

**Minutes of the meeting of the Board of Governors held on Tuesday 22 November 2022
at 4.00pm at Barnsley College and Virtually**

Present: Simon Perryman (Chair)
Carol Cooper-Smith (Governor) (via Teams)
Kay Dickinson (Vice Chair)
Gavin Day (Governor)
Andrew Denniff (Governor)
George Graham (Governor)
Donavan Hutchinson (Governor) (via Teams)
Helen Jaggar (Vice Chair)
Bethanie Jacobs (Student Governor)
Yiannis Koursis (Principal and CEO)
Marie Lang (Governor)
Kalam Neale (Governor)
Helen Weatherston (Staff Governor) (via 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)

Part I

Minute	
PROCEDURAL MATTERS	
B22/193	Agenda Item No. 1: Quoracy The meeting was quorate.
B22/194	Agenda Item No. 2: Apologies for absence Apologies were received from Chelle Charlesworth, Lucy Clark, Tracey Johnson and Mark Fogarty.

B22/195	<p>Agenda Item No. 3: Declarations of interest</p> <p>Kay Dickinson declared her interest as a Chair of NOCN, ITS and Smartstyle. Helen Jaggar declared her interest as a Director of ITS and Smartstyle. Yiannis Kouris declared his interest as a Director of ITS and Smartstyle and as a Director of Wellspring Trust. Heather Jackson declared her interest as Company Secretary of ITS and Smartstyle. George Graham declared his interest in the financial items of the agenda as a Director at South Yorkshire Pensions Authority.</p>
B22/196	<p>Agenda Item No. 4: Minutes of the meetings held on 18 October 2022.</p> <p>It was RESOLVED to approve the minutes of the meetings held on 18 October 2022.</p>
B22/197	<p>Agenda Item No. 5: Matters arising from the last meeting</p> <p>There were no matters arising.</p>
B22/198	<p>Agenda Item No. 6: Board Appointments</p> <p>Governors noted that Sharon Jandu had resigned as a governor and thanked her for her contribution to the Board and Audit Committee.</p> <p>Governors also noted that the Director of Governance would be remaining in her post.</p> <p>It was RESOLVED to accept the resignation of Sharon Jandu with effect from 24 October 2022.</p>
B22/199	<p>Agenda Item No. 7: Rolling Action List</p> <p>It was RESOLVED to note the Rolling Action List. Items B21/230, B21/238, B21/240, B22/118 and B22/177 have been completed and were removed.</p>
B22/200	<p>Agenda Item No. 8: Assurance Based Governance</p> <p>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.</p>

B22/201	<p>Agenda Item No. 9: Any other business</p> <p>There were no other items of business.</p>
B22/202	<p>Agenda Item No. 10: ITS & Smartstyle Update</p> <p>The Deputy Principal Development and Productivity presented an update on ITS and Smartstyle summarising the proposed and realised aims of the acquisition as agreed by the Board.</p> <p>The Vice Principal Finance discussed the financial and reputation return on investment including the benefits of acquiring additional estate which was now used for 14-16 provision.</p> <p>Governors discussed the various options going forward and the benefits that the acquisition of ITS and Smartstyle had brought to the College. It was also noted that ITS brings an element of flexibility and agility to the College through its ability to bid for some specific projects and funding.</p> <p>Governors discussed the costs of overheads in maintaining ITS and Smartstyle separately and it was agreed that the benefits gained from them, outweighed the financial costs.</p> <p>It was agreed that Governors would be invited to attend future business planning or performance review meetings of ITS so that they could see in more detail the range of activities that ITS undertake in its own right as well as for the College.</p> <p>It was RESOLVED to note the update on ITS and Smartstyle</p>
B22/203	<p>Agenda Item No. 11: Principal's Report</p> <p>The Principal presented his report and noted the new ministers with responsibility for education.</p> <p>Governors also noted that two College students had won student of the year (Victoria Prendergast – HE Student of the Year) and Saffa Shreef (Student Green Commitment). The College was also a finalist in the Beacon Awards AoC Award for Excellence in Governance and was shortlisted for the JISC award for Effective Use of Digital Technology in FE.</p> <p>Governors noted that the college had been granted membership of the Chartered Institute for Further Education, one of only 12 FE Colleges that had been granted this status.</p>

