

**Minutes of the meeting of the Board of Governors held on Tuesday 19 October 2021 at  
4.00pm at Barnsley College and Virtually**

**Present:**

Helen Jaggar (Chair)  
 Nick Bowen (Vice Chair)  
 Lucy Bartholomew (Student Governor) (by Teams)  
 Chelle Charlesworth (Staff Governor)  
 Andrew Denniff (Governor)  
 Bethanie Jacobs (Student Governor)  
 Tracey Johnson (Governor) (by Teams)  
 Yiannis Koursis (Principal and CEO)  
 Marie Lang (Governor)  
 Conor Moss (Governor) (by Teams)  
 David Shepherd (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)  
 Ken Merry (Vice Principal Quality & Access to Learning)

Part I

| Minute                    |   |
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| <b>PROCEDURAL MATTERS</b> |   |
| <b>B21/171</b>            | <b>Agenda Item No. 1: Quoracy</b><br><br>The meeting was quorate.   |
| <b>B21/172</b>            | <b>Agenda Item No. 2: Apologies for absence</b><br><br>Apologies were received from Simon Perryman, Gavin Day, Liz Leek, Kay Dickinson, Simon Taylor and Sharon Jandu |
| <b>B21/173</b>            | <b>Agenda Item No. 3: Declarations of interest</b>  |

| Minute         |  |
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|                | 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. 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, Smartstyle, BCDC and Think. Conor Moss declared his interest in agenda item 8, Board appointments. |
| <b>B21/174</b> | <b>Agenda Item No. 4 – Minutes of the meeting held on 28 September 2021</b><br><br>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 28 September 2021.   |
| <b>B21/175</b> | <b>Agenda Item No. 5: Matters arising from the last meeting</b><br><br>There were no matters arising.  |
| <b>B21/176</b> | <b>Agenda Item No. 6: Rolling Action List</b><br><br>It was <b>RESOLVED</b> to note the Rolling Action List.   |
| <b>B21/177</b> | <b>Agenda Item No. 7: Assurance Based Governance</b><br><br>Governors noted the update to the Assurance Based Governance table and noted the assurance that it provided in relation to the instruments and articles of Government.   |
| <b>B21/178</b> | <b>Agenda Item No. 8: Board Appointments</b><br><br>The Clerk presented a report recommending the reappointment to the Board of Simon Taylor for a further four years and Conor Moss for one year.<br><br>It was <b>RESOLVED</b> to approve the reappointment of Simon Taylor and Conor Moss.  |
| <b>B21/179</b> | <b>Agenda Item No. 10: Mandatory Training</b><br><br>The Clerk reminded Governors that they needed to complete the mandatory training on Prevent and Safeguarding.   |

