Minutes of the meeting of the Board of Governors held on Tuesday 23 January 2024 at 4:30am at Oulton Hall Hotel

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)
	Mark Fogarty (Governor)
	George Graham (Governor)
	Donovan Hutchinson (Governor)
	Helen Jaggar (Vice Chair)
	Tracey Johnson (Governor)
	Marie Lang (Governor)
	Matt Mills (Governor)
	Aquaria May Parkinson (Student Governor)
	Nina Smart (Student Governor)
	Carrie Sudbury (Governor)

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

Part I

Minute	
PROCEDURAL MATTERS	
B24/001	Agenda Item No. 1: Quoracy The meeting was quorate.
B24/002	Agenda Item No. 2: Apologies for absence Apologies were received from Kalam Neale and Helen Weatherston

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B24/003	Agenda Item No. 3: Declarations of interest Helen Jaggar 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.
B24/004	Agenda Item No. 4 – Minutes of the meeting held on 12 December 2023 The Chair of the Audit Committee noted a change to the minutes to reflect the final external audit report. It was RESOLVED to approve the minutes of the meeting held on 12 December 2023 with this amendment.
B24/005	Agenda Item No. 5: Matters arising from the last meeting. There were no matters arising.
B24/006	Agenda Item No. 6: Rolling Action List It was RESOLVED to note the Rolling Action List.
B24/007	Agenda Item No. 7: 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. It was RESOLVED to note the Assurance Based Governance monitoring table.
B24/008	Agenda Item No. 9: Notification of items of any other business There were no other items of business.

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B24/009	**Agenda Item No. 10: Principal's report** The Principal presented his report and updated Governors on Unison communications and the nomination of the College for two AoC Beacon Awards. It was RESOLVED **to note the Principal's** report.
B24/010	Agenda Item No. 10: Management Accounts The Vice Principal Finance presented the Management Accounts. Governors discussed the forecasts, the impact of the staff pay award and changes to the national minimum wage, and it was noted that the College was taking a prudent approach whilst continuing to invest in staffing and resources to support our students. It was noted that the Vice Principal Finance was confident that the College would meet the EBITDA target by the end of the year. It was RESOLVED to note the Management Accounts.
B24/011	Agenda Item No. 11: Financial Approvals The Vice Principal Finance presented the financial approvals papers. It was RESOLVED approve: • Departures from standard procurement processes for examination bodies and HE validation providers City and Guilds. Leeds Trinity University, NCFE where a continuation of services is needed to ensure there is no student impact. • Departure from standard procurement for the Inspire Skills specialist rail sub-contract. • The Cidori partnership contract of £168k. • Up to £108k for Microsoft Co-Pilot licenses for an initial trial of the system.
B24/012	Agenda Item No. 11: Capital Update The Vice Principal Finance presented a Capital Update.

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	Governors noted that work continued to progress the IoT project. Five contractors had been assessed to meet the standard criteria and would be sent further details. Once submissions were received at the beginning of March a decision can be made on the project. The DfE remain involved and supportive of the project. Governors also noted that there were positive indications regarding the Salix bid. It was RESOLVED to note the update and approve the T Level applications.
B24/013	**Agenda Item No. 13: HE Annual Report** The Vice Principal Quality presented the HE Annual Report. Governors discussed the feedback on resources and noted that the College did not have the resources and facilities of a university and this would impact on scores. Governors also noted that the TEF methodology was based on data from 2011/12 and was a metric required for the Office for Students. The executive were exploring additional measures. It was RESOLVED to the HE Annual Report
B24/014	**Agenda Item No. 14: Modern Slavery Statement** The Vice Principal Corporate Services presented the Modern Slavery Statement. It was RESOLVED to approve the Modern Slavery Statement for 2023/24.
B24/015	**Agenda Item No. 15: Governance Review of Effectiveness & Code of Good Governance** The Director of Governance presented the results of the Board Effectiveness Survey and updated Governors on potential training and development opportunities. The Director of Governance updated the Board on the new Code of Good Governance. It was noted that an internal audit had been undertaken and the college was compliant in most areas and an action plan had been drafted which suggested areas for development. This included a review of the structure and function of the Board and its committees. It was agreed that a task and finish group would be established and recommendations would be made to the Board in the Spring. Tracey Johnson, Donavan Hutchinson, Mark Fogarty, Marie Lang and Kay Dickinson volunteered to join the group which would also include David Akeroyd and Heather Jackson.

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	It was RESOLVED to approve the adoption of the Code of Good Governance. It was RESOLVED to note the update on Board Effectiveness It was RESOLVED to set up a task and finish group to review the structure and operation of the Board and its committees.
B24/016	Agenda Item No. 16: Regulatory Update It was RESOLVED to note the regulatory update.
B24/017	Agenda Item No. 17: Good News Report It was RESOLVED to note the Good News Report.
B24/018	Agenda Item No. 18: Link Visit Reports It was RESOLVED to note the Link Visit reports from two Health and Safety visits.
B24/019	Agenda Item No.19: Date and time of next meeting of the Board 23 March 2024 – Monitoring & Quality

The meeting closed at 5:30pm