

**Minutes of the meeting of the Board of Governors held on Tuesday 20 October 2020 at
4.00pm (virtual meeting)**

Present: Simon Perryman (Chair)
 Nick Bowen (Vice Chair)
 Helen Jaggar (Vice Chair)
 Chelle Charlesworth (Staff Governor)
 Kay Dickinson (Governor)
 Bethanie Jacobs (Student Governor)
 Tracey Johnson (Governor)
 Yiannis Koursis (Principal and CEO)
 Marie Lang (Governor)
 Conor Moss (Governor)
 Ben Sigsworth (Student Governor)
 David Shepherd (Governor)
 Helen Weatherston (Staff Governor)

In attendance: Heather Jackson (Director of Governance and Clerk to the Board)
 David Akeroyd (Deputy Principal – Development & Productivity)
 Tony Johnson (Vice Principal – Corporate Services)
 Leela Kelly (Apprentice)
 Laila Lawton (Vice Principal – Finance)
 Liz Leek (Deputy Principal – Culture, Place & Communities)
 Toni Rhodes (Vice Principal Quality & Access to Learning)

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
B20/100	Agenda Item No. 1: Quorum The meeting was quorate.
B20/101	Agenda Item No. 2: Apologies for Absence Apologies were received from Ian French.
B20/102	Agenda Item No. 3 - Declaration of Interests

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	<p>Tracey Johnson declared her interests as an employee of Barnsley Metropolitan District Council and noted that Wellspring Trust and ITS were both tenants of the Digital Media Centre which she managed.</p> <p>Kay Dickinson declared her interest as a Chair of NOCN, ITS, Smartstyle, BCDC and Think.</p> <p>Yiannis Koursis declared his interest as a Director of ITS, Smartstyle, BCDC, Think and ITrust and a Trustee at Wellspring Trust.</p>
B20/103	<p>Agenda Item No. 4: Minutes of the last meetings held on 14 July 2020.</p> <p>The Minutes were approved as a correct record.</p> <p>It was RESOLVED to approve the Minutes of the meeting held on 14 July 2020.</p> <p>The Chair signed the Minutes virtually.</p>
B20/104	<p>Agenda Item No. 5: Matters arising from the last meetings</p> <p>There were no matters arising.</p>
B20/105	<p>Agenda Item No. 6: Rolling action list</p> <p>It was RESOLVED to note the Rolling action list.</p>
B20/106	<p>Agenda Item No. 7: Notification of any other business</p> <p>The Clerk noted that no questions had been raised before the meeting and therefore the starred items would be considered approved.</p> <p>There were no other items of business.</p>
B20/107	<p>Agenda Item No. 8: Black Lives Matter</p> <p>The Deputy Principal Culture, Place and Communities provided a briefing on Black Lives Matter and updated the Board on the work undertaken by the College to address this agenda.</p>

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	<p>Governors were updated on the focus of the work that the College was undertaking including work with staff and students, enabling people to commence the journey themselves, talk about new languages and asking difficult questions.</p> <p>Governors noted that the College was looking at its systems, structures and practices in addressing the agenda.</p> <p>Governors thanked the Deputy Principal Culture, Place and Communities for her powerful and passionate presentation and noted that it would be useful to hear a student perspective as well as stakeholder and employer influence.</p> <p>It was RESOLVED to note the Black Lives Matter discussion.</p>
	<p>Tracey Johnson joined the meeting at 16:23. Kay Dickinson joined the meeting at 16:41.</p>
B20/108	<p>Agenda Item No. 9: Principal's Report</p> <p>The Principal presented the highlights from his report.</p> <p>Governors noted that the College expected a 2 day Ofsted visit after half term which would result in an informal report. Formal visits were expected to commence in the New Year.</p> <p>It was RESOLVED to approve the adoption of the International Holocaust Remembrance Alliance working definition of Antisemitism.</p> <p>It was RESOLVED to note the Principal's report.</p>
B20/109	<p>Agenda Item No. 11.1: Draft Year End Position</p> <p>The Vice Principal Finance presented the draft year end position.</p> <p>Governors noted that despite the pandemic the College had managed its finances throughout the period and had achieved key financial targets and bank covenants. Group income was 1% below budget and EBITDA is £0.1m below budget. The financial health grade is outstanding.</p> <p>The Vice Principal Finance noted that since the papers had been issued she had received further advice regarding the issuing of a promissory note regarding the Think debt of £62k.</p>