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| <p><b>B21/180</b></p> | <p><b>Agenda Item No. 11: Review of Governance Effectiveness and Behaviours</b></p> <p>The Chair presented the results from the Governance Effectiveness Survey carried out during the summer and Governors discussed key points and topics for future training, creative sessions and the Strategic Seminar.</p> <p>It was noted that Education Policy was highlighted as an area for development.</p> <p>It was agreed that although Governors did not need to be experts it was useful to understand the direction of travel and forthcoming changes. The Principal discussed the presentation made at the Strategic Seminar in January on the White Paper along with updates provided through the Board papers from the Principal and the Regulatory Update.</p> <p>It was agreed that key points would be highlighted to Governors at future meetings.</p> <p>Governors discussed the Strategic Seminar topics from Agenda Item 17 and agreed that what it means to be an anchor institution and social mobility would also feed in well to the education policy topic.</p> <p>Governors discussed Higher Education and the opportunities and forecasted changes in higher level skills. It was agreed that a small group of governors and the Vice Principal Quality would draft an HE direction document which would be presented and discussed at the strategic seminar in January.</p> <p>Overall it was agreed the Governor feedback had been positive and the positive working relationship between SLT and the Governors was noted.</p> <p>Governors noted that the Board had strengthened its membership from a business perspective and that the governing body now had a broader composition. Governors discussed the skills gaps and it was noted that although this was discussed at the Governance and Search Committee, this would also be discussed with the Board in future.</p> <p>It was agreed that comparison data would be included when the survey results were presented next year.</p> <p>The Principal discussed how to ensure that the Creative sessions added value to the governing body and Governors discussed potential topics for the coming year and how they might impact on board membership in the future.</p> <p>It was <b>RESOLVED</b> to note the Board Effectiveness survey results</p> <p>Governors discussed the proposed Behaviours document which had been developed following feedback at the Strategic Seminar in May. It was noted</p> |
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|                | <p>that they were fully aligned with the culture of the College and ensured a common thread with the behaviours already developed and implemented across College for staff.</p> <p>It was agreed that the proposed behaviours should be adopted and they would be reviewed annually through the Governors Effectiveness survey. Governors would also be asked to provide an example of where they thought they had applied the behaviours in their role as a governor.</p> <p>The Chair noted that behaviours set the College apart in terms of governance.</p> <p>It was <b>RESOLVED</b> to approve the Board Behaviours.</p>  |
| <b>B21/181</b> | <p><b>Agenda Item No. 12: Principal/CEO report</b></p> <p>The Principal presented his report. The following key points were noted:</p> <ul style="list-style-type: none"> <li>- The College had been awarded a grant to support teachers in their first two years of experience, post-qualification.</li> <li>- The College has been awarded a provisional TEF award.</li> <li>- The implications of changes in national insurance</li> <li>- 3 students had been nominated for AoC awards.</li> <li>- Sheffield City Region LEP has changed its name to South Yorkshire Mayoral Combined authority.</li> <li>- Continued dialogue regarding AEB devolved funding.</li> <li>- Cabinet reshuffle biographies</li> </ul> <p>Governors discussed the letter regarding AEB funding and noted the change in direction was not clear.</p> <p>It was <b>RESOLVED</b> to note the Principal's report.</p> |
| <b>B21/182</b> | <p><b>Agenda Item No. 13: Management Accounts and draft year end position</b></p> <p>The Vice Principal Finance presented the management accounts and draft year end position.</p> <p>Governors noted that College financial performance for 2020/21 is good.</p> <p>The College has achieved its key financial targets and bank covenants. Group income and EBITDA were above target. The financial health grade is good. It was noted that this was an improvement on the budget but was lower than the forecast presented in July.</p> <p>The results were still draft and subject to final adjustments, final funding reconciliations and audit. Governors noted that the auditors were carrying out more work on income this year as a result of changes made by the ESFA.</p>   |

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|                | <p>Governors noted that a prudent approach was being taken in recognising income.</p> <p>Governors commended the results which had been well managed despite the challenges of the last year.</p> <p>The Principal noted the budget challenges presented by changes to national insurance, utilities prices and attracting and recruiting talent. Growth was paramount.</p> <p>Governors noted the Comprehensive Spending Review was likely to result in a 3 year settlement but not more money.</p> <p>It was <b>RESOLVED</b> to note the report and the assurance that it provides.</p>         |
| <b>B21/183</b> | <p><b>Agenda Item No. 14: Audit Engagement Letters</b></p> <p>The Vice Principal Finance presented the external audit engagement letters for the 2020/21 audit.</p> <p>It was <b>RESOLVED</b> to approve the audit engagement letters on behalf of the College and its subsidiaries.</p>  |
| <b>B21/184</b> | <p><b>Agenda Item No. 15: Financial approvals</b></p> <p>It was <b>RESOLVED</b> to approve the financial approvals report.</p>  |
| <b>B21/185</b> | <p><b>Agenda Item No. 16: Santander LIBOR variations</b></p> <p>It was <b>RESOLVED</b> to approve the request to transfer the College Santander loan to the Bank of England base rate.</p> <p>It was <b>RESOLVED</b> to approve the Principal and Chair to sign the loan agreement via DocuSign.</p>  |
| <b>B21/186</b> | <p><b>Agenda Item No. 17: Strategic Seminar Agenda</b></p> <p>The Deputy Principal Development and Productivity presented a paper on the proposed key themes for the 2021/22 Strategic Seminar.</p> <p>Governors discussed the topics coupled with the earlier discussion on board effectiveness and it was agreed that the topics should include what it means to be an anchor institution (place leadership and the college role), Barnsley College 2030 (including recruitment and retention at a big picture level) and strands on social mobility and what it means to the student body.</p> |

