governors considered a report seeking approval for a number of capital projects to upgrade and improve the College's utilisation of its buildings.</p> <p>It was noted that there will be a future Board Creative Session on the Estates Strategy.</p> <p>Governors considered the requirements for the introduction of the first three T Level routes; construction, digital and education &amp; childcare and the associated DfE capital funding application.</p> <p>Governors sought clarity on how this fits with the college estates strategy and questioned the impact on the college's financial position.</p> <p>It was <b>RESOLVED</b> to approve capital costs of £200,000 for 14-16 Direct provision.</p> <p>It was <b>RESOLVED</b> to approve a move for Foundation Learning at a maximum cost of £680,000</p> <p>It was <b>RESOLVED</b> to approve a maximum college contribution of £1,110,000 towards the refurbishment of SciTech into a Digital Innovation Hub (DIH).</p> <p>It was <b>RESOLVED</b> to approve the T-Level capital funding application including a college cash contribution and LEP funding, subject to further involvement of two Governors. David Shepherd and Conor Moss agreed to do this.</p>
<p><b>B19/031</b></p>	<p><b>Agenda Item No. 16.3: Financial Approvals</b></p> <p>Governors approved the purchase of a new cashless system following a tendering exercise. The current contract is due to expire in June 2019 and the new system therefore needs to be in place for enrolment in late Autumn 2019.</p> <p>It was <b>RESOLVED</b> to approve the purchase of a new cashless system.</p>
<p><b>B19/032</b></p>	<p><b>Agenda Item No. 17.1: Gender Pay Gap</b></p> <p>Governors considered the College's Gender Pay Gap which shows a favourable position in comparison to other colleges, the sector and nationally.</p>



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	<p>The College remains committed to reducing the Gender Pay Gap further and continues to promote flexible working and to review non-financial benefits that may encourage females to apply for or progress to senior roles in the College.</p> <p>It was <b>RESOLVED</b> to note the report.</p>
<b>B19/033</b>	<p><b>Agenda Item No. 17.2: HR Update</b></p> <p>Governors considered a report on HR issues which shows a positive picture overall, with improved staff satisfaction and sickness absence levels that are on target and in line with the sector</p> <p>It was <b>RESOLVED</b> to note the report.</p>
<b>B19/034</b>	<p><b>Agenda Item No. 18.1: Sub-contracting arrangements</b></p> <p>Governors considered a report on the College's sub-contracting arrangements for 2018/19.</p> <p>It was <b>RESOLVED</b> to note the report and to approve the level of sub-contracting as set out in the report.</p>
<b>B19/035</b>	<p><b>Agenda Item No. 19.1: Outcome of C-Stem Deep Dive</b></p> <p>Helen Jaggat presented the findings of the Deep Dive Group. The Group had undertaken a desktop review and spoken to senior managers in C-Stem and was reassured that actions were appropriate and supported by senior leadership. The Group had found the approach a positive experience which reaffirmed the outcome of the 2018 governance review.</p> <p>It was <b>RESOLVED</b> to note the findings of the C-Stem Deep Dive.</p> <p>Helen Jaggat agreed to review the position at P9 and to report back to Governors.</p>
<p>Peter Clarkson left the meeting at 7.05pm.</p>	

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<b>B19/036</b>	<p><b>Agenda Item No. 19.2: Deep Dive English and Maths Terms of Reference</b></p> <p>Governors considered the terms of reference for the next Deep Dive on English and Maths. It was agreed that Nick Bowen would lead this Deep Dive and that the Clerk would seek volunteers from amongst other Governors to be on this Group.</p> <p>It was <b>RESOLVED</b> to approve the Terms of Reference for the English and Maths Deep Dive and that Nick Bowen will lead the English and Maths Deep Dive Group.</p>
<b>COMMITTEE BUSINESS</b>	
<b>B19/037</b>	<p><b>Agenda Item No. 20.1: Minutes of the meeting of the Governance and Search Committee held on 5 February 2019</b></p> <p>It was <b>RESOLVED</b> to note and approve the Minutes of the meeting of the Governance and Search Committee held on 5 February 2019.</p>
<b>B19/038</b>	<p><b>Agenda Item No. 21.1: Minutes of Think Barnsley meeting held on 26 February 2019</b></p> <p>It was <b>RESOLVED</b> to note the Minutes of the meeting of Think Barnsley held on 26 February 2019.</p>
<b>B19/039</b>	<p><b>Agenda Item No. 21.2: Minutes of BCDC meeting held on 26 February 2019</b></p> <p>It was <b>RESOLVED</b> to note the Minutes of the meeting of BCDC held on 26 February 2019.</p>
<b>B19/040</b>	<p><b>Agenda Item No. 22.1: Governor Link Visits – Health and Safety 17 January 2019</b></p> <p>It was <b>RESOLVED</b> to note the information.</p>

<b>Minute</b>	
<b>MATTERS FOR INFORMATION:</b>	
<b>B19/041</b>	<b>Agenda Item No. 23: Principal's Good News Report</b> It was <b>RESOLVED</b> to note the information.
<b>B19/042</b>	<b>Agenda Item No. 24: Date and time of next meetings of the Board</b> <b>Tuesday 4 April 2019 – 4.00pm (Extra-ordinary meeting)</b> <b>Tuesday 21 May 2019 – 4.00pm</b>

The meeting closed at 7.05pm

**Signed (Chair):** ..... **Dated:** .....