

**Minutes of the meeting of the Board of Governors held on Tuesday 24 March 2020 at
4.00pm (virtual meeting)**

Present: Simon Perryman (Chair)
 Nick Bowen (Vice Chair)
 Helen Jaggard (Vice Chair)
 Yiannis Koursis (Principal and CEO)
 Kay Dickinson (Governor)
 Conor Moss (Governor)
 Simon Taylor (Governor)
 Peter Clarkson (Staff Governor)
 David Shepherd (Governor)

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

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
B20/007	Agenda Item No. 1: Quorum The meeting was quorate.
B20/008	Agenda Item No. 2: Apologies for Absence Apologies were received from Daniel Lea
B20/009	Agenda Item No. 3: Declarations of interest: There were no declarations of interest.

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B20/010	<p>Agenda Item No. 4a: Minutes of the last meeting held on 17 December October 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 17 December 2019.</p>
B20/011	<p>Agenda Item No. 4b: Minutes of the last meeting held on 27 February 2020 (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 27 February 2020.</p>
B20/012	<p>Agenda Item No. 5: Matters arising from the last meetings (Part I)</p> <p>The Board agreed that whilst the College was impacted by Covid-19, Board meetings would focus on key items only and other items would be deferred to future meetings.</p> <p>As the papers had been produced before the College closure, Governors had been asked to focus on a small number of key items and if they had any questions regarding other items they should be addressed to Yiannis Koursis. If no questions were received by Tuesday 31 March then the items would be considered as approved.</p>
MATTERS FOR CONSIDERATION / DECISION	
B20/013	<p>Agenda Item No. 8.1: Principal's report and COVID-19</p> <p>Yiannis Koursis presented the Principals report and Covid-19 update. He thanked SLT for their support and leadership in difficult times. He noted that the College had been preparing for a move to online learning and working for the last 4 weeks and that the process had been seamless when implemented this week.</p> <p>In addition to work at the College he was liaising with the Barnsley Chronicle regarding an article on what it means for the College to be closed, he had attended the local Secondary School Heads Cobra meeting</p>

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	<p>with the BMBC Executive Director for Children’s Services last week, written formally to UCU regarding how the College was supporting staff and had offered the local NHS trust use of College buildings should an extension to hospital be required. It was noted that students who received free school meals were having funds redirected to their bank accounts.</p> <p>Staff and students had received regular emails and updates via Buzz. These were also forwarded to Governors and were available on the Governor’s college email accounts. Yiannis Koursis noted that all of the College buildings had closed on Friday 20 March 2020 and all staff and students had been directed to the 6th Form College Building. On Monday (23rd) 15 students had attended (9 who were reportable and 2 that the College considered vulnerable). The majority had attended to seek IT and remote study support. No students had attended on the 24th of March and the decision had been made to close the College taking into account the government advice of the previous evening regarding limiting contact.</p> <p>The Governors noted that SLT were meeting twice daily.</p> <p>On behalf of the Board, Simon Perryman thanked Yiannis Koursis, the SLT and all staff for their hard work, over the last few weeks, so that we were so well prepared.</p> <p>Liz Leek then presented an update on Students to the Board. She noted that it was gratifying to see how quickly the College had been able to move online with activities including tutorials, safeguarding and daily contact with the looked after, EHCP and vulnerable students as well as those who were presenting with anxiety. TLMs were contacting students regularly.</p> <p>Students and parents were being kept updated including those who were due to come into the College soon for assessments. A daily cultural capital email was also being sent to students. Government vouchers are expected to kick in shortly and bus passes have continued to be issued. It was noted that in extremis students could also be visited in their home.</p> <p>David Shepherd noted that there had been a peak in suicides in Barnsley (it was clarified that none of these were students) and it was agreed that the College would make contact with Diane Lea at BMDC regarding mental health support.</p> <p>Helen Jaggard noted that she had spoken today to Liz Leek regarding the provisions for Safeguarding at the College and noted that she was assured by the work that being undertaken.</p>

