

**Minutes of the meeting of the Board of Governors held on Tuesday 12 December 2023  
at 10:30am at Barnsley College**

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**Present:** Simon Perryman (Governor and Chair of Board)  
 David Akeroyd (Principal and CEO)  
 Chelle Charlesworth (Staff Governor)  
 Carol Cooper-Smith (Governor)  
 Gavin Day (Governor)  
 Kay Dickinson (Vice Chair)  
 George Graham (Governor)  
 Donovan Hutchinson (Governor)  
 Helen Jaggard (Vice Chair)  
 Tracey Johnson (Governor)  
 Marie Lang (Governor)  
 Kalam Neale (Governor) (by Teams)  
 Aquaria May Parkinson (Student Governor)  
 Carrie Sudbury (Governor)  
 Helen Weatherston (Staff Governor)

**In attendance:** Gavin Batty (Deputy CEO)  
 Heather Jackson (Director of Governance)  
 Tony Johnson (Vice Principal – Corporate Services)  
 Laila Lawton (Vice Principal – Finance)  
 Jess Leech (Vice Principal) Students)  
 Sue Slassor (Interim Vice Principal Quality)

Part I

Minute	
<b>PROCEDURAL MATTERS</b>	
<b>B23/219</b>	<b>Agenda Item No. 1: Quoracy</b>  The meeting was quorate.
<b>B23/220</b>	<b>Agenda Item No. 2: Apologies for absence</b>  Apologies were received from Mark Fogarty.
<b>B23/221</b>	<b>Agenda Item No. 3: Declarations of interest</b>

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	<p>Helen Jaggard declared her interest as a Director of ITS and Smartstyle. Kay Dickinson declared her interest as a Director of ITS, Smartstyle, BCDC and Think. David Akeroyd declared his interest as a Director of ITS, Smartstyle, BCDC, ITrust and Think. Jess Leech declared her interest as a Director of iTrust, Gavin Batty declared his interest as Director of Think. Heather Jackson declared her interest as Company Secretary of ITS, Smartstyle, BCDC, iTrust and Think. Tracey Johnson declared her interests as an employee of Barnsley Metropolitan District Council and noted that ITS was a tenant of the Digital Media Centre which she managed.</p>
<p><b>B23/222</b></p>	<p><b>Agenda Item No. 4 – Minutes of the meeting held on 21 November 2023</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 21 November 2023.</p>
<p><b>B23/223</b></p>	<p><b>Agenda Item No. 5: Board Appointments</b></p> <p>It was <b>RESOLVED</b> to appoint Matt Mills to the Board with immediate effect for a period of 4 years</p> <p>It was <b>RESOLVED</b> to appoint Nina Smart – HE student governor to the Board with immediate effect.</p>
<p><b>B23/224</b></p>	<p><b>Agenda Item No. 6: Matters arising from the last meeting</b></p> <p>There were no matters arising.</p>
<p><b>B23/225</b></p>	<p><b>Agenda Item No. 7: Rolling Action List</b></p> <p>It was <b>RESOLVED</b> to note the Rolling Action List.</p>
<p><b>B23/226</b></p>	<p><b>Agenda Item No. 8: Assurance Based Governance</b></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>
<p><b>B23/227</b></p>	<p><b>Agenda Item No. 9: Notification of items of any other business</b></p> <p>There were no other items of business.</p>

