

**Minutes of the meeting of the Board of Governors held on Tuesday 15 October 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)
 Sara Turton (Governor)
 Peter Clarkson (Staff Governor)
 Ross Hooley (Staff Governor)
 Daniel Lea (Student Governor)
 Conor Moss (Governor)
 Clare Partridge (Governor)

In attendance: Heather Jackson (Director of Governance and Clerk to the Board)
 Liz Leek (Vice Principal – Curriculum & Culture)
 David Reeve (Interim Vice Principal – Finance)
 Tony Johnson (Vice Principal – Corporate Services)
 David Akeroyd (Vice Principal – Technical & Professional Education)
 Ben Owen (Deputy Principal Development)
 Toni Rhodes (Vice Principal Quality & Access to Learning)

PART I – For Publication

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PROCEDURAL MATTERS	
B19/135	Agenda Item No. 1: Quorum The meeting was quorate.
B19/136	Agenda Item No. 2: Apologies for Absence Apologies were received from Alexander Newton, Simon Taylor and Suki Rai
B19/137	Agenda Item No. 3: Declarations of interest:

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	Conor Moss and David Shepherd both declared an interest in the Digital Hub Development.
B19/138	<p>Agenda Item No. 4: Minutes of the last meeting held on 16 July 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 16 July May 2019.</p> <p>The Chair signed the Minutes.</p>
B19/139	<p>Agenda Item No. 5: Matters arising from the last meetings (Part I)</p> <p>There were no matters arising.</p>
B19/140	<p>Agenda Item No. 6: Rolling action list</p> <p>B19/068: Simon Perryman noted that he was continuing with his 1-2-1 meetings and would discuss the Chair of Audit role in the coming weeks.</p> <p>All other actions were complete.</p>
B19/141	<p>Agenda Item No. 7: Notification of any other business</p> <p>Yiannis Koursis tabled a paper relating to the ITS Audit. It was agreed that the paper would be taken under Agenda Item 8.</p>
MATTERS FOR CONSIDERATION / DECISION	
B19/142	<p>Agenda Item No. 8.1: Principal's Report</p> <p>The Board noted the key priorities identified in the Principals' report.</p> <p>In particular Yiannis Koursis noted:</p> <p>The Senior Leadership Team were now all in place and working well. The Old Mill Lane works had hit their budgets and were completed on time.</p>

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	<p>Work continues with the LEP bid, the College are addressing supplementary questions as they are submitted.</p> <p>The Board noted the request by the ESFA to guarantee the delivery of ITS programmes and the offer to move ITS staff to the college's terms and conditions.</p> <p>The Board noted the proposed new link visits areas.</p> <p>It was RESOLVED to approve the proposed themes for the creative sessions and the deep dives.</p> <p>Nick Bowen updated the Board on the first deep dive meeting into the 6th form College and it was agreed that findings would be presented to a future Board meeting.</p> <p>Yiannis Koursis noted that the QAA had been in College this week undertaking a review and a report was expected shortly.</p> <p>Yiannis Koursis also noted that the College had received commendations for the AoC Beacon Awards in the Careers & Enterprise and Mental Health categories.</p> <p>Simon Perryman noted that he had met with Lord Agnew along with a number of other senior FE College leaders. They had discussed some of the issues facing the FE sector and how best to share good practice across the sector.</p> <p>It was RESOLVED to note the update on key issues presented in the Principals' report.</p>
B19/143	<p>Agenda Item No. 8.2: ITS Update – Apprenticeships</p> <p>David Reeve updated the Board on the work undertaken with ITS apprentices to ensure that they met required standards. Updated college apprenticeship processes have been rolled out to ITS and SkillsScan processes have been introduced.</p> <p>The Board discussed the risks and provisions made and noted that the risks had been discussed and noted with the ITS auditors, Shorts. The Board agreed with the provisions made to cover any residual risks.</p> <p>It was RESOLVED to note the ITS Update report.</p>