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	<p>Conor Moss asked what was happening with students on placement. It was noted that some were continuing where they could work safely from home and some had ceased. It was hoped that they could be restarted in the summer.</p> <p>Toni Rhodes presented to the governors the work that was being undertaken to ensure students continued to learn. Lessons were being planned as timetabled. Each lesson for the next month had been gathered from staff to run online. Attendance was still being marked and engagement monitored. It was noted that this was new to many staff but she had been very impressed with the quality and standard of teaching and learning that she had seen so far. Classes were being delivered between 9 and 11 with a break for lunch before continuing for an afternoon session. Learning walks had been introduced and, so far, 46 sessions had been dropped into remotely with good learning and planning observed. Feedback was being given to staff on all observations. A teaching and learning webinar is being offered daily for all staff at 12.30pm and a live chat facility with the learning technology team was available with the opportunity for students to ask questions remotely as well.</p> <p>Conor Moss asked how learners without devices were being supported. Toni Rhodes noted that these had been provided for those who needed them and that IT had extended their hours from 7am to 7pm to support staff and students. Some students had attended the college on Monday to collect equipment. It was also noted that 3 staff had been provided with tethered phones.</p> <p>Tony Johnson presented a report on work being done to support staff. He noted that all staff were now working from home. Managers had been preparing for the last 4 weeks discussing with their teams what could be done from home as well as communicating and checking in on them and monitoring potential social isolation. Reasonable costs would be covered and managers were distributing wellbeing website links and providing reassurance where appropriate. It was noted that this was a critical period for the College and when normality resumes, staff would be expected to be prepared for the New Year. It was noted that estates would be using the opportunity to undertake some statutory testing.</p> <p>Tony Johnson noted that some staff were currently self isolating for various periods and stated that no periods would be recorded as sickness absence. HR were still reviewing variable hours contracts and working closely with managers.</p> <p>Governors noted that the pandemic was now in the BAF and Business Continuity Plan.</p>

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	<p>Helen Jaggar commented that it all appeared to be very well organised and commended the teams.</p> <p>Simon Perryman asked what action was being taken with agency staff. It was noted that Heads of Department were reviewing requirements and there had been a significant reduction in usage. There was still some requirement in specialist fields and CSTEM where there are staff shortages.</p> <p>Conor Moss asked if there had been any issues raised regarding balancing work and childcare. Tony Johnson noted that there had been no specific queries as yet but managers would flexible around time of day and work undertaken.</p> <p>David Akeroyd updated the Board on T-Levels and Sci-Tech. It was noted that there had been no formal updates on the future of T-Levels but that the awarding bodies had asked for a 12 month delay in the launch. There had already been some postponement of the removal of funding in subject areas and it was agreed that the Board would be kept updated on any changes to T-Levels.</p> <p>It was RESOLVED to keep the Board updated on T-Levels.</p> <p>David Akeroyd noted that Interserve were now managing the Sci-Tech building and work was on track and on plan. Peter Carter was now based on site and receiving daily updates. It was expected that they would withdraw from the site eventually and the College was taking advice on costs and the legal position.</p> <p>David Shepherd asked about force majeure and legal advice. David Akeroyd noted that legal advice was being taken and that Peter Carter was working closely with Interserve. The framework means that force majeure was not covered and the College were looking at this and taking legal advice before final contracting.</p> <p>Simon Perryman asked about Apprenticeships and ITS. It was noted that remote learning was available and trainer assessors were completely online. A drop off was expected as learners cannot remain at work in some sectors but they were being refocused on the off the job element of the learning. A break in learning would only be considered as a last resort. Health apprentices were the biggest issue and employers were being reminded that although there was a requirement for 20% off the job learning this could be facilitated in the future.</p> <p>Liz Leek updated the Board on work to ensure student progression. It was noted that each year the College supported students both with and</p>

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	<p>without GCSEs and found them appropriate programmes and this would continue this year. The Board discussed HE students and noted that an additional 40 students had received unconditional offers in the last few days. Students were being encouraged to take their time to make the right decisions. HE students were also being encouraged to continue with their studies.</p> <p>Yiannis Koursis presented the remaining items from the Principals report. ITS were progressing well, quality was improving, staff issues had been addressed and recruitment was going well. Steve Hepworth had been a good appointment. Kay Dickinson reinforced this and noted that, at the meeting last week, the positive progress had been noted and she hoped that they would be able to recover quickly. Nick Bowen also noted his confidence in the new management.</p> <p>Simon Perryman noted that Covid-19 would impact on much of the progress made. Yiannis Koursis acknowledged this but felt that the planning and foundations were now in place to support ITS as a profitable subsidiary.</p> <p>Yiannis Koursis noted that expenses at ITS had been an issue that had been addressed and that Smartstyle had now been relocated to Barnsley. Costs had been reduced and it had been expected to break even by the end of the year prior to the impact of Covid-19.</p> <p>Yiannis Koursis briefed the Board on the IoT plans, working with the region's colleges to submit an expression of interest for a hub model of delivery. Barnsley College would offer Digital and Construction. It was noted that evaluation would be delayed but that it presented a great opportunity to work in partnership with regional providers and enhance the College's offer to employers. The College had also been approached by the FE Commissioner's office about the Strategic Prospects Appraisal of the National College for High Speed Rail now the National College of Advanced Transport and Infrastructure.</p> <p>Conor Moss noted the positive moves and the opportunities that the project would offer for the region and stakeholders.</p> <p>It was RESOLVED to note the work of the College in preparing for and operationalising remote working and learning and providing a detailed update on the work undertaken to support staff and students. Governors commended SLT for their work to date.</p>
B20/014	Agenda Item No. 10.1: Management Accounts