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<b>B23/228</b>	<p><b>Agenda Item No. 10: Principal's report</b></p> <p>The Principal presented his report and noted that over 20 college partners had attended last week's Principal's dinner.</p> <p>The Principal updated Governors on Unison strike action and there was a discussion on all of the points within the open letter from Unison which had been forwarded to Governors last week.</p> <p>The reasons for the strike were discussed and it was agreed that the position remains that the College will negotiate nationally via the Association of Colleges and not on a local basis.</p> <p>The Governors debated and supported in full the position taken by the College Executive Team.</p> <p>Governors noted that a proposed pay award was included in Part II of the Board papers.</p> <p>It was <b>RESOLVED</b> to note the Principal's report</p>
<b>B23/229</b>	<p><b>Agenda Item No. 11: Capital Update</b></p> <p>The Vice Principal Finance presented a Capital Update.</p> <p>Following the unexpected withdrawal of the preferred supplier, the IoT project team had been working on two procurement options, both of which had been discussed and agreed with the DfE and the steering group. An expression of interest was released to the market which is due back before Christmas and a full invitation to tender will be released in the New Year. A design and build contract remains the preferred option. Governors discussed the risks as the project stands including securing a contractor, type of contract, project budget and timing of expenditure draw down. It was noted that the College is taking actions to mitigate the risk if a contractor isn't appointed in a timely manner as well as discussing the overall sustainability of the project.</p> <p>Construction at Fleets started in October and is expected to be completed in May 2024. Governors noted that this was later than planned following the extension of the planning process by the council, a design change to a steel frame and a need to change the foundation. The total costs is captured within the annual capital budget.</p> <p>Governors noted the two capital funding applications. The first was the refurbishment of Bell Vue House for T Level pathways in Business &amp; Admin</p>

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	<p>and Legal &amp; Finance. and the second was the refurbishment of the Electric Theatre for T Level students in Health and Science</p> <p>It was <b>RESOLVED</b> to note the update and approve the T Level applications.</p>
<p><b>B23/230</b></p>	<p><b>Agenda Item No. 12: Financial Approvals</b></p> <p>The Vice Principal Finance presented the Financial Approvals paper.</p> <p>It was <b>RESOLVED</b> to approve:</p> <ul style="list-style-type: none"> <li>• Specialist equipment purchases circa £400k for hair, beauty and creative.</li> <li>• Finance system replacement circa £300k over five years.</li> <li>• Catering supplies from Brakes estimated at £150k, which is a departure from standard procurement practice.</li> <li>• The £3.9m of Local Skills Improvement Fund contract and order/expenditure to partner colleges in line with the contract.</li> <li>• Modern Methods of Construction development at a costs of £250k and a departure from standard procurement.</li> <li>• The transactions contained in the report and appendix including departures from standard procurement.</li> </ul>
<p><b>B23/231</b></p>	<p><b>Agenda Item No. 13: Strategic Seminar</b></p> <p>The Deputy CEO presented an updated Strategic Seminar agenda following feedback from Governors at the last meeting.</p> <p>The Chair noted the strong governance strand at this year's AoC conference. The Chair also sits on the AoC Board which was looking at future strategy, the skills agenda and potential implications of a new government. The Opportunities England report would be included in the reading materials of the seminar.</p> <p>It was <b>RESOLVED</b> to approve the Strategic Seminar Agenda.</p>
<p><b>B23/232</b></p>	<p><b>Agenda Item No. 14: Financial Statements</b></p> <p>The Vice Principal presented the 2022/23 Financial Statements, Management judgement, audit findings and letters of representation.</p> <p>The College financial performance for 2022/23 was good, the College had achieved its key financial targets and bank covenants. Group income of £49.8m is above budget (£46.7m) and EBITDA of £5.8m is also above budget. The financial health grade is good as predicted in July.</p>

