

**Minutes of the meeting of the Board of Governors held on Tuesday 10 November 2020  
at 4.00pm (virtual meeting)**

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**Present:** Simon Perryman (Chair)  
 Nick Bowen (Vice Chair)  
 Helen Jaggard (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)  
 Simon Taylor (Governor)  
 Ben Sigsworth (Student Governor)  
 Helen Weatherston (Staff Governor)

**In attendance:** Heather Jackson (Director of Governance and Clerk to the Board)  
 David Akeroyd (Deputy Principal – Development & Productivity)  
 Ian French (Vice Principal – Funding and Performance)  
 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	
<b>PROCEDURAL MATTERS</b>	
<b>B20/126</b>	<b>Agenda Item No. 1: Quorum</b>  The meeting was quorate.
<b>B20/127</b>	<b>Agenda Item No. 2: Apologies for Absence</b>  Apologies were received from David Shepherd.

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<b>Minute</b>	
<b>B20/128</b>	<p><b>Agenda Item No. 3 - Declaration of Interests</b></p> <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. Kay Dickinson declared her interest as a Chair of NOCN, ITS, BCDC and Think. Helen Jaggar declared her interest as a Director of ITS. Yiannis Kouris declared his interest as a Director of ITS, BCDC and Think and as a Trustee of Wellspring Trust.</p>
<b>B20/129</b>	<p><b>Agenda Item No. 4: Minutes of the last meetings held on 20 October 2020.</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 20 October 2020.</p> <p>The Chair signed the Minutes virtually.</p>
<b>B20/130</b>	<p><b>Agenda Item No. 5: Matters arising from the last meetings</b></p> <p>There were no matters arising.</p>
<b>B20/131</b>	<p><b>Agenda Item No. 6: Rolling action list</b></p> <p>It was <b>RESOLVED</b> to note the Rolling action list.</p>
<b>B20/132</b>	<p><b>Agenda Item No. 7: Notification of any other business</b></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>
<b>B20/133</b>	<p><b>Agenda Item No. 8: IT Briefing</b></p> <p>The Director of IT updated governors on IT changes at the College and on Teams and iPads. 1-2-1 training sessions were also offered.</p>

Minute	
<p><b>B20/134</b></p>	<p><b>Agenda Item No. 9: Principals Report</b></p> <p>The Principal presented the highlights from his report.</p> <p>Governors noted that a Virtual Open Evening was being held at the College and were encouraged to join via the link provided.</p> <p>It was <b>RESOLVED</b> to note the Principals report.</p>
<p><b>B20/135</b></p>	<p><b>Agenda Item No. 10: Strategic Seminar</b></p> <p>The Principal presented the draft agenda for the Strategic Seminar. Following discussions around risk later in the meeting it was agreed that a session on risk and the BAF would be included in the agenda.</p> <p>It was <b>RESOLVED</b> to approve the Strategic Seminar agenda.</p>
<p><b>B20/136</b></p>	<p><b>Agenda Item No. 11: External Audit Engagement Letters</b></p> <p>The Vice Principal Finance presented the external engagement letters.</p> <p>It was <b>RESOLVED</b> to approve the external audit engagement letters for Barnsley College, BCDC, ITS, Smartstyle and Think.</p>
<p><b>B20/137</b></p>	<p><b>Agenda Item No. 12: Academic Year 2020/21</b></p> <p>The Vice Principal Quality presented the recommendation for a delayed start to the academic year 2020/21</p> <p>It was <b>RESOLVED</b> to approve the delayed start to the academic year 2020/21.</p>
<p><b>B20/138</b></p>	<p><b>Agenda Item No.13: Learner Destinations FE Report, External Verification Reports, Analysis of Complaints.</b></p> <p>Governors noted that items 13, 20 and 21 would be taken together as they provided assurance across the quality pillar.</p>

<b>Minute</b>	
	<p>The Vice Principal Quality presented the Learner Destinations report and noted the actions that had been put in place. Governors noted the overall destination and progression rate was excellent at 94.2%.</p> <p>Governors noted that complaints had reduced this year and that was supported by the external verification reports. Governors noted the external verification summary with no sanctions, blocks or removal of direct claim status.</p> <p>It was <b>RESOLVED</b> to approve the Learner Destinations FE Report and the assurance that it provides.</p> <p>It was <b>RESOLVED</b> to approve the analysis of the External Verification report and the assurance that it provides.</p> <p>It was <b>RESOLVED</b> to approve the analysis of Complaints report, noting the assurance that it provided.</p>
<b>B20/139</b>	<p><b>Agenda Item No. 14: Annual Risk Management Report</b></p> <p>The Vice Principal presented the Annual Risk Management Report and noted the approach the College has taken to risk management including the introduction of the new assurance based governance model.</p> <p>Governors noted that the plans had been put through real life testing during the lockdown and this had been backed up through the audit process which had achieved the highest possible rating and had been noted by the auditors as one of the best business continuity plans that they had seen.</p> <p>Governors discussed risk, risk appetite and the management of risk. It was agreed that risk would be added to the agenda at the Strategic Seminar.</p> <p>Governors agreed that the report highlighted the impact of Covid-19 on risks during the year.</p> <p>It was <b>RESOLVED</b> to approve the report and the assurance that it provides.</p> <p>It was <b>RESOLVED</b> to approve the Risk Management Policy.</p> <p>It was <b>RESOLVED</b> to approve the Disaster Recovery and Business Continuity Policy.</p>

