



Minutes of the meeting of the Board of Governors held on Tuesday 14 July 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)
Tracey Johnson (Governor)
Yiannis Kouris (Principal and CEO)
Marie Lang (Governor)
Conor Moss (Governor)
David Shepherd (Governor)
Simon Taylor (Governor)
Helen Weatherston (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)
Leela Kelly (Apprentice)
Laila Lawton (Vice Principal – Finance)
Liz Leek (Vice Principal – Curriculum & Culture)
Jess Lovatt (Learner Voice Advisor – agenda item 9.6 only)
Ben Owen (Deputy Principal Development)
Toni Rhodes (Vice Principal Quality & Access to Learning)
Ian French (Vice Principal Funding & Performance)

PART I – *For Publication*

Minute	
PROCEDURAL MATTERS	
B20/066	Agenda Item No. 1: Quorum The meeting was quorate.
B20/067	Agenda Item No. 2: Apologies for Absence Apologies were received from Peter Clarkson, Daniel Lea and Alexander Newton.

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	<p>It was noted that Peter Clarkson's term of office as staff governor ended in July and the Board thanked him for his contribution over the last 4 years.</p> <p>The Chair welcome Helen Weatherston who joins the Board as a new staff governor.</p> <p>The Chair also noted that the terms of office for Alex Newton and Daniel Lea would expire at the end of July 2020 and thanked them for their input during the year.</p>
B20/068	<p>Agenda Item No. 3 - Declaration of Interests</p> <p>There were no declarations of interest.</p>
B20/069	<p>Agenda Item No. 4: Minutes of the last meetings held on 19 May, 9 June, 16 June and 30 June 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 19 May, 9 June, 16 June and 30 June 2020.</p> <p>The Chair signed the Minutes virtually.</p>
B20/070	<p>Agenda Item No. 5: Matters arising from the last meetings</p> <p>There were no matters arising.</p>
B20/071	<p>Agenda Item No. 7: Rolling action list</p> <p>It was RESOLVED to note the Rolling action list.</p>
B20/072	<p>Agenda Item 8: 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>The Principal noted that the agenda now incorporated the assurance based governance model approved at the last Board meeting. The</p>

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	<p>additional column indicated which area of assurance was being addressed by each agenda item and the checklist would be reviewed throughout the year to ensure that all areas were covered to provide sufficient assurance to the Board.</p> <p>There were no other items of business.</p>
B20/073	<p>Agenda Item 9: Principal's Update</p> <p>The Principal presented his report. The College was still waiting to hear the results of the College Collaboration Fund bid and Governors would be updated in due course.</p> <p>The MHCLG bid to reconfigure the basement of Sci-Tech had been successful and David Shepherd commended the College on the speed and quality of the bid which was an important step for Barnsley in developing its digital credentials. He noted that Barnsley was receiving funding for other projects particularly those that supported employment and the development of skills and the College would be a key partner in this development. Governors discussed other projects that the College could develop quickly and it was noted that last year the VP Technical and Professional Education role had been recruited to specifically in order to prepare the College for changes in the sector and his role would reflect the focus of a jobs led recovery. Projects around modern methods of construction and T-Levels were part of this development.</p> <p>The Principal noted the College had continued to grow in the past year, that no covenants had been breached with the bank during the lockdown and that income had exceeded £40m.</p> <p>Governors commended the work of the Principal and Senior Leadership Team over the last 4 months in steering the College successfully through some very challenging times and in their achievements.</p> <p>It was RESOLVED to note the Principal's report.</p>
B20/074	<p>Agenda Item 9.1 Student Support Policies</p> <p>It was RESOLVED to approve the Student Support Policies</p> <p>The VP Finance proposed that policies relating to fraud be rolled forward with no changes to the policy meeting in March 2021.</p>

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	It was RESOLVED to approve rolling forward the fraud policies to the March 2021 meeting.
B20/075	<p>Agenda Item 9.2: ESFA Financial Health</p> <p>It was noted that the Chairs of Board, Audit and Subsidiaries had met with the Principal and VP Finance to review the finance plans and papers prior to the meeting.</p> <p>The VP Finance noted that the College makes a couple of returns each year to the ESFA. This letter agrees with the College's assessment of its grading and notes the position on fixed assets. Work was continuing on finalising the fixed asset report and it was anticipated that this would be completed by the end of the summer.</p> <p>The Principal was noted that the ESFA letter provided a major external source of assurance for the Governors.</p> <p>It was RESOLVED to note the report.</p>
B20/076	<p>Agenda Item 9.3: Debt Write Off</p> <p>The VP Finance noted that the debts listed in the report had been provided for in last year's budget. Governors noted the report and agreed with the proposals noting the need to ensure future projects were appropriately aligned with the College's strategic focus.</p> <p>The VP Finance agreed to clarify the exact requirements for any debt write off.</p> <p>It was RESOLVED to approve the write off the Sinocampus debt.</p> <p>It was RESOLVED to approve the Think liability subject to the advice supporting the proposal.</p> <p>It was RESOLVED to note the ITS financial position and the proposed intention for balance write off in 2019/20. The July year end balance was estimated at £300k. Governors supported writing the balance off in July 2020 subject to available headroom in the 2019/20 financial results.</p>
B20/077	Agenda Item 9.4: Student Devices

