

Minutes of the meeting of the Board of Governors held on 11 July 2023 at 4pm at
Barnsley College

Present: Simon Perryman (Governor and Chair of Board)
Lucy Clark (Student Governor)
Carol Cooper-Smith (Governor)
Kay Dickinson (Vice Chair)
George Graham (Governor)
Claire Huddart (Governor)
Donovan Hutchinson (Governor) (by teams)
Bethanie Jacobs (Student Governor)
Helen Jaggar (Vice Chair)
Yiannis Kouris (Principal and CEO)
Marie Lang (Governor)
Carrie Sudbury (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) (by Teams)
Tony Johnson (Vice Principal – Corporate Services)
Laila Lawton (Vice Principal – Finance)
Sasha Foyster (Learner Voice Adviser) (Item 9 only)
Claire Hill (Team Leader, Student Experience) (Item 9 only)

Part I

Minute	
PROCEDURAL MATTERS	
B23/127	Agenda Item No. 1: Quoracy The meeting was quorate.
B23/128	Agenda Item No. 2: Apologies for absence Apologies were received from Chelle Charlesworth, Gavin Day, Mark Fogarty, Helen Weatherston, Kalam Neale, Aquaria May Parkinson and Liz Leek.

B23/129	<p>Agenda Item No. 3: Declarations of interest</p> <p>Kay Dickinson declared her interest as a Director of ITS, Smartstyle, BCDC and Think. Yiannis Kouris declared his interest as a Director of ITS, Smartstyle, BCDC, ITrust and Think. David Akeroyd declared his interest as a Director of Think. Heather Jackson declared her interest in ITS, Smartstyle, BCDC and Think as Company Secretary.</p>
B23/130	<p>Agenda Item No. 4: Minutes of the meeting held on 6 June 2023</p> <p>It was RESOLVED to approve the minutes of the meeting held on 6 June 2023.</p>
B23/131	<p>Agenda Item No. 5: Matters arising from the last meeting.</p> <p>There were no matters arising.</p>
B23/132	<p>Agenda Item No. 6: Rolling Action List</p> <p>It was noted that the Property Strategy would be presented to the Board in October.</p> <p>It was RESOLVED to note the Rolling Action List.</p>
B23/133	<p>Agenda Item No. 7: Assurance Based Governance</p> <p>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.</p>
B23/134	<p>Agenda Item No. 8: Any other business</p> <p>The Chair noted a request to move the Results based Board meeting.</p> <p>It was RESOLVED to move the meeting to 5 October 2023.</p>
B23/135	<p>Agenda Item No. 9: Student Union Report and Budget</p> <p>The Learner Voice Advisor presented the Student Union Report and Budget.</p>

	<p>Governors noted the range of activities and events that the Student Union had undertaken in the past year, in particular to ensure that students at all sites were included.</p> <p>Governors discussed the proposed Student Union Excellence Opportunity and its longer term sustainability and it was noted that plans were in place for self-funding through sponsorship and fundraising.</p> <p>Governors thanked the Learner Voice Adviser for the very thorough update.</p> <p>It was RESOLVED to note the update on Student Union spend and activities for 2022/23 and approve the budget for the 2023/24 academic year including an additional £5,000 for the Student Union Excellence Opportunity proposal.</p>
B23/136	<p>Agenda Item No. 10: Principal's report</p> <p>The Principal presented his report.</p> <p>Governors noted the update on proposed industrial action.</p> <p>It was also noted that the College would be subject to a Funding audit, the date and timeline were still to be confirmed.</p> <p>Governors discussed the forthcoming ITS Ofsted report which would be published later in the week and it was agreed that a letter to all ITS staff would be sent on behalf of the ITS Chair.</p> <p>The Governors noted that the Principal had presented the College plans for a revised pay structure at the Staff Seminar the week before.</p> <p>It was RESOLVED to note the Principal's report.</p>
B23/137	<p>Agenda Item No. 11: Capital Update</p> <p>Confidential item – minute in Part II</p> <p>It was RESOLVED to note the update.</p>
B23/138	<p>Agenda Item No. 12: Budget 2023/24 and Financial Plan</p> <p>The Vice Principal Finance presented the College budget for 2023/24 and Financial Plan.</p> <p>Governors noted the recommendation of a budget for 2023/24 with an underlying income of £48.9m and EBITDA of £4.9m. The proposed budget contains modest growth for the period of the plan with an increase in</p>