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	<p>Governors noted that the financial statements for the College and subsidiaries are in line with previous reports.</p> <p>The Chair thanked TC, the audit committee and the finance teams for their work in ensuring a successful audit this year.</p> <p>It was <b>RESOLVED</b> to approve the financial statement for the College and its subsidiaries for the year ended 31 July 2023 and the letters of representation.</p>
<p><b>B23/233</b></p>	<p><b>Agenda Item No. 15: Going Concern</b></p> <p>The Vice Principal Finance presented the 2022/23 Going Concern Assessment and Management Judgements.</p> <p>The College group is assessed as a going concern. Income and expenditure projections for 2023/24 and 2024/25 and the cash flow forecast up to July 2025 have been thoroughly assessed. An assessment of the mitigations in place to prevent scenarios leading to a breach in bank covenants has been conducted. This concluded that the College has robust mitigations in place and can introduce more measures if needed. The headroom available on covenant compliance is considered to be acceptable.</p> <p>ITS and Smartstyle are not assessed as a going concern and require confirmation from the College of its financial support for at least 12 months. The College has assessed whether it has sufficient resources to cover this and concluded that it can financially support ITS and Smartstyle for the next 12 months. The College has sought DfE approval for the letters and this had been granted.</p> <p>Governors noted that the going concern assessment had been discussed at length at the recent audit committee. Additional measures would be added to the assessment next year. 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.</p> <p>Governors discussed forecasts and variances and noted staffing forecasts and challenges of the timing of performance reporting as it feeds into the production of the financial plan.</p> <p>It was <b>RESOLVED</b> to approve the College group as a going concern</p> <p>It was <b>RESOLVED</b> to approve the College to issue letters of financial support to ITS and Smartstyle for a period of 12 months up to December 2024, noting that DfE approval had been granted.</p>

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<b>B23/234</b>	<p><b>Agenda Item No. 16: Management Accounts</b></p> <p>The Vice Principal Finance presented the Management Accounts which were currently on track to exceed its key financial targets as set in the budget and financial plan. A full re-forecast will be undertaken after the department performance review meetings have taken place in December.</p> <p>Governors noted that 16-19 income is above contract allocation Apprenticeship income is unlikely to be realised and recruitment to Higher Education Programmes is lower than planned. The College had received additional income to support a staff pay award and an increase to programme weighting.</p> <p>It was <b>RESOLVED</b> to note the Management Accounts and the assurance that the report provided.</p>
<b>B23/235</b>	<p><b>Agenda Item No. 17: Annual Report of the Audit Committee</b></p> <p>The Chair of the Audit Committee presented the Annual Report. Overall assurance for the year was rated as adequate and effective and the Audit Committee had approved a wide range of audits in the previous year and monitored the implementation of actions through the clerks report.</p> <p>It was <b>RESOLVED</b> to approve the Annual report of the audit committee.</p>
<b>B23/236</b>	<p><b>Agenda Item No. 18: Balanced Scorecard Quarter One Update</b></p> <p>The Deputy CEO presented the Balanced Scorecard.</p> <p>Governors noted the majority of the strategic goals are on track to be achieved by the end of the year with some rated as amber and four rated as red (achievement of TEF award, drive growth in student recruitment across higher level programmes, group apprenticeship income and deliver the IoT capital project).</p> <p>Governors agreed to undertake the Carbon Literacy Programme and it was agreed that the Director of Governance would liaise with the Sustainability Officer to put on a couple of half day sessions for governors to attend.</p> <p>Governors discussed customer feedback and employer satisfaction measures.</p>

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	It was <b>RESOLVED</b> to approve the report and note the assurance that it provides.
<b>B23/237</b>	<p><b>Agenda Item No. 19: Board Assurance Framework</b></p> <p>The Vice Principal Corporate Services presented the Board Assurance Framework which had recently been presented to the audit committee.</p> <p>Governors noted that the IoT project remains the highest risk.</p> <p>The College had recently achieved Cyber Essentials certification and this had been further backed by a positive internal audit. An Ofsted inspection was not expected but the college continued to prepare. Governors also noted that the new model for English and Maths was now in place and it was hoped that the impact of this would start to be seen with the resit results in the New Year.</p> <p>Governors noted the funding audit had highlighted no significant risks.</p> <p>It was <b>RESOLVED</b> to approve the Board Assurance Framework and note the assurance that it provides.</p>
<b>B23/238</b>	<p><b>Agenda Item No. 20: Self Assessment Report (SAR) 2021/22</b></p> <p>The Vice Principal Quality presented the Self-Assessment Report and briefed governors on the processes that led to the production of the SAR.</p> <p>Overall the report rated the College as Outstanding with Apprenticeships rated as Good.</p> <p>Governors discussed the key areas for improvement that the College would be focusing on.</p> <p>It was <b>RESOLVED</b> to approve the self-assessment report and note the assurance that it provides.</p>
<b>B23/239</b>	<p><b>Agenda Item No. 21: Quality Improvement Plan (QIP)</b></p> <p>The Vice Principal Quality presented the Quality Improvement Action Plan.</p> <p>It was noted that the QIP was informed by the SAR and focuses on the big ticket items. Governors discussed the QIP and the areas identified for improvement in the coming year. Governors discussed Apprenticeships and it was agreed that deep Dive would be undertaken in the Spring.</p>

