**Minutes of the meeting of the Board of Governors held on Tuesday 14 December 2021 at 4.00pm at Barnsley College and Virtually**

**Present:** Simon Perryman (Chair)

Helen Jaggar (Vice Chair)

Nick Bowen (Vice Chair)

Carol Cooper-Smith (Governor)

Chelle Charlesworth (Staff Governor) (By Teams)

Andrew Denniff (Governor)

Kay Dickinson (Governor)

Gavin Day (Governor)

Bethanie Jacobs (Student Governor) (by Teams)

Sharon Jandu (Governor)

Tracey Johnson (Governor)

Yiannis Koursis (Principal and CEO)

Marie Lang (Governor)

Conor Moss (Governor) (by Teams)

David Shepherd (Governor) (by Teams)

Helen Weatherston (Staff Governor) (by Teams)

**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)

Suki Rai (Vice Principal – Funding, Performance & Technology)

Deborah Watson (Grant Thornton) for agenda items 13 and 14

Part I

| **Minute** |  |
| --- | --- |
| **PROCEDURAL MATTERS** | |
| **B21/259** | **Agenda Item No. 1: Quoracy**  The meeting was quorate. |
| **B21/260** | **Agenda Item No. 2: Apologies for absence**  Apologies were received from Simon Taylor and Lucy Bartholomew. |
| **B21/261** | **Agenda Item No. 3: Declarations of interest**  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 Koursis 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. |
| **B21/262** | **Agenda Item No. 4 – Minutes of the meeting held on 9 November 2021**  It was **RESOLVED** to approve the minutes of the meeting held on 9 November 2021. |
| **B21/263** | **Agenda Item No. 5: Matters arising from the last meeting**  There were no matters arising. |
| **B21/264** | **Agenda Item No. 6: Rolling Action List**  It was **RESOLVED** to note the Rolling Action List. |
| **B21/265** | **Agenda Item No. 7: Assurance Based Governance**  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. |
| **B21/266** | **Agenda Item No. 8: Board Appointments**  The Clerk presented a report recommending the extension of the term of office for Nick Bowen to allow the smooth transition of the replacement and to note the resignation of Simon Taylor.  It was **RESOLVED** to approve the extension of the term of office for Nick Bowen and to note the resignation of Simon Taylor.  Governors thanked Simon for his contribution to the Board over the last 4 ½ year and in particular his chairing of the audit committee and his role as link governor for equality and diversity. |
| **B21/267** | **Agenda Item No. 10: Principal’s report**  The Principal presented his report and noted that the College expected an update on the Institute of Technology bid imminently.  Governors noted the ongoing challenges with the LSIP and the actions that the College was taking to ensure it continues to progress.  Governors noted that the College expected to take over the Sci-Tech site after the February half term and the College remained in a strong position in terms of complying with the contract.  Governors discussed the recent graduation ceremony and commended the College for the huge impact that the College has on the lives of the people within the Barnsley Community. It was noted that the ceremony would be held in the town centre in 2022.  It was **RESOLVED** to note the Principal’s report |
| **B21/268** | **Agenda Item No. 11: Strategic Seminar Agenda**  The Deputy Principal Development & Productivity presented the final agenda for the annual Strategic Seminar which included details of the external speakers.  It was **RESOLVED** to approve the agenda for the Strategic Seminar. |
| **B21/269** | **Agenda Item No. 12: Honeywell and Motor Vehicle**  The Vice Principal Finance presented the Honeywell and Motor Vehicle Masterplan. The plan included the relocation of motor vehicle and STEM to Honeywell, addressed areas in poor condition, provides additional parking and makes better use of space.  Governors discussed the proposals, timelines, increased budgets, environmental sustainability and impact on the local community.  The Vice Principal Finance highlighted a number of funding opportunities which would enable to the College to realise the property strategy, these included progressing seven out of the eight outcomes of the approved property strategy. The funding highlighted included T Level wave 4 bids, FE Capital Transformation, Post 16 capacity fund and the South Yorkshire Renewal fund and governors indicated their support to develop applications for these funding opportunities as appropriate. Governors would be updated in due course on their progress.  The Vice Principal Finance presented an overview of the proposed overall costs for Honeywell Phase 1, Motor Vehicle, IoT, The School of Business at Belle Vue, Wigfield Farm, the Health Ward and the new STEM Centre. This included any proposed external funding, dates and status of the plans. Governors discussed the applications and their financial impact and noted their support for the T level projects.  