Minutes of the meeting of the Board of Governors held on 16 May 2023 at 4pm at Barnsley College

Present:	Simon Perryman (Governor and Chair of Board)
	Lucy Clark (Student Governor) (via Teams)
	Carol Cooper-Smith (Governor)
	Gavin Day (Governor) (via Teams)
	Kay Dickinson (Vice Chair)
	Mark Fogarty (Governor) (via Teams)
	Claire Huddart (Governor)
	Donovan Hutchinson (Governor) (via Teams)
	Helen Jaggar (Vice Chair)
	Yiannis Koursis (Principal and CEO)
	Kalam Neale (Governor)
	Helen Weatherston (Staff Governor)

In attendance:	David Akeroyd (Deputy Principal – Development & Productivity)
	Gavin Batty (Vice Principal Technical & Professional)
	Sasha Beswick (Sustainability Officer)
	Heather Jackson (Director of Governance and Clerk to the Board) (via Teams)
	Tony Johnson (Vice Principal – Corporate Services)
	Laila Lawton (Vice Principal – Finance)
	Liz Leek (Deputy Principal – Culture, Place & Communities)
	Ken Merry (Vice Principal Quality)

Part I

Minute	
PROCEDURAL MATTERS	
B23/079	**Agenda Item No. 1: Quoracy** The meeting was quorate.
B23/080	**Agenda Item No. 2: Apologies for absence** Apologies were received from Andrew Denniff, George Graham, Bethanie Jacobs and Chelle Charlesworth and Marie Lang.

B23/081	**Agenda Item No. 3: Declarations of interest** Kay Dickinson declared her interest as a Director of ITS, Smartstyle, BCDC and Think. Yiannis Koursis declared his interest as a Director of ITS, Smartstyle, BCDC, ITrust and Think. David Akeroyd declared his interest as a Director of Think.
B23/082	**Agenda Item No. 4: Minutes of the meeting held on 25 April 2023** The minutes of the meeting were not presented and would be approved at the meeting in June.
B23/083	**Agenda Item No. 5: Matters arising from the last meeting.** There were no matters arising.
B23/084	**Agenda Item No. 6: Board Appointments** It was **RESOLVED** to approve the appointment of Aquaria May Parkinson to the Board as Student Governor (FE) from September 2023. It was **RESOLVED** to approve the extension of Tracey Johnson's term of office for an additional period of three years. It was **RESOLVED** to approve the appointment of Carrie Sudbury to the Board. It was **RESOLVED** to approve the extension of the term of office for Tracey Johnson for 3 more years. It was **RESOLVED** to invite Carrie Sudbury to join the Board.
B23/085	**Agenda Item No. 7: Rolling Action List** The Rolling action list was not presented and would be noted at the meeting in June.
B23/086	**Agenda Item No. 8: Assurance Based Governance** Governors noted the update to the Assurance Based Governance monitoring table and noted the assurance that it provided in relation to the instruments and articles of Government and performance against the Code of Good Governance.

B23/087	**Agenda Item No. 9: Any other business** There was no other business.
B23/088	**Agenda Item No. 10: Sustainability Update** The Sustainability Officer presented a sustainability update. Governors noted the wide range of activities the College had been undertaking since the strategy was launched in December and the progress that had been made. Staff and students were engaged across curriculum and department areas and a whole college carbon literacy department day is planned as well as further training for staff. Balanced scorecard targets have also been set. Governors congratulated the sustainability officer for the work undertaken to date and reiterated their commitment to sustainability at the College. It was **RESOLVED** to note the sustainability update Governors thanked the Sustainability Officer for the presentation. It was **RESOLVED** to note the update.
B23/089	**Agenda Item No. 11: Principal's report** The Principal presented his report. Governors noted that the South Yorkshire IoT had been incorporated and the College had signed the Deeds of Guarantee and commercial agreement with the DfE. The Capital funding agreement had now been signed. The Principal updated governors on activities relating to pay structures and how this was being communicated to staff. It was **RESOLVED** to note the Principal's report.
B23/090	**Agenda Item No. 12: Management Accounts** The Vice Principal Finance presented the management accounts and noted that the College was currently on track to exceed its key financial targets set in the budget and financial plan. Governors noted that College income is significantly greater than budget due to additional AEB and the Skills Development Fund.

	Governors discussed the apprenticeship target and noted that the College was not likely to meet its targets. Current apprenticeship income is behind the income and new start profile. The reforecast targets will be met.

It was noted that agency staffing costs are forecast to increase as the College appoints interims to cover some head of department level vacancies.

It was **RESOLVED** to note the update. |
| B23/091 | **Agenda Item No. 13: Financial Approvals**

The Vice Principal Finance presented a request to the Board for approval of items of expenditure over £100k. These included:
- Old Mill Lane lighting upgrade - £325k
- Replacement of heating pipework in the Sixth Form and CUBE – £260k (eligible for DfE estate condition grant)
- Emergency lighting in Sixth Form and CUBE – £150k (eligible for DfE estate condition grant)
- Fleets extension – £375k
- IT Equipment - £750k

Governors discussed the issues and plans to resolve maintenance issues across the College campus. The new Head of Estates had been tasked with producing a detailed list of estate and maintenance requirements and governors noted that it was likely that more issues would be identified.

Governors noted that the IT equipment requests had been identified through the business planning process and covered all areas of the College.

It was **RESOLVED** to approve the expenditure contained in the report. |
| B23/092 | **Agenda Item No. 14: Capital Update**

The Vice Principal Finance presented an update on major capital projects.