	<p>underlying income of £0.8m. It was also noted that although apprenticeship income remains key the rate of growth has been reduced. The budget also meant that the college would meet all key financial targets and bank covenants.</p> <p>Governors noted the proposed ESFA changes to financial health grading's and the potential impact on the College's financial health. No changes were recommended currently.</p> <p>Governors noted the update on ITS's financial health and that a letter of support would not be required for the 2022/23 audit if the debt was settled. Smartstyle is still likely to require a letter of support.</p> <p>Governors discussed the proposed apprenticeship income over the period of the financial plan and discussed targets and the need, in the future, for more stretch. It was agreed that the budget was set on a basis of realistic growth that could be delivered. Governors also discussed the challenges still being faced in some areas of apprenticeship provision and the plans that were being developed to ensure that all provision was Outstanding.</p> <p>Governors discussed the risk of students going to competitor institutions and noted the plans that the college had in place including new provision to attracts as many students as possible including plans for a new women in football programme. It was also noted that there was more opportunity for growth through the quality of intake.</p> <p>Governors noted the capital investment update.</p> <p>Governors noted the subcontracted activity.</p> <p>It was RESOLVED to approve the budget for 2023/24</p> <p>It was RESOLVED to approve the annual capital budget or 2023/24 of £2,200k</p> <p>It was RESOLVED to approve the Financial Plan to July 2026.</p> <p>It was RESOLVED to approve the assessment of the financial health grade as Good for 2022/23 through to 2025/26 under the existing assessment framework.</p> <p>It was RESOLVED to approve the level of subcontracted activity; total contracted income of £1,420k and £1.232k sub-contracted cost.</p>
B23/139	<p>Agenda Item No. 13: Management Accounts</p> <p>The Vice Principal Finance presented the Management Accounts. The College is currently on track to exceed its key financial targets set in the budget and financial plan. It was noted that the College income is</p>

	<p>significantly greater than budget due to AEB and the Skills Development Fund. It was noted that the College would not meet its apprenticeship target.</p> <p>It was RESOLVED to note the update.</p>
<p>B23/140</p>	<p>Agenda Item No. 14: Financial Approvals</p> <p>The Vice Principal Finance presented the Financial Approval report for financial transactions over £100k that were expected to be procured over the summer. These included:</p> <ul style="list-style-type: none"> • Insurance – up to £120k • Lighting – sixth form and the CUBE – increased from £150k to £225k • Growing Wild – extension of lease and increase in rent • Air Handling Units – provisional sum of £200k subject to procurement • Fleets contractor to carry out extension works - £375k • English & maths provision – costs contained within college financial plan. <p>It was RESOLVED to approve the purchases and income lease as outlined in the report.</p> <p>It was RESOLVED to approve the transactions contained in the report and appendix including departures from standard procurement.</p>
<p>B23/141</p>	<p>Agenda Item No.15: Financial Regulations</p> <p>The Vice Principal Finance presented the updated Financial Regulations. Governors noted that they had presented at the recent Risk and Audit Committee meeting and they had recommend them for approval.</p> <p>It was noted that a significant review had taken place particularly to ensure the College meets its obligations in respect of Managing Public Money. The treasury management section had been updated to introduce the ability to invest surplus funds outside of the College bankers as requested by the Board at a previous meeting.</p> <p>Governors also noted that procurement had been expanded to provide clarity on exceptions and introduce formal approval of such exceptions along with an additional clause to allow for minor capital works up to £50k for pre-tendered approved suppliers.</p> <p>Governors noted the recommendation to approve the Director of Finance as a signatory on the bank mandate.</p> <p>It was RESOLVED to approve the updated financial regulations.</p>