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|                | <p>A more detailed plan would be presented at the next Board meeting.</p> <p>It was <b>RESOLVED</b> to note the proposed Strategic Seminar Agenda.</p>   |
| <b>B21/187</b> | <p><b>Agenda Item No. 18: Skills Accelerator</b></p> <p>The Deputy Principal Development and Productivity presented an update on the Skills Accelerator bid.</p> <p>Governors discussed the opportunities that the project brought and it was agreed that regular updates on progress would be brought to the Board.</p> <p>It was <b>RESOLVED</b> to note the Skills Accelerator update.</p>  |
| <b>B21/188</b> | <p><b>Agenda Item No. 19: Balanced Scorecard Closure</b></p> <p>The Deputy Principal Development and Productivity presented an update on the College's performance against the strategic priorities for 2020/21.</p> <p>Governors commended the performance given another challenging year and it was noted that, although there were some issues, there had been no significant dips in overall performance.</p> <p>Governors discussed how these results would impact on an Ofsted inspection and the Vice Principal Quality noted that Ofsted no longer looked at data. Impact would be demonstrated differently. Challenges remained in some curriculum areas.</p> <p>It was noted that no dataset had been published this year.</p> <p>It was <b>RESOLVED</b> to note the Balanced Scorecard report and update.</p> |
| <b>B21/189</b> | <p><b>Agenda Item No. 20: Board Assurance Framework</b></p> <p>The Vice Principal Corporate Services presented an update on the management and review of the Board Assurance Framework (BAF) at quarter four. Governors noted that the Board Assurance Framework formed part of the whole college assurance mapping process.</p> <p>Governors noted the following key points:</p> <ul style="list-style-type: none"> <li>- The Covid residual risk score had reduced to medium following national guidelines</li> <li>- MIS compliance and IT disaster recovery were new risks and new mitigating actions were in place to address them</li> <li>- Apprenticeship income growth continues to present the highest risk</li> </ul>   |

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|                | <p>Governors noted the report had been presented at the audit committee.</p> <p>It was <b>RESOLVED</b> to approve the Board Assurance Framework and note the assurance that it provides.</p>  |
| <b>B21/190</b> | <p><b>Agenda Item No. 21: Student Surveys – FE</b></p> <p>The Vice Principal Quality presented the FE Student survey results. It was noted the results were pleasing with good levels of participation.</p> <p>It was <b>RESOLVED</b> to note the Student Surveys – FE report and the assurance that it provides.</p>   |
| <b>B21/191</b> | <p><b>Agenda Item No. 22: Student Surveys – NSS</b></p> <p>The Vice Principal Quality presented the National Student Survey (NSS) Results for 2021. It was noted that they were strong set of results and that the gap from the benchmark had widened despite higher expectations.</p> <p>It was <b>RESOLVED</b> to note the Student Surveys - NSS results and the assurance that it provides.</p>  |
| <b>B21/192</b> | <p><b>Agenda Item No. 23: Graduate Outcomes</b></p> <p>The Vice Principal Quality presented the graduate outcome report. The results were positive but it was noted that participation levels were low.</p> <p>Governors discussed student aspirations and salaries that could now be associated with low skilled jobs alongside the national skills shortage.</p> <p>It was <b>RESOLVED</b> to note the Graduate Outcomes report.</p>  |
| <b>B21/193</b> | <p><b>Agenda Item No. 24: Property Update</b></p> <p>The Vice Principal Finance presented the Property Update.</p> <p>The College had submitted several capital funding bids before the summer and had been notified in principle of the approval of funding for the new motor vehicle centre extension. More information had been provided as requested. The College anticipated that the work would be completed by September 2022.</p> <p>Governors discussed the current skills shortages and rising costs of materials and the risk this presented. It was noted that some contingency had been built into the project and Governors accepted that the price may</p> |

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|                | <p>change but that as long as the project is part of a competitive process that the College can afford, it should go ahead.</p> <p>The Vice Principal Finance also noted that the Fleets project for Foundation learners had been completed. Feedback had been very positive and the learners felt happy, safe and secure.</p> <p>It was <b>RESOLVED</b> to approve the Principal to enter in to the capital funding agreement for the motor vehicle centre funding of £1m.</p>  |
| <b>B21/194</b> | <p><b>Agenda Item No. 25: C-STEM Update</b></p> <p>The Vice Principal Quality updated governors on the College's response to the C-STEM Deep Dive and the impact to date. Governors noted that there had been some positive indicators but there was still work to do. Staffing remained an issue.</p> <p>The Vice Principal Quality was meeting the teams weekly to review performance indicators.</p> <p>Governors discussed the planned deep dive and it was agreed that a more active approach was needed to support the team. Instead a series of reviews with the Vice Principal Quality and a small group of Governors would take place on a quarterly basis and this group would report back regularly to the Board.</p> <p>It was <b>RESOLVED</b> to note the C-STEM update and the assurance provided.</p> <p>It was <b>RESOLVED</b> to set up a small group to review and report back on C-STEM progress.</p> |
| <b>B21/195</b> | <p><b>Agenda Item No. 26: Health and Safety Policy</b></p> <p>It was <b>RESOLVED</b> to approve the Health and Safety Policy.</p>  |
| <b>B21/196</b> | <p><b>Agenda Item No. 27: Pay Policy</b></p> <p>It was <b>RESOLVED</b> to approve the Pay Policy.</p>  |
| <b>B21/197</b> | <p><b>Agenda Item No. 28: Recruitment and Selection Policy</b></p> <p>It was <b>RESOLVED</b> to approve the Recruitment and Selection Policy.</p>  |
| <b>B21/198</b> | <p><b>Agenda Item No. 29: Complaints against the Corporation, Board members and the Clerk Policy.</b></p>  |



