

**Minutes of the meeting of the Board of Governors held on Tuesday 16 July 2019 at
4.00pm at Barnsley College, Old Mill Lane, Barnsley**

Present: Simon Perryman (Chair)
 Nick Bowen (Vice Chair)
 Helen Jagger (Vice Chair)
 Yiannis Koursis (Principal and CEO)
 Simon Brian (Governor)
 Kay Dickinson (Governor)
 David Shepherd (Governor)
 Simon Taylor (Governor)
 Sara Turton (Governor)
 Sam Bentley (HE Student Governor)

In attendance: Heather Jackson (Director of Governance and Clerk to the Board)
 Liz Leek (Vice Principal - Curriculum)
 David Reeve (Interim Vice Principal – Finance)
 Tony Johnson (Vice Principal – Corporate Services)
 Suki Rai (Interim Vice Principal – Funding, Data and Compliance)
 Thomas White (Learner Voice Officer)

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
B19/105	Agenda Item No. 1: Quorum The meeting was quorate.
B19/106	Agenda Item No. 2: Apologies for Absence Apologies were received from Peter Clarkson, Conor Moss and Clare Partridge.

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B19/107	<p>Agenda Item No. 3: Declarations of interest:</p> <p>There were no declarations of interest.</p>
B19/108	<p>Agenda Item No. 4: Minutes of the last meeting held on 21 May 2019 (Part I)</p> <p>The Minutes were approved as a correct record.</p> <p>It was RESOLVED to approve the Minutes of the meeting held on 21 May 2019.</p> <p>The Chair signed the Minutes.</p>
B19/109	<p>Agenda Item No. 5: Matters arising from the last meetings (Part I)</p> <p>There were no matters arising.</p>
B19/110	<p>Agenda Item No. 6: Rolling action list</p> <p>B19/024: Yiannis Koursis noted that the college had committed to reducing its carbon footprint and adopting the ISO14001 standard. The college also aimed to be carbon neutral in line with Government targets by 2050.</p> <p>David Shepherd noted that BMDC was currently reviewing its targets with an aim to be carbon neutral by 2045 and the Governors agreed that the college should work with staff, students and the student union to align with the council's targets.</p> <p>B19/068: Work will commence on new Governor recruitment once the Corporate plan is agreed.</p> <p>B19/075: Yiannis Koursis noted that the college would invest £100k for future growth in the 2019/20 budget.</p> <p>B19/078; Yiannis Koursis noted that dials had been added as an additional tool to the Balanced Scorecard.</p> <p>All other actions were complete.</p>

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B19/111	<p>Agenda Item No. 7: Notification of any other business</p> <p>There were no items of other business.</p>
MATTERS FOR CONSIDERATION / DECISION	
B19/112	<p>Agenda Item No. 8: Board Membership / Appointments</p> <p>The Board noted the election of Daniel Lea as the HE Student Governor and confirmed his appointment.</p> <p>The Board noted the proposed change to the Board of iTrust.</p> <p>It was RESOLVED to appoint Daniel Lea as the new HE Student Governor with effect from 1 August 2019.</p> <p>It was RESOLVED to appoint Yiannis Koursis to the Board of iTrust.</p>
B19/113	<p>Agenda Item No. 9.1: Principal's Report</p> <p>The Board noted the key priorities identified in the Principals' report.</p> <p>It was noted a letter had been received confirming T Level Capital Funding and the College had responded to a number of additional questions.</p> <p>No feedback had been received regarding the LEP bid and it was noted that the college was disappointed by the local response. The college remained ready to submit the final business case by 27 July 2019 and would match any funding received as per the original plan.</p> <p>It was noted that quality issues had been identified in C-Stem and in apprenticeships primarily in Health. Interventions were already underway and bi-weekly meetings had been established. The college was confident that the all of the issues had been identified and would be actioned.</p> <p>Helen Jaggard noted that she had attended the P9 meeting at C-Stem. There were still a number of areas to be addressed and she would attend the P12 meeting to ensure that momentum was maintained.</p> <p>It was RESOLVED to note the Principals' Report.</p>