The Governors discussed the impact of the masterplan on the financial health of the College and the proposed timelines and it was agreed that a similar board with governor membership would be established.  It was **RESOLVED** to approve the revised motor vehicle project completion date and budget of £2,630k and authorise the Principal to enter in to compliant procured contracts within this budget.  It was **RESOLVED** to approve replicating the governance arrangements for the IoT project board including delegating authority to the project Board  It was **RESOLVED** to approve the Honeywell masterplan in principle.  It was **RESOLVED** to approve phase 1 of the Honeywell masterplan specifically the relocation of the MUGA at a cost of £250k, opening the road and reinstating the car park at a cost of £350k and drainage and electrical work at £150k |
| **B21/270** | **Agenda Item No. 13: 2020/21 Financial Statement**  The Vice Principal presented the 2020/21 Financial Statements.  The College financial performance for 202/21 was good; the College has achieved its key financial targets and bank covenants. Group income of £47.5m is on budget and EBITDA of £5.2m is £2.1m above budget. The financial health grade is good and saw an improvement on the budget although this was lower than forecast in July. The College financial health has been good for the last 5 years.  It was noted that there was a slight amendment to the ITS accounts and the letter would be adjusted accordingly.  Deborah Watson noted that the audit process had run smoothly this year and commended the College on their processes for ensuring timely provision of information. Grant Thornton had taken a different approach to testing this year and overall the audit had gone well. Grant Thornton were happy to sign the financial statements once the Governors had approved them.  The Chair thanked Grant Thornton, the audit committee and the finance and MIS teams for their work in ensuring a successful audit this year.  It was **RESOLVED** to approve the financial statement for the College and its subsidiaries for the year ended 31 July 2021 and the letters of representation. |
| **B21/271** | **Agenda Item No. 14: Going Concern**  The Vice Principal Finance presented the 2020/21 Financial Statement Going Concern Assessment and Management Judgements.  Governors noted that the going concern assessment had been discussed at length at the recent audit committee. The assessment considered cash flow, bank covenants and reverse stress testing. The assessment concluded that the mitigations put in place by the College were sufficient and robust.  Governors discussed the position of ITS and Smartstyle and their letters of support. It was noted that ITS was subject to a number of delays in receiving income from projects and the finance team were working closely with ITS to ensure that this was accounted for without detriment to ITS or the College. Governors noted that the ITS Board were comfortable with the direction of travel of both ITS and Smartstyle  It was **RESOLVED** to approve the College group as a going concern  It was **RESOLVED** to approve the College to issue letters of financial support to ITS and Smartstyle up to July 2023. |
| **B21/272** | **Agenda Item No. 15: Management Accounts**  It was **RESOLVED** to note the Management Accounts and the assurance that the report provided. |
| **B21/273** | **Agenda Item No. 16: Annual Report of the Audit Committee**  It was **RESOLVED** to approve the Annual report of the audit committee subject to the final amendment. |
| **B21/274** | **Agenda Item No. 17: Balanced Scorecard**  The Deputy Principal Development and Productivity presented the Balanced Scorecard. It was agreed that a glossary of abbreviations would be reviewed and reissued in the new year.  It was **RESOLVED** to approve the report and note the assurance that it provides. . |
| **B21/275** | **Agenda Item No. 18: Board Assurance Framework**  The Vice Principal Corporate Services presented the Board Assurance Framework.  Governors noted that apprenticeship income and Covid risk had reduced. All other risks remained the same. It was noted that although apprenticeship recruitment was below target it was being monitored closely.  Governors discussed the Phase II IT project and noted that the team were now reviewing business processes with a view to increasing automation, streamlining systems, reducing the carbon footprint and increasing accuracy. It was noted that Cyber Crime continued to be a risk and an ongoing programme of identifying and mitigating risk would continue in the New Year.  It was noted that any new risks were identified via the audit committee before being reported to the Board as a standing agenda item,  Staffing shortages were discussed and although it was noted that there were issues in some curriculum areas these were being addressed. If necessary a paper would be brought to the next Board meeting.  It was **RESOLVED** to approve the Board Assurance Framework and note the assurance that it provides. |