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	<p>Laila Lawton updated the Board on the financial position. They had been working on the worst case scenario for cash flow over the next 12 months and the impact of a decline in income. The prediction was for a £7m balance with a £2m reduction if there was no apprenticeship income. She was working on the impact of returning tuition fees and a decline in commercial income from the farm, catering and the sports village. It was noted that actuals were in line with predictions until Covid-19.</p> <p>There were issues with staffing costs in 2 departments which were likely to result in the pay budget being exceeded. There had been a large cost in agency staff up until Christmas although this had subsequently been identified and addressed and a new process and framework had been implemented.</p> <p>Laila Lawton noted that she did not expect to meet the £5m EBITDA budget but did expect to meet the College financial targets with immediate action being taken to reduce costs on variable hours, agency costs and the recruitment of new staff as well as reviewing non-essential costs. An extra layer of approvals for expenditure was also being introduced. Laila Lawton shared budget and forecast figures and the Board noted the following:</p> <table border="1" data-bbox="391 1198 1391 1518"> <thead> <tr> <th></th> <th>Budget</th> <th>Forecast</th> <th>On track</th> </tr> </thead> <tbody> <tr> <td>EBITDA min of £4m</td> <td>£5.1m</td> <td>£4m</td> <td>Y</td> </tr> <tr> <td>Debt service cover at least 1.5x</td> <td>2.10</td> <td>1.69</td> <td>Y</td> </tr> <tr> <td>SFA Financial Health Points min of 180</td> <td>240</td> <td>190</td> <td>Y</td> </tr> </tbody> </table> <p>Laila Lawton noted that she had taken 20 points off the financial health to reflect the impact of EBITDA reducing to £4m as a result of the initial appraisal regarding the impact of COVID-19.</p> <p>Kay Dickinson asked why other revenue spend was over budget and Laila Lawton noted that utilities costs had been higher than budget as the College had dropped briefly out of contract as well as increased usage costs plus a number of required maintenance tasks.</p> <p>The Board noted that staff costs were an issue in CSTEM and it was agreed that this Department should be prioritised for a further deep dive in the new year.</p> <p>It was RESOLVED to undertake a deep dive in CSTEM in the New Year.</p>		Budget	Forecast	On track	EBITDA min of £4m	£5.1m	£4m	Y	Debt service cover at least 1.5x	2.10	1.69	Y	SFA Financial Health Points min of 180	240	190	Y
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	<p>Laila Lawton updated the Board on future planning and noted that work would continue on business and curriculum planning and a budget would be produced.</p> <p>Conor Moss asked what the College's appetite was regarding the expected sector changes resulting from Covid-19 and especially around independent training providers. Yiannis Kouris noted that SLT had discussed the opportunities and would revisit once the dust had settled.</p> <p>It was RESOLVED to note the financial update and predictions.</p>
B20/015	<p>Agenda Item No. 11.1: Balanced Scorecard</p> <p>Ben Owen presented the Balanced Scorecard and noted the feedback received following the Strategic Seminar. More work would be undertaken next year to engage with the Student Governors. A creative session on the Curriculum Pillar was planned for the Board on 28 April.</p> <p>The Board had no comments on the Balanced Scorecard.</p> <p>It was RESOLVED to note the Balanced Scorecard</p>
B20/016	<p>Agenda Item No 11.2: Board Assurance Framework</p> <p>Tony Johnson updated the Board on changes to the BAF which included the introduction of the pandemic, apprenticeships, non-levy funding and the impact of deep dives.</p> <p>It was RESOLVED to note the Board Assurance Framework.</p>
B20/017	<p>Agenda Item 11.3: DfE Performance Tables</p> <p>Toni Rhodes highlighted the positive areas from the performance tables as well as the areas for improvement. Tables had been produced which allowed governors to see benchmarks against other outstanding colleges.</p> <p>Governors were asked to review the paper and email Toni Rhodes if they had any questions. If no questions were received by Tuesday 31 March then the item would be considered as approved</p> <p>Simon Perryman noted different approaches that he had seen recently to Maths and English at other colleges and Toni Rhodes stated that this could</p>