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B19/114	<p>Agenda Item No. 9.2: Augar Review</p> <p>The Board noted that the Augar report had identified the right issues for the FE sector but that they were unlikely to be tackled in the current political landscape.</p> <p>The Board noted that the college intended to address the key issues from the report through its balanced scorecard.</p> <p>The Chair noted that he had recently attended a National Governance meeting with the FE Commissioner, Richard Atkinson. He noted a range of issues including the first insolvency in the sector, potential future mergers and the establishment of a regional college improvement board.</p> <p>The Chair reflected on how well the college was managed in a challenging environment.</p> <p>It was RESOLVED to note the report.</p>
B19/115	<p>Agenda Item No. 9.3: Corporate Plan</p> <p>The Board noted the revised corporate plan and the changes made. It was agreed that the plan was more focussed, succinct and transparent.</p> <p>The Board noted that the plan would be launched formally in October to local businesses, stakeholders, partners and the community.</p> <p>It was RESOLVED to approve the new Corporate Plan subject to the change around the green target and alignment with the BMBC target.</p>
B19/116	<p>Agenda Item No. 10: Student Union Report & Budget</p> <p>The Board noted the key priorities identified in the Student Union report.</p> <p>It was RESOLVED to approve the Student Union Report and Budget.</p> <p>Sam Bentley and Thomas White left the meeting at 4.41pm</p>

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<p>B19/117</p>	<p>Agenda Item No. 11.1: Balanced Scorecard</p> <p>The Board considered the balanced scorecard and noted that the college was performing well.</p> <p>The Board noted that income and income maintenance were slightly behind target mainly in engineering and HE but savings were being made in staff and non-pay costs.</p> <p>The Board noted that the college continues to perform well reputationally and had been entered into a number of local and national awards.</p> <p>The Board noted that the college would not hit its targets for Quality and retaining outstanding status had moved to amber on the Balanced Scorecard. It was noted that actions were being taken to address this particularly around apprenticeships and the college was confident that it would reverse the results</p> <p>The Board discussed the issues around maintaining outstanding status. It was noted that the college was working ahead of the sector in implementing new qualifications and examination approaches. This did have an expected impact on quality and outcomes which would be faced across the sector. As early adopters, the college expected to have addressed and resolved these issues before the rest of the sector and quality would improve accordingly.</p> <p>It was noted that the Board may not have fully appreciated the impact associated with the new qualifications and a more in depth discussion of the implications of change may be appropriate in the future.</p> <p>The Board noted that the college continues to set aspirational targets and agreed that the targets for 2018/19 should remain in place for 2019/20.</p> <p>It was RESOLVED to note the report.</p> <p>It was RESOLVED to approve the targets for 2019/20.</p>
<p>B19/118</p>	<p>Agenda Item No. 11.2: Analysis of External Quality Assurance Reports</p> <p>The Board considered the analysis of external quality assurance reports and were assured to note that they represented a normal level of reporting. The results would feed into the Balanced Scorecard.</p>

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	<p>The Board noted that critical action plans had been implemented in Engineering, Health Care, Environmental Conservation and Laboratory and Assorted Technical Activities and all issues were being addressed.</p> <p>It was RESOLVED to note the report.</p>
<p>B19/119</p>	<p>Agenda Item No. 12.1: Budget 2019/20 and Financial Plan</p> <p>The Board considered the proposed Budget and Financial Plan and noted that a robust and rigorous process had been used to develop the budget through business planning. It was noted that the budget included ITS who have also been through the same business planning process.</p> <p>The Board noted that budget planning had been made where funding was known beyond 2019/20.</p> <p>The Board noted that the items requiring action relating to ITS and authorised SLT to explore the options as detailed in the paper.</p> <p>It was RESOLVED to approve SLT to proceed with the following with the proviso that any action does not impair the financial health of the college:</p> <ul style="list-style-type: none"> • Transfer the freehold property onto the College's balance sheet • Explore taking over the ITS loan or repay it early • Consider writing off all or some of the value of Smartstyle <p>The Board noted that the college had prepared the accounts with due regard to the ESFA checklist and confirmed that in approving the Financial Plan the Board confirms its support for the college's strategic plan and demonstrates solvency.</p> <p>It was RESOLVED to note that the ESFA checklist had been applied and the Board supported the strategic plan which demonstrated solvency.</p> <p>The Board discussed the financial health grade of Good which met the current targets and whether more money should be invested back into the college to support quality and capital investments. The college had set aside £100k in the budget for growth fund available for all staff to bid into and any general budget savings next year would be reinvested in Teaching, Learning and Assessment and quality.</p> <p>The Board noted that the Vice Principal Quality & Access to Learning would also be developing a new quality plan for systems and people and this will be incorporated in future budgets.</p>

