

**Minutes of the meeting of the Board of Governors held on Tuesday 13 July 2021 at  
4:30pm**

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**Present:** Simon Perryman (Chair)  
 Nick Bowen (Vice Chair)  
 Helen Jaggar (Vice Chair)  
 Gavin Day (Governor)  
 Andrew Denniff (Governor)  
 Kay Dickinson (Governor)  
 Bethanie Jacobs (Student Governor)  
 Sharon Jandu (Governor)  
 Tracey Johnson (Governor)  
 Yiannis Koursis (Principal and CEO)  
 Marie Lang (Governor)  
 Ben Sigsworth (Student Governor)  
 Simon Taylor (Governor)  
 Helen Weatherston (Staff Governor)

**In attendance:** David Akeroyd (Deputy Principal – Development & Productivity)  
 Gavin Batty (Vice Principal Technical and 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)  
 Jess Lovatt (Learner Voice Adviser)  
 Ken Merry (Vice Principal Quality & Access to Learning)

**PART I – For Publication**

Minute	
<b>PROCEDURAL MATTERS</b>	
<b>B21/115</b>	<b>Agenda Item No. 1: Quorum</b>  The meeting was quorate.
<b>B21/116</b>	<b>Agenda Item No. 2: Apologies for Absence</b>  Apologies were received from Chelle Charlesworth and Conor Moss.

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<b>Minute</b>	
<b>B21/117</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, Smartstyle, BCDC and Think. Helen Jaggar declared her interest as a Director of ITS and Smartstyle. Yiannis Kouris declared his interest as a Director of ITS, Smartstyle, BCDC and Think and as a Director of Wellspring Trust. Heather Jackson declared her interest as Company Secretary of ITS, BCDC and Think.</p>
<b>B21/118</b>	<p><b>Agenda Item No. 4: Minutes of the last meetings held on 18 May and 8 June 2021</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 18 May and 8 June 2021.</p> <p>The Chair signed the Minutes.</p>
<b>B21/119</b>	<p><b>Agenda Item No. 6: Matters arising from the last meetings</b></p> <p>There were no matters arising.</p>
<b>B21/120</b>	<p><b>Agenda Item No. 7: Rolling action list</b></p> <p>It was <b>RESOLVED</b> to note the Rolling action list.</p>
<b>B21/121</b>	<p><b>Agenda Item No. 8: Governance Based Assurance</b></p> <p>Governors reviewed the assurance model and noted the range of assurance that had been provided in the year since it had been introduced.</p> <p>Governors agreed that the model allowed them to see clearly where assurance was provided and at which meetings and it was agreed that the model had provided valuable measures of assurance across a wide range of reports, updates, policies and plans.</p>

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	It was <b>RESOLVED</b> to note the update on Governance Based Assurance and note the assurance that it provides.
<b>B21/122</b>	<p><b>Agenda Item No. 9: 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>B21/123</b>	<p><b>Agenda Item No. 10: Student Union Report and Budget</b></p> <p>Jess Lovatt and Bethanie Jacobs presented the Student Union report and budget.</p> <p>Governors noted the wide range of activities that had been undertaken during the year despite the challenges of numerous lockdowns and commended the Student Union for their work.</p> <p>It was <b>RESOLVED</b> to approve the student union report and budget.</p> <p>Jess Lovatt left the meeting at 16:45</p>
<b>B21/124</b>	<p><b>Agenda Item No. 11: Principal's Report</b></p> <p>The Principal presented his report and thanked Governors for their support in the last year.</p> <p>The following key points were noted.</p> <p>The Stage 2 application for the IoT had been submitted following an extraordinary meeting of the Board held on 8 June 2021 to agree final points. Governors noted how well the regional partnership had developed. The College expected to find out if they had been successful in October.</p> <p>Sci-Tech has suffered from a number of unplanned delays but Governors were assured that the build will be completed by 1 October ready for the official opening by the Secretary of State on 21 October during College's week.</p> <p>The College continues to operate Covid safe plus guidelines and plans were now in place to recommence mass testing of students at the end of August in parallel with the enrolment process.</p>

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	<p>Teacher assessed grades were implemented by many of the College's awarding bodies and a rigorous process of submission was undertaken by the College. The College was confident in the evidence it had provided and did not anticipate any issues with exam board interaction with a clear appeals process in place for students if required.</p> <p>Governors discussed the AEB contract values and noted their disappointment that no providers within the Sheffield City region had been awarded an allocation. Governors noted the impact this would have on ITS.</p> <p>Governors noted the outcome of the ESFA Audit and it was noted that an update on the action plan would be presented to the Audit Committee in October.</p> <p>Governors discussed holding a Creative Session on Apprenticeships in the next academic year.</p> <p>Governors noted that the College had begun to develop its approach to decolonising the curriculum and enhancing anti-racist practice. It was noted the three Barnsley College students had taken part in a student commission on racial justice and that actions arising from the initiative would be led by the Deputy Principal Culture, Place and Communities.</p> <p>Governors noted that the College had met the standard for Matrix reaccreditation and congratulated the College on its achievement of Investors in People Gold. It was noted that the College intended on aiming for Platinum level at the next reaccreditation and it was suggested that it may also look at the wellbeing award, again in Gold.</p> <p>It was <b>RESOLVED</b> to note the Principal's Report.</p>
<b>B21/125</b>	<p><b>Agenda Item No. 12: Regulatory Update</b></p> <p>It was <b>RESOLVED</b> to note the Regulatory Update.</p>
<b>B21/126</b>	<p><b>Agenda Item No. 13: Financial Plan</b></p> <p>The Vice Principal Finance presented the Financial Plan. Governors noted that the agenda item ensures the Board meets its statutory duties to:</p> <ul style="list-style-type: none"> <li>• Adopt a financial strategy and funding plans which are compatible with the duty to ensure sustainability and solvency of the College</li> <li>• The effective and efficient use of resources</li> <li>• Approving annual estimates of income and expenditure.</li> </ul>