Governors noted that the motor vehicle project costs remains within the £3.5m budget although an extension of time request has been submitted. The project is still expected to be open to students in September.

It was noted that the Institute of Technology project was progressing well and that once the capital funding agreement and other documents were signed the College was no longer developing the project at risk. It was noted that the College intended to submit an application for a DfE loan of between £2.2m and £5m. |

	Governors discussed the new process of applying for a DfE loan and noted that there was still a degree of uncertainty. Governors supported the approach the College was taking and it was agreed that further updates would be provided in due course. It was **RESOLVED** to note the update. It was **RESOLVED** to approve the College to submit an application for a DFE loan of between £2.2m and £5m.
B23/093	**Agenda Item No. 15: Board Curriculum Review** The Vice Principal Technical and Professional Education presented the Board Curriculum Review. Governors noted that the report was a legal requirement of the Skills and Post 16 Education Act 2022. The College was committed to reviewing its education and training provision every three years. The College had been part of an early adopter pilot and it was noted that report was still in draft with a number of gaps to fill. Clarification on requirements and final style was being sought but it was noted that the report was meant to be a summary and that additional information and data would be provided via links rather than through appendices. Governors agreed that the report reflected the strategic seminar discussions in January as well as the College role as an anchor institution and key player in the region. Governors noted the wide range of activities that the College was involved in across the region and agreed that the report provided a rich oversight of what the colleges does. Governors discussed working collaboratively with other regional providers and it was agreed that a future meeting of Principals and Chairs would be planned. It was agreed that further feedback would be sought via the early adopter's group and FE Commissioners and a final annual accountability statement which sets out metrics and measures would be presented to the Board for approval in due course. The metrics would feed into the balanced scorecard. It was **RESOLVED** to approve the Board Curriculum Review.
B23/094	**Agenda Item No.16: Subcontracting Arrangements**

	The Deputy Principal Development and Productivity presented the subcontracting arrangements for 2023/24. Governors noted that the College subcontracts a very small proportion of income each year and subcontracting partnerships continue to be focused on strategic relationships and specialist provision that add value to the College core offer. It was **RESOLVED** to approve the proposed subcontracting arrangements for 2023/24.
B23/095	**Agenda Item No. 17: Sci-Tech Final Report** The Deputy Principal Development and Productivity presented the SciTech Project Final Report. Governors noted the update and final costs. It was **RESOLVED** to note the SciTech Final Report.
B23/096	**Agenda Item No. 18: Board Assurance Framework** The Vice Principal Corporate Services presented the Board Assurance Framework. Governors discussed emerging risks around potential strike ballots and noted the work the college was undertaking on pay and pay structures as discussed at the previous meeting. It was agreed that a future Creative session on the top risks, appetite and controls would be planned for the next academic year. It was **RESOLVED** to approve the Board Assurance Framework and note the assurance that it provides. Claire Huddart left the meeting at 6pm
B23/097	**Agenda Item No. 19: National Achievement Rates** The Vice Principal Quality presented the National Achievement Rates update. Governors noted that although there was a sliding national picture, the College had improved across all national metrics and congratulated the College on the accuracy of its data.

	It was **RESOLVED** to note the update and the assurance that it provides that classroom based provision is improving.
B23/098	**Agenda Item No. 20: Climate Update** The Vice Principal Finance presented a Climate Update. Governors agreed not to measure scope three emissions and noted that that the new AoC Code of Good Governance was likely to be less prescriptive in its requirements around sustainability. Governors noted the plans and actions taken to date. It was **RESOLVED** to note the Climate update.
B23/099	**Agenda Item No. 21: SEND Policy** It was **RESOLVED** to approve the SEND Policy.
B23/100	**Agenda Item No. 22: HE Tuition Fees Policy** It was **RESOLVED** to approve the HE Tuition Fees Policy.
B23/101	**Agenda Item No. 23: FE Tuition Fees Policy** It was **RESOLVED** to approve the FE Tuition Fees Policy.
B23/102	**Agenda Item No. 24: HE Freedom of Speech Policy** It was **RESOLVED** to approve the HE Freedom of Speech Policy.
B23/103	**Agenda Item No. 25: Plagiarism Policy** Governors discussed the impact of artificial intelligence and it was noted that students were supported on how to use it appropriately. It was **RESOLVED** to approve the Plagiarism Policy.
B23/104	**Agenda Item No. 26: Subcontracting Policy** It was **RESOLVED** to approve the Subcontracting Policy.

B23/105	**Agenda Item No. 27: Governance and Search Meeting Minutes 3 May 2023** It was **RESOLVED** to note the minutes of the Governance and Search meeting held on 3 May 2023.
B23/106	**Agenda Item No. 28: Governance Improvement Action Plan.** It was **RESOLVED** to note the updated Governance Action Plan and External Review Action Plan.
B23/107	**Agenda Item No. 29: Board meetings and Cycle of Business** It was **RESOLVED** to approve the proposed Board and Committee meeting dates and cycle of business.
B23/108	**Agenda Item No. 30: Regulatory Update** It was **RESOLVED** to note the regulatory update.
B23/109	**Agenda Item No. 31: Good News Report** It was **RESOLVED** to note the Good News Report.
B23/072	**Agenda Item No.17: Date and time of next meetings of the Board** **3:30pm 6 June 2023– Property Strategy** **4pm 11 July 2023 – Budget Approval**

The meeting closed at 18.13.

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