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|                | It was <b>RESOLVED</b> to approve the Complaints against the Corporation, Board members and the Clerk policy.  |
| <b>B21/199</b> | <b>Agenda Item No. 30: Regulatory Update</b><br><br>It was <b>RESOLVED</b> to note the Regulatory Update   |
| <b>B21/200</b> | <b>Agenda Item No. 31: Annual Internal Audit Report</b><br><br>It was <b>RESOLVED</b> to note the Annual Internal Audit Report and the assurance that it provides to the Board.  |
| <b>B21/201</b> | <b>Agenda Item No. 32: Audit Committee Minutes and Written Resolution</b><br><br>The following reports had been recommended to the Board for approval: <ul style="list-style-type: none"> <li>• Self-assessment questionnaire</li> <li>• Additional services provided by internal and external auditors for previous years</li> <li>• Business transacted with organisations in the Register of Interests including apprentices</li> <li>• Annual Fraud Report</li> <li>• Risk Management Annual Report</li> <li>• Health and Safety Annual Report</li> </ul> It was <b>RESOLVED</b> to note the Audit Committee Minutes and Written Resolution and approve the reports as listed. |
| <b>B21/202</b> | <b>Agenda Item No. 33: Self Assessment Questionnaire</b><br><br>It was <b>RESOLVED</b> to approve the Regulatory Self Assessment Questionnaires and authorise the Principal (Accounting Officer) and the Chair of the Board to sign them.  |
| <b>B21/203</b> | <b>Agenda Item No. 34: Governance and Search Committee</b><br><br>The following reports had been recommended to the Board for approval: <ul style="list-style-type: none"> <li>• Governor expenses</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> <li>• Terms of reference for the Governance &amp; Search Committee</li> </ul> It was <b>RESOLVED</b> to note the Governance and Search Committee Minutes and approve the reports as listed.  |

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| <b>B21/205</b> | <b>Agenda Item No. 35: ITS Board Minutes 5 October 2021</b><br>It was <b>RESOLVED</b> to note the ITS Board Minutes from 5 October 2021.  |
| <b>B21/206</b> | <b>Agenda Item No. 36: ITS Risk Report</b><br>It was <b>RESOLVED</b> to note the ITS Risk Report.   |
| <b>B21/207</b> | <b>Agenda Item No. 37: Queens Court Lease</b><br>It was <b>RESOLVED</b> to approve the amendment to the Queens Court Lease.   |
| <b>B21/208</b> | <b>Agenda Item No. 38: BCDC Board Minutes 5 October 2021</b><br>It was <b>RESOLVED</b> to note the BCDC Board Minutes from 5 October 2021.  |
| <b>B21/209</b> | <b>Agenda Item No. 39: Think Board Minutes 5 October 2021</b><br>It was <b>RESOLVED</b> to note the Think Board Minutes from 5 October 2021.  |
| <b>B21/210</b> | <b>Agenda Item No. 40: Good News Report</b><br>The Clerk reminded the Governors that the Good News report was now sent before the meeting and Governors noted the new and improved format.<br>It was <b>RESOLVED</b> to note the Good News Report         |
| <b>B21/211</b> | <b>Agenda Item No. 41: Link Reports</b><br>It was <b>RESOLVED</b> to note the Link report for HE and the assurance that it provided.  |
| <b>B21/212</b> | <b>Agenda Item No. 42: Reflection</b><br>Governors reflected that the meeting had been a good balance of strategic debate and board assurance and that starring items on the agenda was working effectively whilst still providing appropriate assurance. |
| <b>B21/213</b> | <b>Agenda Item No. 9: Date and time of next meeting of the Board</b>  |

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|  | <b>Tuesday 9 November – 4.00pm – Annual Reports and ITS</b> |
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The meeting closed at 18:26

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