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	<p>With reference to the tabled paper, the Board noted the updated relating to the audit and financial statements of ITS and its subsidiary, SmartStyle Limited for the year July 31st 2019 and authorised the Principal to sign the proposed letters of support.</p> <p>It was RESOLVED to note the update on ITS and approve the Principal to sign the letters of support for Shorts, the ITS auditors.</p>
B19/144	<p>Agenda Item No. 8.3: ITS South Yorkshire Pensions Authority (SYPA) Guarantee</p> <p>The Board noted the request to guarantee the SYPA pensions of a small number of ITS staff.</p> <p>It was RESOLVED to approve the recommendation to guarantee ITS SYPA Pensions.</p>
B19/145	<p>Agenda Item No. 8.4: ITS Property & Loan</p> <p>The Board noted the proposal to transfer the ITS building to the College and the repayment of the ITS NatWest loan.</p> <p>Yiannis Koursis noted that Martin Hornshaw had resigned as a Trustee from the Board of ITS and Nick Bowen stated that he would also stand down.</p> <p>The Board noted Nick Bowen’s resignation as trustee from the Board of ITS and thanked him for his work in the development and acquisition of ITS over the last year.</p> <p>It was RESOLVED to approve the transfer of the ITS building to the College.</p> <p>It was RESOLVED to repay the NatWest loan by the College.</p>
B19/146	<p>Agenda Item No. 8.5: Strategic Seminar</p> <p>The Board discussed the proposed agenda and potential speakers for the strategic seminar and agreed the structure and agenda for the 2 days. The event will be held at Oulton Hall Hotel.</p> <p>It was RESOLVED to note the proposed agenda.</p>
B19/147	<p>Agenda Item No. 8.6: Digital Hub Development</p>

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	<p>David Shepherd and Conor Moss both declared an interest in the project through their employers.</p> <p>David Reeve and Yiannis Koursis briefed the Board on the Digital Hub developments. The budget had been approved previously by the Board and authorisation was now sought for the task and finish group to be given delegated authority via governor members to approve any further spend.</p> <p>The Board agreed to delegate authority via governor members and that reports on the project would be brought to future Board meetings as appropriate.</p> <p>The Board agreed that two governors would join the task and finish group (Simon Perryman and Kay Dickinson). The Board noted that spend to date had been through College procurement processes and frameworks.</p> <p>It was RESOLVED that Simon Perryman and Kay Dickinson would join the task and finish group and be delegated with the authority of the Board to approve future spend within the budget envelope.</p> <p>As mentioned previously, work was continuing on LEP bid and the Board discussed the likelihood of funding being approved and key dates in the coming months. The Board agreed that it would wish to continue to support the development of a digital hub at a smaller scale should the LEP bid not be successful.</p> <p>It was RESOLVED to note the report and approve spend.</p>
<p>B19/148</p>	<p>Agenda Item No. 9.1: Safeguarding & Prevent Annual Report</p> <p>Liz Leek presented the Safeguarding and Prevent annual report and noted the College's commitment to working smarter and increasing capacity within the team.</p> <p>It was noted that a number of curriculum areas required specific support and the Board discussed some of the emerging trends and differing types of support available.</p> <p>It was noted that the team had good relationships with external bodies and learners were often referred for support to agencies outside of the College.</p> <p>It was RESOLVED to note and approve the activity detailed in the report, assured that it meets the College's statutory duties.</p>

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B19/149	<p>Agenda Item No. 9.2: Special Educational Needs Annual Report</p> <p>The Board considered the Special Educational Needs Report presented by Liz Leek. It was noted that the College had a good relationship with the local authority and that staff had access to a range of excellent training and resources.</p> <p>Liz Leek discussed the processes for working with parents and carers and it was noted that there only a small number of issues raised annually.</p> <p>It was RESOLVED to note and approve the activity detailed in the report, assured that it meets the College’s statutory duties.</p>
B19/150	<p>Agenda Item No. 9.3: Health & Safety Annual Report and Policy</p> <p>The Board considered the annual Health & Safety report. Tony Johnson noted that overall the number of accidents had reduced although accidents reportable to RIDDOR had increased. The Board noted that the incident response procedures and training had been reviewed and the associated disaster recovery and business continuity plans had been updated. A Health & Safety Committee for students had been established and members were also offered training including appropriate qualifications.</p> <p>It was RESOLVED to note and approve the activity detailed in the report, assured that it meets the College’s statutory duties.</p> <p>It was RESOLVED to note that there were no changes proposed to the Health & Safety Policy.</p>
B19/151	<p>Agenda Item No. 9.4: Complaints Annual Report</p> <p>The Board considered the Complaints annual report. It was noted that there had been an increase from 2017/18 mainly in Health.</p> <p>The Board discussed how the College learnt from complaints and the interventions and support offered to learners and teams to ensure a customer centred approach.</p> <p>The Board agreed that future reports would consider the learning culture.</p> <p>It was RESOLVED to note and approve the activity detailed in the report, assured that it meets the College’s statutory duties.</p>