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	<p>It was RESOLVED to authorise the Principal and Clerk to sign the promissory note on behalf of the Board.</p> <p>Governors noted the implications of the pension valuation and impairment proposals.</p> <p>Governors noted that actions had been taken to prevent direct recruitment of agency staff in the future.</p> <p>The Chair, on behalf of the Board, congratulated the senior leadership team on their achievements in reaching such a strong financial position despite very challenging circumstances.</p> <p>It was RESOLVED to note the draft year end position report.</p>
B20/110	<p>Agenda Item No. 11.2: Capital 2020/21</p> <p>The Vice Principal Finance presented the FE capital allocation report and noted the proposal to spend £1.5m on upgrading Fleets, Wigfield Farm and minor capital works across other sites.</p> <p>The Vice Principal Finance noted that proposed costs for works at Wigfield Farm had increased to £750k against the proposed contract in the paper of £400k. It was expected that this would reduce to £650k. Governors would be kept up to date with the final figures. The project was expected to be completed by the end of March.</p> <p>It was RESOLVED to give approval for the Principal to enter into a building contract for works at Wigfield Farm for up to £750k.</p> <p>It was RESOLVED to approve the Principal to enter into a 3G pitch upgrade contract for up to £250k.</p>
B20/111	<p>Agenda Item No.10: Sci Tech Basement Development</p> <p>The Deputy Principal Development and Productivity presented the report on the proposed co-investment and development of the basement and car park area of Sci-Tech. It was noted the Sheffield City Region were providing funding of £1.455m and Governors were asked to approve the remaining £0.245m. Savings made from the current SciTech project will provide some of the College contribution with the remainder being provided through funds released from the Fleets project and the DfE Building Condition capital grant.</p>

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	<p>Governors noted the proposal that the current arrangements with the existing main contractors be retained. It was noted that as the initial contracts were procured through the framework this was acceptable under the public contract's regulations.</p> <p>The time lines to complete the project were noted.</p> <p>It was RESOLVED to approve the development of the basement and car park area of SciTech.</p> <p>It was RESOLVED to approve the total budget of £1.7m and the College contribution of £0.245m</p> <p>It was RESOLVED to approve the delegation of the management of the project to the SciTech Project Board.</p> <p>It was RESOLVED to delegate the project budget authority to the Principal/CEO.</p>
B20/112	<p>Agenda Item No. 12.1: Balanced Scorecard 2019-20 Closure</p> <p>The Principal presented the Balanced Scorecard.</p> <p>Governors noted some targets had not been met as planned due to the pandemic but that the overall report was very helpful in enabling Governors to see the issues and how they are embedded in the way the College operates.</p> <p>It was noted that the Apprenticeship Deep Dive had started and would report to the Board by the end of the year.</p> <p>Governor's commended the report and the achievements of the year despite the challenging circumstances.</p> <p>It was RESOLVED to approve the report and the assurance that it provides.</p>
B20/113	<p>Agenda Item No. 12.2: Board Assurance Framework Quarter 4</p> <p>The Vice Principal Corporate Services presented the Quarter 4 Board Assurance Framework noting that it formed a key part of the whole college assurance mapping process.</p>

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	<p>Governors noted that servicing the debt remained the highest risk. Monthly reporting on Apprenticeships was now in place and additional work was in place to support culture and behaviour issues with direct entry students.</p> <p>It was RESOLVED to approve the interventions provided through the report and note that they provide adequate assurance against the risks identified.</p>
	<p>Conor Moss left the meeting at 17:29</p>
<p>B20/114</p>	<p>Agenda Item 12.3: Student Surveys – FE</p> <p>The Vice Principal Quality presented the Student Survey FE.</p> <p>Governors noted that the report provided an initial high level view of results. Teams were now looking at the detail and hotspots and would produce an action plan by programme. The College was investigating using technology to capture learner feedback.</p> <p>It was RESOLVED to note that the report provided the Board with adequate assurance regarding the quality of education in FE provision.</p> <p>It was RESOLVED to note the proposed actions.</p>
<p>B20/115</p>	<p>Agenda Item No. 12.4: Student Surveys - NSS</p> <p>The Vice Principal Quality presented the Student Survey NSS.</p> <p>Governors noted that satisfaction rates had increased by 6% to 88% and this score was the best in the region and comparable to the scores at many higher education institutions. It was also 5% above the national average.</p> <p>Governors commended the work of the team in achieving such a positive result.</p> <p>It was RESOLVED to note that the report provided the Board with adequate assurance regarding the quality of education in Higher Education provision.</p>