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	<p>Governors noted that the Skills judgement will now form part of the inspection and that the observation process had been broadened. It was also noted that the A level findings triangulated with the results of the Deep Dive which would be discussed in Part II of the meeting.</p> <p>It was agreed that the QIP provided governors with substantial assurance.</p> <p>It was <b>RESOLVED</b> to approve the Quality Improvement Plan</p>
<b>B23/240</b>	<p><b>Agenda Item No. 22: Audit Committee Minutes 28 November 2023</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the audit committee held on 28 November 2023.</p>
<b>B23/241</b>	<p><b>Agenda Item No. 23: Annual Internal Audit Report</b></p> <p>It was <b>RESOLVED</b> to note the Annual Internal Audit Report and Opinion for the year ended 31 July 2023.</p>
<b>B23/242</b>	<p><b>Agenda Item No. 24: ITS Board meeting and AGM 30 November 2022</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the ITS Board meeting and AGM held on 30 November 2022.</p>
<b>B23/243</b>	<p><b>Agenda Item No. 25: ITS Self-Assessment report &amp; Quality Improvement Plan</b></p> <p>Governors noted that the ITS SAR was produced using a similar process to the College report.</p> <p>It was <b>RESOLVED</b> to approve the ITS self-assessment report and Quality Improvement Plan</p>
<b>B23/244</b>	<p><b>Agenda Item No. 26: BCDC Board Meeting 28 November 2023</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the BCDC Board meeting held on 28 November 2023.</p>
<b>B23/245</b>	<p><b>Agenda Item No. 27: Think Board Meeting 28 November 2023</b></p>



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	It was <b>RESOLVED</b> to approve the minutes of the Think Board meeting held on 28 November 2023.
<b>B23/246</b>	<p><b>Agenda Item No.28: iTrust Board meeting 30 November 2023</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the iTrust Board meeting on 30 November 2023.</p>
<b>B23/247</b>	<p><b>Agenda Item No. 29: Prevent and Safeguarding Policies</b></p> <p>The Vice Principal Students presented the Prevent and Safeguarding Policies. Governors noted that there were no significant changes to the Prevent Policy and minor changes to the Safeguarding Policy to wording around screening and inline harms to reflect KCSIE. Actions had already be undertaken.</p> <p>It was <b>RESOLVED</b> to approve the changes to the Prevent and Safeguarding Policies.</p>
<b>B23/248</b>	<p><b>Agenda Item No. 30: Regulatory Update</b></p> <p>It was <b>RESOLVED</b> to note the regulatory update.</p>
<b>B23/249</b>	<p><b>Agenda Item No. 31: Good News Report</b></p> <p>It was <b>RESOLVED</b> to note the Good News Report.</p>
<b>B23/250</b>	<p><b>Agenda Item No. 32: College Management Structure</b></p> <p>It was <b>RESOLVED</b> to note the update on College Management Structure.</p>
<b>B23/251</b>	<p><b>Agenda Item No.33: Date and time of next meeting of the Board</b></p> <p><b>23 and 24 January 2023 – Strategic Seminar.</b></p>

The meeting closed at 12.05