**Minutes of the meeting of the Board of Governors held on Tuesday 9 November 2021 at 4.00pm at Barnsley College and Virtually**

**Present:** Simon Perryman (Chair)

Helen Jaggar (Vice Chair)

Nick Bowen (Vice Chair)

Lucy Bartholomew (Student Governor) (by Teams)

Chelle Charlesworth (Staff Governor)

Kay Dickinson (Governor)

Bethanie Jacobs (Student Governor)

Sharon Jandu (Governor) (by Teams)

Tracey Johnson (Governor) (by Teams) (joined at 17:27)

Yiannis Koursis (Principal and CEO)

Marie Lang (Governor)

Simon Taylor (Governor) (by Teams)

Helen Weatherston (Staff Governor)

**In attendance:** David Akeroyd (Deputy Principal – Development & Productivity)

Gavin Batty (Vice Principal Technical & Professional)

Steve Hepworth (Managing Director – ITS & Smartstyle) (Agenda Item 11 only)

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)

Carol Cooper-Smith

Part I

| **Minute** |  |
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| **PROCEDURAL MATTERS** | |
| **B21/222** | **Agenda Item No. 1: Quoracy**  The meeting was quorate. |
| **B21/223** | **Agenda Item No. 2: Apologies for absence**  Apologies were received from Gavin Day, Conor Moss and David Shepherd |
| **B21/224** | **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. |
| **B21/225** | **Agenda Item No. 4 – Minutes of the meeting held on 19 October 2021**  It was **RESOLVED** to approve the minutes of the meeting held on 19 October 2021. |
| **B21/226** | **Agenda Item No. 5: Matters arising from the last meeting**  There were no matters arising. |
| **B21/227** | **Agenda Item No. 6: Rolling Action List**  It was **RESOLVED** to note the Rolling Action List. |
| **B21/228** | **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. |
| **B21/229** | **Agenda Item No. 8: Board Appointments**  The Clerk presented a report recommending the appointment to the Board of a new Independent Governor, Carol Cooper-Smith.  It was **RESOLVED** to approve the appointment of Carol Cooper-Smith |