Minute	
<p><b>B20/140</b></p>	<p><b>Agenda Item No. 15: Annual Human Resources Report</b></p> <p>The Vice Principal Corporate Services presented the Annual Human Resources Report highlighting key points including:</p> <ul style="list-style-type: none"> <li>• Support for stress related illness</li> <li>• The College’s commitment to not outsourcing some roles which may impact on the gender pay gap.</li> <li>• Improvements in industrial relations</li> <li>• Changes in staff engagement and planned work</li> <li>• Staff development spend</li> <li>• Issues with recruitment in some curriculum areas</li> </ul> <p>Governors commended the report and the marked changes in culture at the College over the last 18 months.</p> <p>It was <b>RESOLVED</b> to approve the Annual Human Resources Report and the assurance that it provides.</p> <p>It was <b>RESOLVED</b> to approve the Pay Policy</p> <p>It was <b>RESOLVED</b> to approve the Disciplinary Policy and Procedure</p> <p>It was <b>RESOLVED</b> to approve the Grievance Policy and Procedure.</p> <p>It was <b>RESOLVED</b> to approve the Recruitment and Selection Policy and Procedure</p> <p>It was <b>RESOLVED</b> to approve the Governors Appeal Panel Policy and Procedure.</p>
<p><b>B20/141</b></p>	<p><b>Agenda Item 16: Safeguarding and Prevent Annual Report</b></p> <p>The Deputy Principal Culture, Place and Communities presented the Safeguarding report and noted that there had been an increase in safeguarding issues reported since lockdown.</p> <p>Governors noted the additional support and services that were available to students and the Link Governor provided additional assurance from a recent Link Meeting.</p>

<b>Minute</b>	
	<p>Governors discussed resources and it was noted that the College was now training staff in trauma response. Governors were reminded that the College had won an AoC Beacon Award for Mental Health and Wellbeing in 2020. Governors noted that students were also undertaking Mental Health First Aid Training.</p> <p>It was <b>RESOLVED</b> to approve that the Safeguarding and Prevent report and the assurance that it provides.</p>
<b>B20/142</b>	<p><b>Agenda Item No. 17: Equality and Diversity Annual Report</b></p> <p>The Deputy Principal Culture, Place and Communities presented the Equality and Diversity Annual report.</p> <p>Governors noted that there were no significant achievement gaps in the majority of areas. The Link governor noted that the report met all of the statutory requirements for governors and that a Link visit was planned for later in the week.</p> <p>Governors noted that the College was looking at how to support apprentices and employers in some areas.</p> <p>It was <b>RESOLVED</b> to approve the Annual Equality and Diversity report, noting the assurance it provides.</p>
<b>B20/143</b>	<p><b>Agenda Item No. 18: Annual Health and Safety Report</b></p> <p>The Vice Principal Corporate Services presented the Health and Safety report. It was noted that a link visit had been held the previous week.</p> <p>Governors noted that the HSE would be visiting STEM later in the week.</p> <p>It was <b>RESOLVED</b> to approve the Health and Safety Report and the assurance that it provides.</p>
<b>B20/144</b>	<p><b>Agenda Item No. 19: Annual Data Protection and GDPR report</b></p> <p>The Vice Principal Quality presented the report. It was noted the Data Protection Officer had completed the Practitioners Certificate in Data Protection and the College had now implemented GDPR sentry.</p> <p>It was <b>RESOLVED</b> to approve the Data Protection and GDPR report and the assurance that it provides.</p>

<b>Minute</b>	
	Bethanie Jacobs and Nick Bowen left the meeting at 18:00.
<b>B20/145</b>	<p><b>Agenda Item No. 22: Sub-contracting Controls Certificate</b></p> <p>The Vice Principal Funding and Performance presented the report.</p> <p>It was <b>RESOLVED</b> to approve the Subcontracting Controls Certificate and the assurance that it provides.</p>
<b>B20/146</b>	<p><b>Agenda Item No. 23: ITS Meeting</b></p> <p>It was <b>RESOLVED</b> to note the minutes from the ITS meeting held on 13 October 2020.</p>
<b>B20/147</b>	<p><b>Agenda Item No. 24: BCDC Meeting</b></p> <p>It was <b>RESOLVED</b> to note the minutes of the meeting held on 13 October 2020.</p>
<b>B20/148</b>	<p><b>Agenda Item No. 25: Good News Report</b></p> <p>It was <b>RESOLVED</b> to note the Good News Report.</p>
<b>B20/149</b>	<p><b>Agenda Item No 26: Link Visit Update</b></p> <p>Governors noted that Link visits for Safeguarding, Prevent and 14-16 provision, Health and Safety and 16-19 (including T-Levels) had taken place in the past few weeks and visits for Equality and Diversity, Special Educational Needs, HE and the Sixth form were planned in the coming week.</p> <p>Governors noted that the Deep Dive on Apprenticeships was continuing and would report back to the Board in due course.</p>
<b>B20/150</b>	<p><b>Agenda Item No 27: Reflection</b></p> <p>Governors noted that the meeting had been a good balance of spending time on appropriate issues.</p>

<b>Minute</b>	
	Governors thanked the senior leadership team for their hard work over the last 6 months and noted how proud they were of the positive progress of the College despite the impact of Covid-19.
<b>B20/151</b>	<b>Date and Time of the next meeting:</b> <b>Tuesday 15 December 2020 – Quality &amp; Finance</b>

The meeting closed at 18:05

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