	<p>The Principal updated Governors on the recent DfE annual conversation which had been a positive meeting and circulated a letter that captured the wide range of topics discussed.</p> <p>Governors noted that the results of the ONS review were expected shortly.</p> <p>It was RESOLVED to note the Principals report.</p>
B22/204	<p>Agenda Item No. 12: Major Projects Capital Update</p> <p>The Vice Principal Finance updated the Board on major capital projects.</p> <p>The Board noted that the Motor Vehicle project remained within budget and is expected to be complete in early June 2023. Governors noted that the contractor was working with College and students to maximise benefit through the project.</p> <p>The Governors noted the update to the IoT project and the increase in funding for the sustainability elements of the project. The capital funding agreement was being prepared and it was expected that it would be completed in early December. It was noted that the total project cost has increased by £0.5m. Tendered costs for the sustainability elements were still awaited and would be revisited if appropriate to ensure that they came within budget. The steering group had met twice and the governors noted the minutes from the first meeting. Governors noted that the cost plan included risk and inflation costs and that the budget remained a risk until contractor prices are known and the College is in contract.</p> <p>Governors discussed whether the College had to use the DfE framework and it was noted that it did provide a range of assurances that were beneficial to the College.</p> <p>Governors noted that the update on the Post-16 capacity fund and agreed that it did not justify resource diversion.</p> <p>It was RESOLVED to note the update in respect of the IoT and motor vehicle project</p>
B22/205	<p>Agenda Item No. 13: Financial Approvals</p> <p>The Vice Principal Finance presented a request to approve the contract for legionella works, noting that the college would be non-compliant by the end of November. A tender for the services would be conducted next year.</p> <p>It was RESOLVED to approve the total expenditure of £122k as detailed in the report.</p>

B22/206	<p>Agenda Item No. 14: Management Accounts</p> <p>The Vice Principal Finance presented the Management Accounts. Governors noted that the College was on track to deliver its key financial targets as set in the budget and financial plan. Staff costs are below budgeted costs and the apprenticeship income is being monitored closely. A thorough re-forecast would be conducted following departmental performance review meetings in December.</p> <p>Governors debated the apprenticeship targets and the implications on the budget. It was noted there are some projects the College expects to deliver which are not currently included in the forecast. The nature of projects and the financial uncertainties they present was discussed. It was agreed that pipeline projects could be included in the management accounts recognising the risks and uncertainties until funding was achieved and confirmed.</p> <p>It was RESOLVED to note the update on the Management Accounts.</p> <p>It was RESOLVED to include a section in future management accounts for bids and projects that are in the pipeline.</p>
B22/207	<p>Agenda Item No. 15: Audit Update</p> <p>The Vice Principal Finance updated the Board on the financial statements audit conducted by Grant Thornton.</p> <p>Two areas of significance had been raised at the close meeting. A reinstatement of the pension valuation was necessary and the energy contract may require additional disclosure. The DfE and FE Commissioners team have both been notified by the College.</p> <p>The Board agreed that they had been notified and kept updated throughout and had given the College approval to enter into the energy contract. It was noted that the contract did offer real value for money.</p> <p>It was acknowledged that there had been a control weakness and managers were regularly reminded of their responsibilities through the financial regulations.</p> <p>It was RESOLVED to note the audit update.</p>
B22/208	<p>Agenda Item No. 16: Strategic Seminar</p> <p>The Deputy Principal Development and Productivity presented an update on the Strategic Seminar agenda and the proposed key themes.</p>

	It was RESOLVED to approve the proposed themes for the Strategic Seminar.
B22/209	<p>Agenda Item No. 17: Annual Risk Management Report</p> <p>The Vice Principal Corporate Services presented the annual risk management report for approval. Governors noted the new risks and that risks had been removed during the year. Governors approved the risk management policy and the disaster recovery and business continuity policy.</p> <p>It was RESOLVED to approve the annual risk management report and risk management and disaster recovery and business continuity policies noting the assurance that they provide.</p>
B22/210	<p>Agenda Item No. 18: Annual Human Resources Report</p> <p>The Vice Principal Corporate Services presented the Annual Human Resources report for approval. Progress was being made with the management development programme along with staff satisfaction and listening strategies.</p> <p>Governors approved the disciplinary policy, grievance policy, pay policy, recruitment and selection policy and governor appeals panel policy.</p> <p>It was RESOLVED to approve the Annual Human Resources Report and disciplinary, grievance, pay, recruitment and selection and governor appeals panel policies, noting the assurance they provide.</p>
B22/211	<p>Agenda Item No. 19: Annual Health and Safety Report</p> <p>The Vice Principal Corporate Services presented the Annual Health and Safety Report.</p> <p>Governors noted the significant reduction in accidents along with a reduction in reportable accidents.</p> <p>It was also noted that the new Link Governor for Health and Safety was George Graham.</p> <p>Governors approved the health and safety policy</p> <p>It was RESOLVED to approve the Annual Health and Safety Report and health and safety policy, noting the assurance they provide.</p>