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	<p>Governors noted that the proposed budget and financial plan reflected a cautious and prudent approach with an expected upturn in apprenticeship and commercial income following the pandemic. It was also noted the budget meets all the college key financial targets and bank covenants.</p> <p>Governors discussed rebasing the income around school meals and bursaries and whether there would be a need to restate the accounts. The Vice Principal Finance noted that this would be clarified by the auditors in due course.</p> <p>Governors discussed the impact of capital applications and it was noted that a prudent approach had be taken. It was also noted that appetite to lend from the banks may change.</p> <p>It was agreed that the key risks would be updated to reflect this and any other key levers that would be used to mitigate risk and reflect the agility of the College to adapt.</p> <p>Governors queried the debt servicing ability data and the Vice Principal Finance confirmed that this figure had been confirmed by Barclays bank.</p> <p>Governors agreed that the financial plan and budget had been through a robust process and presented a prudent approach which meets the bank covenant requirements.</p> <p>Governors agreed that the growth targets were appropriate given the impact of Covid and they would continue to be monitored during the year.</p> <p>It was <b>RESOLVED</b> to approve the Financial Plan and in particular:</p> <ul style="list-style-type: none"> <li>• The budget 2021/22</li> <li>• The annual capital budget for 2021/22 of £2,000k</li> <li>• The Financial Plan to July 2024</li> <li>• The assessment of the financial health grade</li> <li>• The level of subcontracted activity.</li> <li>• £200k capital expenditure on laptops</li> <li>• £150k capital expenditure for Park Road</li> <li>• £150k capital expenditure for firewall renewal</li> <li>• £145k capital expenditure for equipment and furnishings at Sci-Tech.</li> </ul>
B21/127	<p><b>Agenda Item No. 14: ESFA Financial Health</b></p> <p>The Vice Principal Finance updated the Board on the College’s financial health as confirmed by the ESFA.</p>

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	<p>The financial health grade for 2019/20 is confirmed as Outstanding and the ESFA have confirmed their assessment of the 2020/21 forecast submitted in February as Good. Governors noted that these were both in line with College assessments,</p> <p>It was <b>RESOLVED</b> to note the update on the College's financial health and the assurance that this provided.</p>
<b>B21/128</b>	<p><b>Agenda Item No. 15: Management Accounts</b></p> <p>The Vice Principal Finance presented the Management Accounts</p> <p>It was <b>RESOLVED</b> to note the Management Accounts and the assurance that they provide.</p>
<b>B21/129</b>	<p><b>Agenda Item No. 16: Annual Report on Subsidiary Performance</b></p> <p>The Vice Principal Finance presented the annual report on subsidiary performance.</p> <p>It was <b>RESOLVED</b> to note the report on subsidiary performance and the assurance that it provided.</p>
<b>B21/130</b>	<p><b>Agenda Item No.17: Subsidiary Memorandum of Understanding</b></p> <p>The Vice Principal Finance presented the subsidiary's memorandum of understanding (MOU). It was noted that the existing MoU were all fit for purpose and it was recommended that they were reapproved without any changes for 2021/22.</p> <p>It was <b>RESOLVED</b> to approve the Subsidiary's Memorandum of Understanding namely BCDC, Think and ITS as well as the MoU for the joint venture iTrust and note the assurance that they provided.</p>
<b>B21/131</b>	<p><b>Agenda Item No. 18: Sub-contracting approval</b></p> <p>The Deputy Principal Development and Productivity presented the sub-contracting arrangements for 2021/22 and updated governors on sub-contracting arrangements in 2020/21.</p>