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| **B21/230** | **Agenda Item No. 13: ITS & Smartstyle**  The Managing Director ITS & Smartstyle presented the Board with an update on changes, activities and plans including curriculum, contracts and commercial provision.  Governors noted the work to improve Smartstyle and the work currently being undertaken to deliver into the region.  The impact of Covid was noted particularly on SME’s. Governors also noted the work that had been done to manage costs and improve the financial health of ITS and Smartstyle. They were reminded that the Board had agreed to temporarily waive College management costs.  The Principal noted that the positive impact of the failure to secure any AEB funding resulted in ITS being classed as an Apprenticeship Provider. It was also noted that the brand and logo’s had been retained.  Challenges with a lag in invoice payments for some contracts was noted and the College would continue to support ITS with this cash flow issue.  Governors commended the speed with which ITS had integrated into the College and noted the future plans to develop and improve.  Governors also thanks the Managing Director and the teams at ITS and Smartstyle for their work in the face of enormous challenges. They were assured that the subsidiary was moving in the right direction and it was agreed that a further update would be provided in 12 months.  It was **RESOLVED** to note the update. |
| **B21/231** | **Agenda Item No. 12: Principal/CEO report**  The Principal presented his report. The following key points were noted:   * Financial forecasting * Covid-19 * SAR Process Update   The Principal briefed Governors on the key aspects of the Comprehensive Spending Review and the Budget and their potential impact on the College.  Governors noted the update and were pleased to see the College was on top of the challenges and opportunities that the budget presented.  It was **RESOLVED** to note the Principal’s report. |
| **B21/232** | **Agenda Item No. 13: Strategic Seminar Agenda**  The Deputy Principal Development & Productivity presented the draft agenda for the annual Strategic Seminar which had taken on board comments and suggestions at the last Board meeting. A final version would be brought to the Board in December with details of external speakers.  The Chair noted the importance of ensuring that all Governors were present and engaged for the entire strategic seminar.  It was **RESOLVED** to approve the agenda for the Strategic Seminar. |
| **B21/233** | **Agenda Item No. 14: Annual Risk Management Report**  The Vice Principal Corporate Services presented the Risk Management annual report. It was noted that a successful audit had taken place in the previous year which had focused on the Board Assurance Framework. Governors also noted that the newly implemented governance based assurance model ensures that risk is discussed regularly at Board meetings and is highlighted in the majority of Board papers.  Governors noted that Health and Safety had a challenging year supporting staff and students during the pandemic. Both policies and processes had been updated in the previous year.  The Chair of the Audit Committee noted that there was clear and substantial assurance given through the internal audit process and the Board can be assured that the College has appropriate policies and processes in place. The discussion on risk appetite earlier in the year had been welcomed.  Governors also noted that overall assurance had fallen slightly in comparison to the previous year and it was noted that the auditors had highlighted the need to focus on risk both at the Board and at the Audit Committee.  It was **RESOLVED** to approve the Annual Risk Management Report and note the assurance that it provides. |
| **B21/234** | **Agenda Item No. 15: Annual HR Report**  The Vice Principal Corporate Services presented the Annual HR Report. It was noted the College was broadly in line with the sector with turnover and sickness absence reduced significantly in the previous year. The introduction of the Bradford factor has had an impact on short term absence. It was also noted that work related stress had reduced although reports of personal stress had increased.  Governors noted that the gender pay gap had increased and discussed the impact of the proportion of female staff in the lowest and upper quartiles as well as the impact of not sub-contracting some the lower paid roles which traditionally employ female staff and the impact on age on the gender pay gap.  Governors noted that employee relations had improved and that there had been no strike action for the last 3 years.  Governors were reminded that the pay award in the previous year had been above the national recommendation.  It was noted that less had been spent on staff development in the previous year although this had been balanced by a significant increase in training events which may reflect an increase in online learning during a period of predominantly remote working.  Governors commended the range and quality of outcomes and activities highlighted in the report. It was noted that there would be further discussions on the HR strategy to 2030 at the Strategic Seminar and there followed some discussion on hybrid working styles in attracting and retaining staff.  It was noted that work had been ongoing with employers to address skills shortages both now and in the future and there remained challenges in some areas  It was **RESOLVED** to approve the Annual HR Report and note the assurance that it provides. |
| **B21/235** | **Agenda Item No. 16: Annual Health & Safety Report**  The Vice Principal Corporate Services presented the Annual Health and Safety report.  Overall accidents had reduced although it was noted that this was linked to the fact that much of the provision had been online in the previous year. There had been an increase in near miss reporting and governors noted that this was a good indicator of a health and safety culture.  Governors noted that this had been a tricky year for the team with three visits from the Health and Safety Executive although all had confirmed that the College was complying with its responsibilities.  Governors agreed that it had been a successful year despite the challenges the College had faced.  It was **RESOLVED** to approve the Annual Health and Safety Report and note the assurance that it provides. |
| **B21/236** | **Agenda Item No. 17: Safeguarding Annual Report**  The Deputy Principal Culture, Place & Communities presented the Annual Safeguarding Report.  It was noted that the College had taken part in a recent local authority Ofsted inspection but no results had been published as yet.  The Link Governor for Safeguarding confirmed that a visit had taken place in the previous week and that Governors could be assured both by the annual report and the visit.  It was noted that although reporting had increased that this was viewed as positive indicator.  It was also noted that support was also provided to staff who were supporting students with Safeguarding issues.  Tracey Johnson joined the meeting at 17:27  Carol Cooper-Smith left the meeting at 17:30  It was **RESOLVED** to approve the Annual Safeguarding Report and note the assurance that it provides. |
| **B21/237** | **Agenda Item No. 18: Equality and Diversity Annual Report**  The Deputy Principal Culture, Place & Communities presented the Annual Equality and Diversity Report.  Governors noted that there tended to be gaps in areas where issues had already been identified and that outcomes were well distributed.  Governors noted that there was now a higher percentage of staff with physical disabilities.  It was agreed that data on Governors would be included in next year’s annual report.  It was **RESOLVED** to approve the Annual Equality and Diversity Report and note the assurance that it provides. |
| **B21/238** | **Agenda Item No. 19: Special Educational Needs (SEND) Annual Report**  The Deputy Principal Culture, Place & Communities presented the Annual SEND Report.  It was noted the majority of the College students with high needs were in vocational, T-Level or academic provision.  It was agreed that next year’s report would include data on the percentage of students with high needs that went into employment.  It was **RESOLVED** to approve the Annual SEND Report and note the assurance that it provides. |
| **B21/239** | **Agenda Item No. 20: Annual Data Protection and GDPR Report**  The Vice Principal Quality presented the Annual Data Protection and GDPR report.  It was **RESOLVED** to note the Annual Data Protection and GDPR and note the assurance that it provides. |
| **B21/240** | **Agenda Item No. 21: Subcontracting Controls Certificate**  The Vice Principal Funding, Performance and Technology presented the Subcontracting Controls Certificate.  It was **RESOLVED** to note the Subcontracting Controls Certificateand the assurance that it provides. |
| **B21/241** | **Agenda Item No. 22 Regulatory Report**  It was **RESOLVED** to note the Regulatory Update |
| **B21/242** | **Agenda Item No. 23: Audit Engagement Letter**  The Vice Principal Finance presented the Audit Engagement Letters  It was **RESOLVED** to approve the Audit Engagement Letters. |
| **B21/243** | **Agenda Item No. 24: Climate Update**  The Vice Principal Finance presented the climate update and the excellent progress and range of actions that the College was undertaking were noted.  It was **RESOLVED** to note the Climate Update. |
| **B21/244** | **Agenda Item No. 25: Link Reports**  It was **RESOLVED** to note the Link reports for GDPR, 16-19 Curriculum, Health & Safety and HE and the assurance that they provided. |
| **B21/245** | **Agenda Item No. 26: Reflection**  The Chair reminded Governors of the importance of the Strategic Seminar and hoped that all would be able to attend the full event.  The Vice Principal Quality noted the College had been shortlisted for the AoC RCU Beacon Award for Support for Students. The winner would be announced at the AoC conference in November. |
| **B21/246** | **Agenda Item No.27:** Date and time of next meeting of the Board  **Tuesday 14 December – 4.00pm – Quality** |

The meeting closed at 17:45

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