**Minutes of the meeting of the Board of Governors held on Tuesday 23 March 2021 at 4pm**

**Present:** Simon Perryman (Chair)

Nick Bowen (Vice Chair)

Helen Jaggar (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:** David Akeroyd (Deputy Principal – Development & Productivity)

Gavin Batty (Vice Principal Technical & Professional)

Heather Jackson (Director of Governance and Clerk to the Board)

Tony Johnson (Vice Principal – Corporate Services)

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)

**PART I** – *For Publication*

| **Minute** |  |
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| **PROCEDURAL MATTERS** | |
| **B21/041** | **Agenda Item No. 1: Quorum**  The meeting was quorate. |
| **B21/042** | **Agenda Item No. 2: Apologies for Absence**  There were no apologies received. |
| **B21/043** | **Agenda Item No. 3 - Declaration of Interests**  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, Smartstyle, BCDC and Think. Helen Jaggar declared her interest as a Director of ITS and Smartstyle. Yiannis Koursis declared his interest as a Director of ITS, Smartstyle, BCDC and Think and as a Trustee of Wellspring Trust. Heather Jackson declared her interest as Company Secretary of ITS, BCDC and Think. |
| **B21/044** | **Agenda Item No. 4: Minutes of the last meetings held on 28 January 2021 and 11 March 2021**  The Minutes were approved as a correct record.  It was **RESOLVED** to approve the Minutes of the meeting held on 28 January 2021 and 11 March 2021.    The Chair signed the Minutes virtually. |
| **B21/045** | **Agenda Item No. 5: Matters arising from the last meetings**  There were no matters arising. |
| **B21/046** | **Agenda Item No. 6: Rolling action list**  It was **RESOLVED** to note the Rolling action list. |
| **B21/047** | **Agenda Item No. 7: Notification of any other business**  The Clerk noted that no questions had been raised before the meeting and therefore the starred items would be considered approved.  There were no other items of business. |
| **B21/048** | **Agenda Item No. 8: Staff Survey Presentation**  The Vice Principal Corporate Services presented an update on the staff survey.  Governors noted the increased response rate to the staff survey and positive response particularly in regards to the benchmark data. It was noted that there had been an increased response rate and all areas bar two had shown higher scores than the previous year. Overall satisfaction was up by 5% which was the highest level since 2010 and the average category score was up by 2.75%. Governors also noted that the score for ‘would you recommend the College as a place to work’ was up by 5% from the previous year which was pleasing during a challenging year.  Governors discussed the methodology and approach and how it was used across the College and discussed future targets.  The report was commended.  It was **RESOLVED** to note the Staff Survey Results and the assurance that it provided. |
| **B21/049** | **Agenda Item No. 9: Principal’s Report**  The Principal reflected on the impact of the last year on students and staff and thanked the Board for their support through a challenging but extraordinary year.  Governors noted their disappointment in the LEP contract allocation.  It was noted that the new Vice Principal Quality would start at the College on 10 May  The Vice Principal Corporate Services noted that staff were still being encouraged to work from home if appropriate and that the College would continue to follow national messaging. The College continues to meet regularly with the Trade Unions.  The Deputy Principal Culture, Place and Communities noted the progress with staff and student testing which would now continue at home. Governors noted the dynamic situation and that the College adjusted its plans accordingly.  The Vice Principal Quality noted that exams would be judged on teacher assessed grades which had worked well at the College last year. Final guidance from the examining bodies was still awaited and the deadline to submit predicted grades was 18 June.  It was **RESOLVED** to note the Principal’s Report. |
| **B21/050** | **Agenda Item No. 10: Systems Development**  The Executive Director – Funding and Performance presented the Systems Update.  Governors noted the complex nature of the systems and the ongoing and continuous improvements required. A new business intelligence and systems team had been recruited who would plan future system improvements that drive efficiency and improve data sharing.  It was **RESOLVED** to note the System Development Update. |
| **B21/051** | **Agenda Item No. 11: Strategic Seminar Agenda**  The Deputy Principal Development and Productivity presented the updated agenda for the Strategic Seminar in May.  It was **RESOLVED** to approve the agenda. |
| **B21/052** | **Agenda Item No. 12: FE Commissioners Letter**  The Vice Principal Finance updated the Board on the information received from the FE Commissioner. The letter informed the College of changes in benchmarking and VP Finance updated Governors on the College position.  Governors discussed the benchmarks and agreed that the EBITDA is the right tracking method for the College as a long term measure.    It was **RESOLVED** to note the FE Commissioners benchmark letter. |
| **B21/053** | **Agenda Item No. 13: Black Leadership Group**    The Deputy Principal Culture, Place and Communities updated Governor’s on the College’s response to the FE initiative led by the Black FE Leadership Group and noted the session at the forthcoming Strategic Seminar on Diversity.  It was **RESOLVED** to note the report. |