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	<p>The VP Technical and Professional presented a proposal to provide students with digital devices. Governors strongly supported the project and its aims to alleviate digital poverty for the College's students. It was noted that both staff and students would receive additional training on how to maximise the new equipment as a learning device and appropriate measures would be in place to prevent loss and misuse. It was noted that the equipment would be capitalised.</p> <p>The Principal noted that this commitment to our students put us ahead of our competitors and indicated a real pivot point in the digital agenda.</p> <p>It was RESOLVED to approve the budget for the provision of digital devices as part of the business as usual capital budget.</p>
B20/078	<p>Agenda Item 9.5: Subcontracting Arrangements</p> <p>It was RESOLVED to note the report and approve the arrangements for 2020/21.</p>
B20/079	<p>Agenda Item 9.6: SU Account 19/20 Budget 20/21</p> <p>The Learner Voice Advisor presented the highlights from last year's Student Union account including work to support 15 societies, fresher's events and work to support British Values.</p> <p>The 2020/21 budget included the development of a virtual platform to support various events and increased monies to support the health and wellbeing of students through activities such as cultural capital watch events and virtual trips. Governors noted that increased engagement with the 6th form with two students now sitting on student union committees.</p> <p>It was RESOLVED to receive the report on the Student Union Account and approve the budget for 2020/21.</p>
B20/080	<p>Agenda Item 9.7: ESFA Financial Return</p> <p>The VP Finance noted that the following amendment was being made to the ESFA return in addition to the detail already supplied in the paper.</p> <p><i>Students will have access to the same amount of delivery as they did pre-Covid 19 but the mode of delivery will be altered. More curriculum classes and sessions will be delivered on line, building on the good practice established during lockdown. Pastoral and tutorial sessions will be delivered</i></p>

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	<p><i>through a mixture of face to face and online delivery with the most appropriate method being decided upon through consultation and assessment for acute needs. It is anticipated that some online classes will be delivered to larger groups than previously possible- enabling follow up and consolidation to be delivered to smaller groups or individually. The changes to our curriculum delivery are primarily driven by feedback from learners and benefits observed during lockdown and they will last as long as those benefits are observed.</i></p> <p>It was RESOLVED to note the report and the assurance that it provides to governors.</p>
B20/081	<p>Agenda Item 9.8: Budget 2020/21 and 3 year financial plan</p> <p>The VP Finance presented the budget and financial plan. Key points noted included the commitment to higher staff costs that reflected the College's commitment to staff and preparedness for an upturn in the economy in the next year. It was note that there was a lowering in the trading performance to reflect the impact of Covid 19 and the continued investment in some capital, subject to affordability.</p> <p>It was noted that a covenant variation had been agreed for one of the covenants and that the banks continued to support the College and its plans.</p> <p>The Deputy Principal Development discussed the business planning process and how that had fed into the budget and apprenticeship modelling based on round 3 best case scenarios. It was noted that the College was not predicting a return to normality before January 2021. Higher technical provision was focusing on levels 4 and 5 and readdressing delivery on the care and construction sectors. A prudent and cautious approach was being taken with flex built into the system.</p> <p>The VP Finance noted the areas for income growth and staffing ratios reflecting a contingency budget. Financial monitoring would be undertaken on a monthly basis and financial reporting would be updated to highlight any issues as they arise and identify any areas for flex.</p> <p>The Governors noted the current predictions on financial health and that this would be reviewed throughout the year. It was noted that ITS' financial health for 2019-20 was likely to be inadequate and there would be a requirement from the College for some intervention including the debt write off under agenda item 9.3.</p>