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PERFORMANCE REPORTS	
B19/152	<p>Agenda Item 10.1: Balanced Scorecard</p> <p>David Reeve presented the Balanced Scorecard and noted a number of amber performance areas.</p> <p>The Board discussed the results and in particular employer perceptions and how the College engaged and gathered feedback from local businesses.</p> <p>It was RESOLVED to note the Balanced Scorecard.</p>
B19/153	<p>Agenda Item 10.2: 2019/20 Learner Recruitment Update</p> <p>Ben Owen presented the Learner Recruitment Update and noted that ESFA, and 19+ were forecast to achieve their targets.</p> <p>Apprenticeships were behind target but the College was confident that the target would be achieved.</p> <p>Higher Education recruitment was disappointing and it was noted that competition from local HEI's, making unconditional offers, were having a significant impact on student numbers.</p> <p>The Board discussed the report and it was noted that budgets and future provision would be reviewed during performance reviews.</p> <p>It was RESOLVED to note the Learner Recruitment Update.</p>
FINANCIAL REPORTS	
B19/154	<p>Agenda Item 11.1: Year end Management Accounts</p> <p>David Reeve presented the management accounts and highlighted the College's strong performance. For the period 2018/19. It was noted that these accounts were for the College only and would form the basis of the financial statements which would be presented to the Audit Committee and then Board in December.</p> <p>The Board noted that there was an underspend on staffing. This reflected prudent income and resourcing targets within performance based budgets</p>

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	<p>as well as vacancy factors. The Board noted that the College did invest in staffing where it was required and that the additional funding will be used to further strengthen and improve the quality and teaching resource.</p> <p>The Board discussed changes to the way that pensions were reflected in the College accounts and it was noted that future liabilities had increased significantly following the recent triennial revaluation. Yiannis Koursis noted that the College had challenged valuation assumptions to reflect the local environment.</p> <p>It was RESOLVED to note the year end management accounts</p>
COMMITTEE BUSINESS	
B19/155	<p>Agenda Item No. 12: Audit Committee</p> <p>Clare Partridge updated the Board on the recent Audit Committee meeting.</p> <p>The committee had made a number of recommendations regarding the ITS Audit, these had been addressed earlier in the meeting.</p> <p>The Board noted that the Annual Internal Audit Report indicated good controls were in place.</p> <p>The Board also noted that the audit committee were recommending the approval of the financial regulations and regulatory self-assessment questionnaire to the Board.</p> <p>It was RESOLVED to note and approve the Minutes of the meeting of the Audit Committee held on 17 September 2019.</p> <p>It was RESOLVED to note the annual internal audit report</p> <p>It was RESOLVED to approve the Financial Regulations.</p> <p>It was RESOLVED to approve the regulatory self-assessment questionnaire.</p>
B19/156	<p>Agenda Item No. 13.1: Minutes of ITS Board meeting held on 9 July 2019</p> <p>Kay Dickinson presented the minutes of the last ITS meeting. It was noted that there were a number of items discussed at the Board meeting which would also be raised at the ITS Board meeting on 21 November 2019.</p>

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	It was RESOLVED to note the Minutes of the meeting of the ITS Board held on 9 July 2019.
MATTERS FOR INFORMATION:	
B19/157	<p>Agenda Item No. 14: 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>
B19/158	<p>Agenda Item No. 15: Date and time of next meeting of the Board</p> <p>Tuesday 26 November 2019 – 4.00pm - Creative Session (Digital/Industry 4.0)</p>

Part I of the meeting closed at 6.22pm

Signed (Chair): **Dated:**