<p>B23/142</p>	<p>Agenda Item No. 16: Board Curriculum Review</p> <p>The Vice Principal Technical and Professional Education presented the Board Curriculum Review and approved the updates that had been incorporated following the Board meeting in May.</p> <p>Governors agreed the proposal to share the final review with the early adoption working group, the submission to the Department of Education and for formal publishing on the college website.</p> <p>It was agreed that the Principal/CEO and the Chair of the Board would sign the final document on behalf of the Board.</p> <p>It was RESOLVED to approve the final Board Curriculum Review.</p>
<p>B23/143</p>	<p>Agenda Item No. 17: Annual Accountability Statement</p> <p>The Vice Principal Technical and Professional Education presented the Annual Accountability Statement.</p> <p>Governors noted that the statement was a result of the reforms following the Skills for Jobs white paper and was owned by the College.</p> <p>It includes a small number of outcome targets for areas of the curriculum that are planned to change in the coming year and reflects how providers contribute to priorities outlined in Local Skills Improvement Plans (LSIPs).</p> <p>Governors had been actively involved in curriculum pillar and strategic objective setting workshops at the strategic seminar in January. These metrics and targets were also mapped to the Balanced Scorecard.</p> <p>It was RESOLVED to approve the Annual Accountability Statement and note the assurance that it provides.</p>
<p>B23/144</p>	<p>Agenda Item No. 18: Balanced Scorecard 2023/24</p> <p>The Deputy Principal Development and Productivity presented the final balanced scorecard for 2023/24 for approval.</p> <p>It was RESOLVED to approve the Balanced Scorecard for 2023/24.</p>

B23/145	<p>Agenda Item No. 19: Graduate Outcomes Survey Results</p> <p>It was RESOLVED to note the Graduate Outcomes Survey Results.</p>
B23/146	<p>Agenda Item No. 20: Subsidiary Performance 2022/23</p> <p>The Vice Principal Finance presented a paper on Subsidiary Performance.</p> <p>It was RESOLVED to note the Subsidiary performance.</p>
B23/147	<p>Agenda Item No. 21: Subsidiary Memorandums of Understanding</p> <p>The Vice Principal Finance presented the Subsidiary Memorandums of Understanding. The existing memorandums were considered fit for purpose and no changes were recommended.</p> <p>It was RESOLVED to approve the Subsidiary Memorandums of Understanding.</p>
B23/148	<p>Agenda Item No. 22: Risk and Audit Committee Meeting Minutes 27 June 2023</p> <p>It was RESOLVED to note the minutes of the Risk and Audit Committee meeting held on 27 June 2023.</p>
B23/149	<p>Agenda Item No. 23: External Audit Strategy</p> <p>It was RESOLVED to approve the external Audit Strategy.</p>
B23/150	<p>Agenda Item No. 24: Audit Engagement Letters</p> <p>It was RESOLVED to approve the Audit Engagement Letters.</p>
B23/151	<p>Agenda Item No. 25: Internal Auditor Appointment</p> <p>The Deputy Principal Development and Productivity presented a paper seeking Board approval for the appointment of internal auditors.</p> <p>It was RESOLVED to approve the appointment of RSM as internal auditors for a further period of up to two years subject to the costs of the audit plan.</p> <p>It was RESOLVED to approve the departure from standard procurement process for this appointment.</p>

B23/152	<p>Agenda Item No. 26: Internal Audit Plan</p> <p>It was RESOLVED to approve the Internal Audit Plan.</p>
B23/153	<p>Agenda Item No. 27: ITS Meeting minutes 20 June 2023</p> <p>It was RESOLVED to note the minutes of the ITS meeting held on 20 June 2023.</p>
B23/154	<p>Agenda Item No. 28: BCDC Meeting minutes 20 June 2023</p> <p>It was RESOLVED to note the minutes of the BCDC meeting held on 20 June 2023.</p>
B23/155	<p>Agenda Item No. 25: Think Meeting minutes 20 June 2023</p> <p>It was RESOLVED to note the minutes of the Think meeting held on 20 June 2023.</p>
B23/156	<p>Agenda Item No. 30: Regulatory Update</p> <p>It was RESOLVED to note the regulatory update.</p>
B23/157	<p>Agenda Item No. 31: Good News Report</p> <p>It was RESOLVED to note the Good News Report.</p>
B23/158	<p>Agenda Item No.32: Date and time of next meetings of the Board</p> <p>4pm Thursday 5 October 2023 – Results</p>

The meeting closed at 18.41.

Signed (Chair): **Dated:**