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	<p>Governors also noted that the College had a good track record of delivery with additional measures in place to monitor and review costs if there was need to make changes. It was agreed that the proposed plan and budget reflected a sensible approach to challenging circumstances. It was agreed that additional assurances would be provided to governors that tracked the assumptions made in the budget and financial plan.</p> <p>The Principal noted the College was waiting for further details following the Chancellor's announcements and was scenario planning accordingly. It was noted that this year's budget had focused on investing in quality and teaching and learning and digital development and this focus continues with the 2020/21 budget which will safeguard the College's financial position and help the College bounce with the economic recovery.</p> <p>Governors noted that it would be interesting to note the impact of any of the micro measures from the Chancellor's statement and the White Paper due for release in the Autumn. It was noted that the Principal continued to be involved in conversations with governmental special advisers.</p> <p>The Principal noted that the College's plan would be reviewed in line with the publication of the White paper alongside an impact paper which would reiterate and reinforce the College's vital position in supporting the development of Barnsley and its communities.</p> <p>Governors commended the work of the whole team in producing the budget and financial plan and approved it as follows.</p> <p>It was RESOLVED to approve the budget for 2020/21</p> <p>It was RESOLVED to approve rebasing the Santander debt service covenant between 1 and 1.1 times for 2020/21</p> <p>It was RESOLVED to approve the annual capital budget to be released in stages depending on in year affordability</p> <p>It was RESOLVED to approve the Financial Plan for 2022</p> <p>It was RESOLVED to approve assessment of the financial health grade.</p> <p>It was RESOLVED to approve the level of subcontracted activity.</p> <p>It was RESOLVED to approve the printer finance lease extension to September 2022.</p>

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B20/082	<p>Agenda Item 9.9: Capital Expenditure</p> <p>It was RESOLVED to note the report.</p>
B20/083	<p>Agenda Item 9.10: Management Accounts</p> <p>It was RESOLVED to note the report.</p>
B20/084	<p>Agenda Item 10.1 : Balanced Scorecard Q3</p> <p>The Deputy Principal presented the Balanced Scorecard. Governors discussed whether the targets were sufficiently stretching and it was agreed that the targets reflected a changing environment that placed the College at the forefront of the devolution agenda.</p> <p>The Principal noted that the Balanced Scorecard maps much of direction of travel from the recent speech by the Secretary of State for Education. Governors noted that this presented a unique opportunity for the FE sector and that Barnsley College was well set to lead on this.</p> <p>It was RESOLVED to approve the Balanced Scorecard for 2020/21.</p>
B20/085	<p>Agenda Item 10.2: Quality of Apprenticeships update</p> <p>The VP Quality & Access to Learning noted the predicted changes to apprenticeship achievement rates which reflected the impact of Covid 19. The College continued to work with apprentices and businesses and still expected the majority to achieve but not in year. Many of the breaks that apprentices were currently taking were mandated by employers and it was noted that a similar picture was seen at ITS with a small number of redundancies.</p> <p>It was noted that this was a constantly changing picture and each individual learner was being monitored.</p> <p>It was RESOLVED to note the changes in achievement rate predictions.</p>
B20/086	<p>Agenda Item 11: Audit Committee Update</p>

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	<p>The Chair of the Audit committee noted that the last meeting had focused on the proposed internal and external audit plans. The main focus for the external audit would be on stress testing and going concern and it was noted that governors had discussed bringing forward an internal audit to support health and wellbeing and that this would be monitored in the coming year.</p> <p>It was RESOLVED to note the minutes of the meeting held on 2 June 2020.</p> <p>It was RESOLVED to approve the Internal Audit strategy</p> <p>It was RESOLVED to approve the External Audit strategy</p> <p>It was RESOLVED to note the changes to the terms of reference.</p>
B20/087	<p>Agenda Item 12: Subsidiaries</p> <p>The Chair of the subsidiaries noted the progress made in ITS prior to lockdown and noted that the ITS financial health rating methodology was different to the that of the College. This would continue to be monitored in the coming months.</p> <p>It was RESOLVED to note the minutes of the meeting of ITS held on 23 June 2020</p> <p>It was RESOLVED to note the minutes of the meeting of BCDC held on 23 June 2020.</p> <p>It was RESOLVED to note the minutes of the meeting of Think held on 23 June 2020.</p> <p>It was RESOLVED to approve the changes to Directors and Company Secretary at ITS, BCDC and Think.</p> <p>It was RESOLVED to approve the annual report of Subsidiaries.</p>
B20/088	<p>Agenda Item 13: Reflection and Link Visit Updates</p> <p>It was noted that a post meeting questionnaire would be issued.</p>
B20/089	<p>Date and Time of the next meeting:</p> <p>Tuesday 29 September 2020 – Results</p>



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The meeting closed at 6:10

Signed (Chair): **Dated:**