| **B21/276** | **Agenda Item No. 19: Self Assessment Report (SAR) 2020/21**  The Vice Principal Quality presented the Self-Assessment Report and briefed governors on the processes that led to the production of the SAR.  Along with two governors there had been an external panel member and it was noted that this added another layer of assurance to the governors.  Overall the report rated the College as Outstanding with Apprenticeships rated as Good.  Governors discussed the ongoing challenges and it was noted that the SAR gave governors a good idea of exactly what the College does to support learners to get where they want to be. It was agreed it would form a useful tool as part of a future induction programme for new governors.  Governors noted that a 10 minute SAR would now be produced a shared with all staff.  It was **RESOLVED** to approve the self-assessment report and note the assurance that it provides. |
| **B21/277** | **Agenda Item No. 20: Quality Improvement Plan (QIP)**  The Vice Principal Quality presented the Quality Improvement Plan.  It was noted that the QIP was informed by the SAR and focuses on the big ticket items. It was agreed that an update on the QIP would be presented to the Board in March.  Governors discussed the QIP and noted the radical nature of the changes being made and how this will help improve quality going forward.  Governors discussed apprenticeships and the ongoing impact of Covid and a slow moving economy as well as the change from standards to framework. Governors noted the changes to the Apprenticeship structure within the College and discussed the benefits this would bring.  Finally Governors noted the results of the recent Ofsted visit to the College to review Barnsley Council subcontracted provision for post 16 learners. Ofsted had noted that the College made a significant difference to the lives of those aged 16-24 and those in need of additional support. Governors commended the team for their work.  It was agreed that the QIP provided governors with substantial assurance.  It was **RESOLVED** to approve the Quality Improvement Plan  Conor Moss left the meeting at 17:19  Chelle Charlesworth left the meeting at 17:34  Bethanie Jacobs left the meeting at 17:40 |
| **B21/278** | **Agenda Item No. 21: Audit Committee Minutes 30 November 2021**  It was **RESOLVED** to approve the minutes of the audit committee held on 30 November 2021. |
| **B21/279** | **Agenda Item No. 22: ITS Board meeting and AGM 30 November 2021**  It was **RESOLVED** to approve the minutes of the ITS Board meeting and AGM held on 30 November 2021. |
| **B21/280** | **Agenda Item No. 22.1: ITS Self-Assessment report**  Governors noted that the ITS SAR was produced using a similar process to the College report and that work was needed to raise achievement levels.  It was **RESOLVED** to approve the ITS self-assessment report |
| **B21/281** | **Agenda Item No. 23: BCDC Board Meeting 30 November 2021**  It was **RESOLVED** to approve the minutes of the BCDC Board meeting held on 30 November 2021**.** |
| **B21/282** | **Agenda Item No. 24: Think Board Meeting 30 November 2021**  It was **RESOLVED** to approve the minutes of the Think Board meeting held on 30 November 2021. |
| **B21/283** | **Agenda Item No. 25: iTrust Board meeting 30 November 2021**  It was **RESOLVED** to approve the minutes of the iTrust Board meeting on 30 November 2021. |
| **B21/284** | **Agenda Item No. 26: Link Reports**  Governors noted the assurance provided via the link visits and were briefed on recent visits relating to SEN and Safeguarding and how these were evidenced in the self-assessment report which provided an additional layer of assurance to governors.  It was **RESOLVED** to note the Link reports for SEN and Safeguarding and the assurance that they provided. |
| **B21/285** | **Agenda Item No. 27: Regulatory Update**  It was **RESOLVED** to note the regulatory update. |
| **B21/286** | **Agenda Item No.31:** Date and time of next meeting of the Board  **25 and 26 January 2022 – Strategic Seminar.** |

The meeting closed at 18:25

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