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	<p>vary across colleges depending on whether they offered GCSEs and functional skills. Visits had been arranged to look at best practice in the future.</p> <p>It was noted that there had been an overall improvement in the majority of areas. Further reflection on the results would take place at the next meeting.</p> <p>It was RESOLVED to note the DfE Performance Tables.</p>
B20/018	<p>Agenda Item 11.4: GCSE Mid Year Position</p> <p>Toni Rhodes presented the paper on the GCSE mid year position and noted that the college now operates a ‘one year’ model for GCSE retake learners. This means that all learners on resit courses were entered for the November resit window. It was noted that not every college took this approach.</p> <p>It was RESOLVED to note the GCSE Mid Year position.</p>
B20/019	<p>Agenda Item No 12.2: Board Appointments</p> <p>The Clerk updated the Board on the recent staff governor election process and noted that Chelle Charlesworth was nominated and duly elected according to the staff governor recruitment process.</p> <p>It was RESOLVED to approve the appointment of Chelle Charlesworth to the Barnsley College Board of Governors as a staff governor.</p>
B20/019	<p>Agenda Item No 17.1 - ITS Board Meeting</p> <p>Kay Dickinson presented the minutes from the last ITS meeting and noted their positive progress.</p> <p>It was RESOLVED to note the minutes of the ITS meeting.</p>
B20/020	<p>Any other business</p> <p>Yiannis Koursis updated the Board on two contracts that would require board approval and signing in the coming week. The Board noted that the current situation relating to Covid-19 should not be allowed to delay any work or contracting if at all possible.</p>

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	<p>Due to social isolation and distancing guidance it was proposed that Laila Lawton would be given permission to sign two contracts on the College's behalf and apply the College seal. Governors would be asked to co-sign any relevant paperwork as appropriate once regulations on social distancing were relaxed.</p> <p>It was RESOLVED to allow Laila Lawton to sign two contracts on behalf of the Board of Governors.</p> <p>The first was the LEP project which the Board had discussed at length over the last few months, the contract was as expected and had been reviewed by the College's legal representatives. The Board agreed that this contract could be signed, on behalf of the Board, by Laila Lawton and the College Seal applied.</p> <p>It was RESOLVED to approve the signing of the LEP contract.</p> <p>The second contract was a £3.76m contract with Interserve for the work on Sci-Tech. This was in line with expectations and had been discussed at the Sci-tech project board meeting last week.</p> <p>Kay Dickinson noted that she had been present at the meeting and they had been through the detail of the contract. She noted that she was happy to recommend to the Board that they delegate authority to Laila Lawton to sign the contract on behalf of the governors and apply the College Seal. The Board agreed that this contract could be signed, on behalf of the Board, by Laila Lawton and the College Seal applied.</p> <p>It was RESOLVED to approve the signing of the Interserve contract.</p> <p>The Clerk noted that colleges across the network were facing similar decisions and approval requests and assured the Board that supporting this temporary measure was in line with other practice.</p> <p>Simon Perryman reminded Governors that if they had any questions relating to any other items on the agenda, questions should be sent to Yiannis Koursis who would coordinate a response. If no questions were received within a week then it would be assumed that the items had been approved.</p> <p>Simon Perryman noted the success of the College and the SLT team in addressing and preparing for the issues of COVID-19 and supporting both staff and students. Significant progress had been made in challenging circumstances and he was confident that the College was ahead of the curve.</p>

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	<p>Governors discussed how to keep up to date with the College and its business and provide appropriate strategic leadership and support and it was agreed that a regular catch up would be facilitated along with a monthly meeting via Microsoft Teams.</p> <p>The Clerk would send out invitations.</p> <p>It was RESOLVED to invite governors to a regular Chair/Vice Chair catch up and monthly Microsoft Teams meeting.</p>
B20/021	<p>Date and Time of the next meeting:</p> <p>Tuesday 28 April 2020</p>

Part I of the meeting closed at 6:15

Signed (Chair): **Dated:**

Note added 21 April 2020 – no further questions relating to any of the items discussed at the meeting or made available to governors as papers or appendices (B20/020) within the timeline of one week.