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	<p>It was RESOLVED to approve the growth fund investment of £100k and future investment in quality subject to affordability.</p> <p>The Board noted that risks remained around building usage and VAT but that ITS had been turned around more quickly than expected.</p> <p>It was RESOLVED to approve the budget for 2019/20.</p> <p>It was RESOLVED to approve the annual capital budget of £1,500k for 2019/20.</p> <p>It was RESOLVED to approve the financial plan to 2022.</p> <p>It was RESOLVED to approve the assessment of the financial health grade.</p> <p>It was RESOLVED to approve the level of subcontracted activity.</p> <p>It was RESOLVED to authorise SLT to explore the options regarding the ITS balance sheet.</p>
B19/120	<p>Agenda Item No. 12.2: Management Accounts</p> <p>The Board considered the management accounts and noted that the surplus was expected to be higher than forecasted.</p> <p>It was RESOLVED to note the management accounts.</p>
B19/0121	<p>Agenda Item No. 13.1: Annual HR Report</p> <p>The Board considered the annual HR report. It was noted that there would be an increased focus on teaching and learning in 2019/20 with 5 new roles being introduced.</p> <p>The Board noted that the gender pay gap had reduced and the college was well ahead of the sector although there was still work to do.</p> <p>The Board noted that there had been some restructuring exercises across the college during the year. There were no days lost due to industrial action in 2018/19.</p> <p>The Board noted that the staff survey had showed improvements and that there had been no concerns expressed about changes in structure or management.</p>

Minute	
	<p>The Board noted that a major focus for the HR team in 2019/20 would be on employee engagement and the Board agreed to share examples of good practice from their organisations.</p> <p>The Board advised that the new more advance model of IiP could provide a useful framework to support employee engagement and wellbeing and offered support on this. It was agreed that this would be reviewed.</p> <p>It was RESOLVED to note the report.</p>
B19/122	<p>Agenda Item No. 14: Subcontracting Arrangements</p> <p>The Board considered the current position in relation to the performance of the College's sub-contractors and noted that minor issues of underperformance were being addressed.</p> <p>It was RESOLVED to note the report on performance for 2019/20.</p> <p>It was RESOLVED to approve the arrangement for subcontracting for 2019/20.</p>
COMMITTEE BUSINESS	
B19/123	<p>Agenda Item No. 15: Audit Committee</p> <p>It was RESOLVED to note and approve the Minutes of the meeting of the Audit Committee held on 25 June 2019.</p> <p>It was RESOLVED to approve the external audit strategy.</p> <p>It was RESOLVED to approve the annual internal audit plan</p> <p>It was RESOLVED to approve the amendments to the terms of reference</p> <p>It was RESOLVED to approve the risk management policy.</p> <p>It was RESOLVED to note the Board Assurance Framework.</p>
B19/124	<p>Agenda Item No. 16.4: Annual report on subsidiaries</p> <p>The Board noted that no changes were proposed and that the MoU for ITS would be brought to a future meeting of the Board once it had been agreed.</p>

Minute	
	It was RESOLVED to note the report on subsidiaries.
B19/125	<p>Agenda Item No. 16.2: Minutes of ITS Board meeting held on 21 May 2019</p> <p>It was RESOLVED to note the Minutes of the meeting of the ITS Board held on 21 May 2019.</p>
B19/126	<p>Agenda Item No. 16.3: Meeting of ITS Board held on 9 July 2019</p> <p>The Board noted that the meetings of ITS Board have been detailed and comprehensive. A process for change has been agreed and the governors had been impressed with the approach of the college in integrating ITS. Staff had been positive about the TUPE process and had been involved in the development week activities.</p> <p>The Board noted that the college was interviewing for the post of Managing Director of ITS on 19 July 2019.</p> <p>It was RESOLVED to note the progress of ITS.</p>
MATTERS FOR INFORMATION:	
B19/127	<p>Agenda Item No. 22: Principal's Good News Report</p> <p>The Board noted that the Good News report reflected only a small selection of the work that the college does and agreed that it reflected well on the range and breadth of the colleges' work.</p> <p>It was RESOLVED to note the information.</p>
B19/128	<p>Agenda Item No. 23: Date and time of next meeting of the Board</p> <p>Tuesday 24 September 2019 – 4.00pm</p>

Part I of the meeting closed at 18.23



Signed (Chair): Dated:
