

**Minutes of the meeting of the Board of Governors held on Tuesday 15 December 2020
at 4.00pm (virtual meeting)**

Present: Simon Perryman (Chair)
 Nick Bowen (Vice Chair)
 Helen Jaggard (Vice Chair)
 Chelle Charlesworth (Staff Governor)
 Gavin Day (Governor)
 Andrew Denniff (Governor)
 Kay Dickinson (Governor)
 Sharon Jandu (Governor)
 Tracey Johnson (Governor)
 Yiannis Koursis (Principal and CEO)
 Marie Lang (Governor)
 Conor Moss (Governor)
 Simon Taylor (Governor)
 David Shepherd (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)
 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)
 James Russell (Executive Director, Funding & Performance)
 Natalie Davison-Terranova (Bishop Auckland College)
 Pamela Petty (Bishop Auckland College)

PART I – For Publication

Minute	
PROCEDURAL MATTERS	
B20/159	Agenda Item No. 1: Quorum The meeting was quorate.
B20/160	Agenda Item No. 2: Apologies for Absence

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	<p>Apologies were received from Ian French and Bethanie Jacobs.</p> <p>It was noted that Chelle Charlesworth would be going on maternity leave from 18 December 2020 although she hoped to continue attending meetings remotely and to attend the Strategic Seminar. Governors passed on their best wishes.</p> <p>The Chair welcomed Natalie Davison-Terranova and Pamela Petty from Bishop Auckland College who were observing the meeting.</p>
B20/161	<p>Agenda Item No. 3 - Declaration of Interests</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 Jaggard declared her interest as a Director of ITS. Yiannis Koursis declared his interest as a Director of ITS, BCDC and Think and as a Trustee of Wellspring Trust. Conor Moss declared his interest in the IoT project through his role at Sheffield Hallam University.</p>
B20/162	<p>Agenda Item No. 4: Minutes of the last meetings held on 10 November 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 10 November 2020.</p> <p>The Chair signed the Minutes virtually.</p>
B20/163	<p>Agenda Item No. 5: Matters arising from the last meetings</p> <p>There were no matters arising.</p>
B20/164	<p>Agenda Item No. 6: Rolling action list</p> <p>It was RESOLVED to note the Rolling action list.</p>
B20/165	<p>Agenda Item No. 7: Notification of any other business</p>

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	<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>
<p>B20/166</p>	<p>Agenda Item No. 8: Board Appointments</p> <p>Governors noted the recent recruitment exercise and approved the appointment of Sharon Jandu, Gavin Day and Andrew Denniff to the Board of Governors of Barnsley College and Jenny Clough to the Board of ITS.</p> <p>It was RESOLVED to approve the appointment of Sharon Jandu, Gavin Day, Andrew Denniff and Jenny Clough.</p> <p>Sharon Jandu, Gavin Day and Andrew Denniff were welcomed to the meeting at 4:15pm</p>
<p>B20/167</p>	<p>Agenda Item No. 9: Christmas Seminar</p> <p>The Deputy Principal Culture Place and Communities updated the Governors on the Christmas Seminar and shared a short film.</p> <p>It was RESOLVED to note the update on the Christmas Seminar.</p>
<p>B20/167</p>	<p>Agenda Item No. 10: Principals Report</p> <p>The Principal presented the highlights from his report. It was noted that Ofsted had undertaken a remote visit to ITS and although the formal report had not yet been received the feedback had been very positive and had noted the clear business as usual approach taken by ITS and its staff and how exceptionally well organised the visit had been. Governors noted the distance travelled by ITS and Smartstyle since they had joined the College in February 2019 and thanked the ITS Managing Director and the Vice Principal Quality for their work in ensuring the visit went smoothly and successfully.</p> <p>The Principal updated the Governors on the AoC Beacon Awards. Barnsley was a Commended College for the Careers and Enterprise Company Award for Innovation in Careers and Enterprise and the Edge Award for Excellence in Real World Learning. The Marketing, Communications and PR Team had won the Gold Award in Events Management at the FE First</p>

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	<p>Awards. Governors congratulated the College for these achievements during a very challenging year.</p> <p>The Vice Principal Quality updated governors on the College's involvement in a national T Levels thematic survey which will involve deep dives as well as a student survey during a 3-day visit.</p> <p>The Principal noted that there had been a water leak at Old Mill Lane which had resulted in some relocation of students however there was no disruption to classes.</p> <p>It was RESOLVED to note the Principals report.</p>
B20/168	<p>Agenda Item No. 11: Strategic Seminar</p> <p>The Principal presented the revised agenda for the Strategic Seminar. It was noted that a session on risk had been added to the agenda.</p> <p>It was RESOLVED to approve the Strategic Seminar agenda.</p>
B20/169	<p>Agenda Item No. 12: Annual Internal Audit Report 2019-20</p> <p>The Chair of the Audit Committee presented the Annual Internal Audit report and noted that RSM had commended the College for the delivery of the plan during lockdown. The College had received the highest rating possible and all audit recommendations that had been made during the year had been implemented.</p> <p>It was RESOLVED to approve the Annual Internal Audit Report.</p>
B20/170	<p>Agenda Item No. 13: 2019-20 Financial Statements</p> <p>The Vice Principal Finance presented the financial statements. It was noted that following consultation with the Chair of the Audit Committee it had been agreed that the final reports would be presented to the Board in January in line with the extended reporting deadlines set by the ESFA and the OfS. Governors noted the Financial Health rating of Outstanding.</p> <p>Governors noted the achievement and assurance provided particularly given the very challenging year and thanked the Vice Principal Finance and the Finance Team for their work.</p> <p>It was RESOLVED to note the update on the Financial Statements.</p>

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B20/171	<p>Agenda Item No.14: Management Accounts</p> <p>The Vice Principal Finance presented the Management Accounts and reminded governors of the options presented to the Board in May 2020. The College was on track to meet its key financial targets with Financial Health projected as Good. Governors noted that there had been some reductions in income streams alongside an increase in ESFA income to minimise the impact of Covid. Apprenticeship recruitment was exceeding profile.</p> <p>The Vice Principal Finance updated Governors on planned work at Wigfield Farm and it was noted that equipment would be replaced with green alternatives where appropriate and bids for funding would be used to offset any additional costs. The costs for refurbishment of Fleets remained on target.</p> <p>It was RESOLVED to note the Management Accounts.</p>
B20/172	<p>Agenda Item No. 15: Balanced Scorecard Q1.</p> <p>The Deputy Principal Development and Productivity presented the Balanced Scorecard for Quarter 1.</p> <p>Governors noted that the College was making good progress against its targets for the majority of the performance goals.</p> <p>Governors commended the College for achieving a number of awards during the lockdown and the major strides taken in the last 2 years to raise the Colleges' profile regionally and nationally since the Principal had started in the role.</p> <p>It was RESOLVED to approve the Balanced Scorecard for Q1, noting the assurance it provides.</p>
B20/173	<p>Agenda Item No. 16: Board Assurance Framework</p> <p>The Vice Principal Corporate Services presented the Board Assurance Framework at Quarter 1.</p> <p>Governors noted that two of the risks had been removed as the actual level of risk was within control with adequate measures in place. Covid 19 remained the highest risk although it was noted that it was hoped that</p>

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<p>Andrew Denniff left the meeting at 17:24</p>	
B20/174	<p>Agenda Item 17: Self-Assessment Report (FE)</p> <p>The Vice Principal Quality presented the College's Self-Assessment Report for 2019/20. Governors noted the grade against the 4 key judgements and 4 cohorts. A moderation panel had been held by the senior leadership team as well as with Governors and the report had been externally moderated.</p> <p>Governors also noted how the report linked in with the Deep Dive process and through the link visits.</p> <p>Governors thanked the senior leadership team and all college staff involved in producing the report.</p> <p>It was RESOLVED to approve that the Self-Assessment Report (FE) for 2019-20, noting the assurance it provides.</p>
B20/175	<p>Agenda Item No. 18: HE Annual Monitoring Report</p> <p>The Vice Principal Quality presented the HE Annual Monitoring Report. It was noted that the College had exceeded NSS results and undertaken a very successful QAA visit in October. Governors noted that a recent link visit had observed the progress made by the team in the last couple of years.</p>

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	<p>It was RESOLVED to approve the HE Annual Monitoring Report, noting the assurance it provides.</p>
B20/176	<p>Agenda Item No. 19: Quality Improvement Action Plan</p> <p>The Vice Principal Quality presented the Quality Improvement Action Plan. It was noted that the plan was updated on a monthly basis by the senior leadership team.</p> <p>The Governors thanked the Vice Principal Quality for the assurance that the various quality reports provided.</p> <p>It was RESOLVED to approve the Quality Improvement Action Plan and the assurance that it provides.</p>
B20/177	<p>Agenda Item No. 20: Audit Committee Update and Annual Fraud Report</p> <p>The Chair of the Audit Committee noted the additional Audit Committee meeting in January and that good progress was being made including an audit of the assurance-based governance model.</p> <p>It was RESOLVED to note the Audit Committee Update and approve the Annual Fraud Report and the assurance that it provides.</p>
B20/178	<p>Agenda Item No. 21: ITS Update and Self-Assessment Report</p> <p>The Chair of ITS noted that the scheduled ITS Board meeting had been postponed to January to accommodate the Ofsted visit. A separate meeting had been held to review the self-assessment report.</p> <p>It was RESOLVED to note the ITS Update and Self-Assessment report and the assurance that it provides.</p>
B20/179	<p>Agenda Item No. 22: Good News Report</p> <p>It was RESOLVED to note the Good News Report.</p>
B20/180	<p>Agenda Item No 26: Link Visit Update</p>

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	Governors noted the Link visit report for Health and Safety
	Bethanie Jacobs, Ben Sigsworth, Helen Weatherston, Chelle Charlesworth, Natalie Davison-Terranova and Pamela Petty left the meeting at 17:42
B20/181	Date and Time of the next meeting: 27 and 28 January 2021 – Strategic Seminar

The meeting closed at 17:42

Signed (Chair): **Dated:**