B22/212	<p>Agenda Item No. 20: Analysis of Complaints Report</p> <p>The Vice Principal Quality presented the Analysis of Complaints report.</p> <p>Governors noted that there had been an increase in complaints compared to 2020/21. All had been resolved and lessons learnt exercises undertaken to ensure that complaints did not impact on the any other students.</p> <p>It was RESOLVED to note Analysis of Complaints report and the assurance that it provides.</p>
B22/213	<p>Agenda Item No. 21: Safeguarding Annual Report</p> <p>The Deputy Principal Culture, Place and Communities presented the Annual Safeguarding Report.</p> <p>Governors noted that there had been an increase in disclosures or referrals in 2021/22 which the institution regards as positive. Training and development had been given to staff to reflect trends in safeguarding themes.</p> <p>Governors approved the Safeguarding and Prevent Policies.</p> <p>It was RESOLVED to approve the Annual Safeguarding Report and the Safeguarding and Prevent policies, noting the assurance that they provide.</p>
Carol Cooper-Smith left the meeting at 5:45pm	
B22/214	<p>Agenda Item No. 22: Equality, Diversity and Inclusion Annual Report</p> <p>The Deputy Principal Culture, Place and Communities presented the Annual Equality, Diversity and Inclusion Report which included data on Governors as requested the previous year.</p> <p>Governors noted that the term Global Majority was now being used.</p> <p>The Link Governor noted that the annual report was cross referenced to actins during their meetings.</p> <p>It was RESOLVED to approve the Annual Equality, Diversity and Inclusion Report and note the assurance that it provides.</p>

B22/215	<p>Agenda Item No. 23: SEND Annual Report</p> <p>The Deputy Principal Culture, Place and Communities presented the Annual SEND Report. Governors noted that achievement was up after being static for a couple of years. The College was working hard to get students back on track after lock down.</p> <p>Governors noted the wide range of training and support available for staff and students including mental health first aiders and suicide prevention training.</p> <p>It was RESOLVED to approve the SEND Report and note the assurance that it provides.</p>
B22/216	<p>Agenda Item No. 24: Data Protection and GDPR Annual Report</p> <p>The Vice Principal Funding, Performance and Technology presented the Annual Data Protection and GDPR Report.</p> <p>Governors noted there had been one breach in the previous year.</p> <p>It was RESOLVED to approve the Annual Data Protection and GDPR Annual Report and note the assurance that it provides.</p>
B22/217	<p>Agenda Item No. 25: Digital Transformation Update</p> <p>The Vice Principal Funding, Performance and Technology presented an update on the Digital Transformation project.</p> <p>Governors also noted that the renewal of the contract of the HR system (iTrent) had been approved by Chairs Action on 21 October 2022 for a period of three years and at a cost of £230,265.</p> <p>It was RESOLVED to note the approval of the renewal of the iTrent system approved by Chairs action.</p> <p>It was RESOLVED to note the Digital Transformation Update.</p>
B22/218	<p>Agenda Item No. 26: Learner Destinations Report (FE)</p> <p>The Vice Principal Quality presented the learner destinations report.</p> <p>Governors noted that overall progression and destination data is positive and demonstrates the work undertaken to ensure that curriculum intent is to support learners either into further study or prepares them with the skills required for employment.</p>

	It was RESOLVED to note the Learner Destinations Report and note the assurance that it provides.
B22/219	<p>Agenda Item No. 27: Analysis of External Verification Report</p> <p>The Vice Principal Quality presented the Analysis of External Verification Report.</p> <p>It was RESOLVED to note the Analysis of External Verification Report and note the assurance that it provides.</p>
B22/220	<p>Agenda Item No. 28: Subcontracting Controls Certificate</p> <p>The Vice Principal Subcontracting Controls Certificate report.</p> <p>It was RESOLVED to note the Subcontracting Controls Certificate and the assurance that it provides.</p>
B22/221	<p>Agenda Item No. 29: Audit Committee Minutes 11 October 2022</p> <p>It was RESOLVED to note the minutes of the Audit Committee meeting held on 11 October 2022.</p>
B22/222	<p>Agenda Item No. 30: Governance and Search Committee 20 September 2022</p> <p>It was RESOLVED to note the minutes of the Governance and Search Committee meeting held on 20 September 2022.</p>
B22/223	<p>Agenda Item No. 31: Regulatory Report</p> <p>It was RESOLVED to note the regulatory report and the assurance that it provides.</p>
B22/224	<p>Agenda Item 32: Sustainability Strategy</p> <p>The Vice Principal Finance presented the Sustainability Strategy.</p> <p>Governors commended the strategy and it was agreed that a further discussion about greening the curriculum would follow at the strategic seminar.</p>

	It was RESOLVED to approve the sustainability strategy.
Donavan Hutchinson left the meeting at 6pm	
B22/225	Agenda Item 33: ESFA Financial Health It was RESOLVED to note the ESFA Financial Health Update.
B22/226	Agenda Item No. 34: Good News Report It was RESOLVED to note the Good News Report.
B22/227	Agenda Item No. 35: Link Reports – Safeguarding It was RESOLVED to note the Link report for Safeguarding.
B22/228	Agenda Item No. 36: Reflection
B22/229	Agenda Item No. 9: Date and time of next meeting of the Board Monday 12 December 2022 – 10am

The meeting closed at 18:50

Signed (Chair): **Dated:**