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<p>B20/116</p>	<p>Agenda Item No. 13: Strategic Seminar Update</p> <p>The Principal updated the Board on plans for the Strategic Seminar with a theme of 'Futures'. A draft agenda would be presented at the Board meeting in November.</p> <p>It was RESOLVED to approve the theme and focus for the strategic seminar.</p> <p>It was RESOLVED to invite Sue Clarke as a facilitator of the main strategy session.</p>
<p>B20/117</p>	<p>Agenda Item No. 14: Keeping Children Safe in Education (KPCSiE)</p> <p>The Deputy Principal Culture, Place and Communities presented the report and key updates to KPCSiE.</p> <p>Governors noted the College's response to legislative changes and the update to the policy particularly around county lines and upskirting.</p> <p>It was noted that a Link visit was scheduled later that week.</p> <p>It was RESOLVED to note the report</p> <p>It was RESOLVED to approve the Safeguarding Policy.</p>
<p>B20/118</p>	<p>Agenda Item No. 15: Covid-19 Update</p> <p>The Deputy Principals Corporate Services and Culture, Place and Communities presented the update.</p> <p>Governors noted that the College continues to amend and adjust its guidance for students and staff.</p> <p>Governors noted the actions taken by the College to Support Phase B and plans were in place to support students if the region moved into Tier 3.</p> <p>The Chair, on behalf of the Board, thanked the Principal, Senior Leadership Team and College staff for the huge amount of work that they had done to ensure that College has continued to operate during the pandemic.</p>

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	<p>It was noted that a Health and Safety Link visit was scheduled for that week.</p> <p>It was RESOLVED to note the report.</p>
	<p>Tracey Johnson left the meeting at 17:56</p>
B20/119	<p>Agenda Item No. 16 : Learner Numbers</p> <p>The Deputy Principal Development and Productivity presented an update on Learner Numbers.</p> <p>Governors discussed AEB headcount and it was noted that recruitment continued during the year.</p> <p>It was RESOLVED to note the report.</p>
B20/120	<p>Agenda Item No. 17: Sub-contracting Policy</p> <p>It was RESOLVED to approve the updated Sub-contracting Policy and note that it provided adequate assurance against the risks identified.</p>
B20/121	<p>Agenda Item No. 18: Health and Safety Policy</p> <p>It was RESOLVED to approve the Health and Safety Policy and note that it provided adequate assurance against the risks identified.</p>
B20/122	<p>Agenda Item No. 19: Audit Committee</p> <p>It was RESOLVED to note the minutes of the meeting held on 22 September 2020.</p> <p>It was RESOLVED to approve the ESFA Questionnaires and note that they provided adequate assurance against the risks identified.</p> <p>It was RESOLVED to note the changes to the terms of reference.</p>
B20/123	<p>Agenda Item No. 20: Governance and Search Committee</p> <p>The Chair of the Governance and Search committee noted that:</p>

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	<ul style="list-style-type: none"> • a further governor recruitment exercise was planned for November. • Nick Bowen had agreed to Chair the Remuneration Committee until the end of his term of office. • Marie Lang had agreed to become the Link Governor for SEND • The attendance rate target for meetings in 2020/21 had been set at 80% <p>It was RESOLVED to note the minutes of the meeting held on 6 October 2020</p> <p>It was RESOLVED to note the summary table from the Board Review of Effectiveness.</p>
B20/124	<p>Agenda Item No. 21: Good News Report</p> <p>It was RESOLVED to note the Good News Report.</p>
B20/125	<p>Date and Time of the next meeting:</p> <p>Tuesday 10 November 2020 – Annual Reports Tuesday 15 December 2020 – Quality</p>

The meeting closed at 18:05

Signed (Chair): **Dated:**