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| **B21/054** | **Agenda Item No. 14: Climate Change**  The Vice Principal Finance updated the Board on the actions taken by the College to address climate change to date. Governors noted that a session on Climate change was planned for the Strategic Seminar and commended the College for its work to date.  It was **RESOLVED** to note the Climate Change update and the disclosures that will be made on the College website relating to carbon emissions. |
| **B21/055** | **Agenda Item No.15: Term Start Date**  It was **RESOLVED** to note the changes to the term start date. |
| **B21/056** | **Agenda Item No. 16: January Seminar Outcome**  The Deputy Principal Development and Productivity presented the outcomes from the January Strategic Seminar. Governors noted that this would be finalised at the Strategic Seminar in May.  It was **RESOLVED** to approve the report |
| **B21/057** | **Agenda Item No. 17: Balanced Scorecard**  The Deputy Principal Development and Productivity presented the Balanced Scorecard update.  Governors noted that an ASPIRE week had been held to track the progress of all learners and provide 1-2-1 and additional support as well as sessions from a wide range of external speakers.  Challenges remain on finding placements for students although employers and businesses were supportive of this resuming when it was possible.  It was **RESOLVED** to note the Balanced Scorecard update and approve the Balanced Scorecard goals for 2021/22. |
| **B21/058** | **Agenda Item No. 18: GCSE Mid Year position**  The Vice Principal Quality updated governor’s with the College’s GCSE Mid-Year results.  Governors noted that there had been a significant improvement and that this was likely to impact positively on the summer results.  The Vice Principal Quality recommended that the College:   * Continues to provide Century Tech to all learners regardless of English and mathematics results. * Monitors the summer results and forecast the 3 year impact * Follow the prediction process for 2020/21 based on robust evidence of assessment.   It was **RESOLVED** to note the GCSE Mid Year Position report and the assurance that it provided. |
| **B21/059** | **Agenda Item No 19: Analysis of Complaints**  The Vice Principal Quality updated the Board with a summary of the formal complaints received.  It was noted that these had reduced from 21 to 10 in the same period. Governors discussed the impact of lockdown on complaints and it was noted that learners communicated and fed back more frequently and freely during lockdown.  It was **RESOLVED** to note the Analysis of Complaints report and the assurance that it provided. |
| **B21/060** | **Agenda Item No. 20: Management Accounts**  The Vice Principal Finance updated the Board on the financial position of the College. It was noted the College financial performance was good and the College was on track to meet the budget set. The financial health was projected as good.  It was **RESOLVED** to note the Management Accounts and the assurance that they provide. |
| **B21/061** | **Agenda Item No. 21: Subcontracting Update**  The Executive Director Funding & Performance updated the Board on the current performance of College subcontractors and requested approval to make a number of contract amendments.  It was **RESOLVED** to approve the amendments to current contract values and approve the Traineeship distribution arrangements and associated values. |
| **B21/062** | **Agenda Item No. 22: Staff Survey Results**  It was **RESOLVED** to note the staff survey results. |
| **B21/063** | **Agenda Item No 23: Fees Policy**  It was **RESOLVED** to approve the FE and HE Fee Policies |
| **B21/064** | **Agenda Item No 24: SEND Policy**  It was **RESOLVED** to approve the SEND Policy. |
| **B21/065** | **Agenda Item No 25: Financial Regulations and Fraud Policies**  It was noted that Financial Regulations and Fraud Policies had been recommended for approval by the Board at the recent Audit Committee meeting.  It was **RESOLVED** to approve the Financial Regulations and the Anti-Fraud Policy, Anti Bribery Policy and Fraud Response Plan. |
| **B21/066** | **Agenda Item No. 26: Audit Committee Meeting 9 March 2021.**  It was **RESOLVED** to note the minutes of the Audit Committee held on 9 March 2021. |
| **B21/067** | **Agenda Item No. 27: ITS Meeting 9 March 2021.**  It was **RESOLVED** to note the minutes of the ITS Board meeting held on 9 March 2021.  It was **RESOLVED** to note the ITS Risk Register and note that it provided adequate assurance against the risks identified. |
| **B21/068** | **Agenda Item No. 28: BCDC Meeting 9 March 2021.**  It was **RESOLVED** to note the minutes of the BCDC Meeting held on 9 March 2021. |

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| **B21/069** | **Agenda Item No. 29: Think Meeting 9 March 2021**  It was **RESOLVED** to note the minutes of the Think meeting held on 9 March 2021. |
| **B21/070** | **Agenda Item No. 30: Good News Report**  It was **RESOLVED** to note the Good News Report. |
| **B21/071** | **Date and Time of the next meeting:**  **4pm Tuesday 20 April 2021 – Student Voice**  **10am Tuesday 18 May and Wednesday 19 May 2021 – Strategic Seminar**  **4pm Tuesday 13 July 2021 – Board meeting** |

The meeting closed at 18:05

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