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	<p>It was <b>RESOLVED</b> to note the update for sub-contracting for 2020/21 and approved the proposed sub-contracting for 2021/22.</p>
<b>B21/132</b>	<p><b>Agenda Item No. 19: LIBOR Transition</b></p> <p>The Vice Principal Finance presented a paper recommending the transition of the Barclays loans from the LIBOR to Bank of England base rate.</p> <p>It was <b>RESOLVED</b> to approve the transfer of the Barclays loan from LIBOR to the Bank of England base rate authorising Yiannis Koursis and Laila Lawton to sign via DocuSign.</p>
<b>B21/133</b>	<p><b>Agenda Item No. 20: Balanced Scorecard Quarter Three Update</b></p> <p>The Deputy Principal Development and Productivity presented an update on the Balanced Scorecard performance for Quarter Three.</p> <p>Governors discussed the goals and ratings and agreed that it was acceptable to not achieve all of the targets set given the circumstances of the previous year.</p> <p>Governors agreed that the report painted a good picture of the College's achievements and congratulated the Senior Leadership Team for their work.</p> <p>It was <b>RESOLVED</b> to note the Balanced Scorecard Quarter Three update and note the assurance that it provides.</p>
<b>B21/134</b>	<p><b>Agenda Item No. 21: Balanced Scorecard 2021/22</b></p> <p>The Deputy Principal Development and Productivity presented the proposed Balanced Scorecard for academic year 2021/22.</p> <p>Governors agreed that the Scorecard reflected the outcomes from the Strategic Seminar and in particular the new targets around sustainability.</p> <p>The Principal noted that Balanced Scorecard reflected the direction of travel of the College and noted the robust process that underpins the final product.</p> <p>It was <b>RESOLVED</b> to approve the Balanced Scorecard for academic year 2021/22 and note the assurance that it provides.</p>

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<p><b>B21/135</b></p>	<p><b>Agenda Item No. 22: Special Educational Needs (SEN) Annual Report</b></p> <p>The Deputy Principal Culture, Place and Communities presented the annual SEN report. It was noted that this would ordinarily be presented in November and reflected the outcomes from 2019/20.</p> <p>Governors noted the support provided for students and the improving links with local authorities. The link governor agreed that the report was consistent with what she had seen and reported at the Board meeting in May.</p> <p>It was <b>RESOLVED</b> to note the SEN report and the assurance that it provides.</p>
<p><b>B21/136</b></p>	<p><b>Agenda Item No. 23: HE Freedom of Speech</b></p> <p>The Deputy Principal Culture, Place and Communities presented the HE Freedom of Speech Policy.</p> <p>It was <b>RESOLVED</b> to approve the HE Freedom of Speech Policy.</p>
<p><b>B21/137</b></p>	<p><b>Agenda Item No. 24: Risk Management Policy</b></p> <p>The Vice Principal Corporate Services presented the Risk Management Policy which had been updated following the recent risk management audit.</p> <p>Changes made clarified risk tolerance and appetite as recommended by the audit but did not fundamentally change the policy.</p> <p>It was <b>RESOLVED</b> to approve the Risk Management Policy.</p>
<p><b>B21/138</b></p>	<p><b>Agenda Item No. 25: Audit Committee Minutes 15 June 2021</b></p> <p>It was <b>RESOLVED</b> to note the Audit Committee Minutes from 15 June 2021.</p>



<p><b>B21/139</b></p>	<p><b>Agenda Item No. 26: External Audit Strategy</b></p> <p>It was <b>RESOLVED</b> to approve the External Audit Strategy for 2021/22 subject to further clarification on the resources required.</p>
<p><b>B21/140</b></p>	<p><b>Agenda Item No. 27: 3 Year Internal Audit Plan</b></p> <p>Governors noted the focus on cyber security, apprenticeships and wellbeing for the coming year.</p> <p>It was <b>RESOLVED</b> to approve the Internal Plan for 2021/22</p>
<p><b>B21/141</b></p>	<p><b>Agenda Item No. 28: ITS Board Meeting 22 June 2021</b></p> <p>It was <b>RESOLVED</b> to note the ITS Board meeting minutes from 22 June 2021.</p>
<p><b>B21/142</b></p>	<p><b>Agenda Item No. 29: ITS Risk Report</b></p> <p>It was <b>RESOLVED</b> to note the ITS Risk Report.</p>
<p><b>B21/143</b></p>	<p><b>Agenda Item No.30: BCDC Board Meeting 22 June 2021</b></p> <p>It was <b>RESOLVED</b> to note the BCDC Board Meeting minutes from 22 June 2021.</p>
<p><b>B21/144</b></p>	<p><b>Agenda Item No. 31: Think Board Meeting 22 June 2021</b></p> <p>It was <b>RESOLVED</b> to note the Think Board Meeting minutes from 22 June 2021.</p>
<p><b>B21/145</b></p>	<p><b>Agenda Item No. 32: Good News Report</b></p> <p>It was <b>RESOLVED</b> to note the Good News Report.</p>
<p><b>B21/146</b></p>	<p><b>Agenda Item No. 33: Link Visit Reports</b></p> <p>Governors updated the Board on recent Link visits on Health and Safety, Safeguarding and Apprenticeships.</p>

	<p>It was <b>RESOLVED</b> to note the link visit reports for Health and Safety, Apprenticeships and Safeguarding and the assurance that the link visits and reports provided.</p>
<p><b>B21/147</b></p>	<p><b>Date and Time of the next meeting:</b> <b>4pm Tuesday 28 September 2021 – Results</b></p>

The meeting closed at 18:25

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