

**Minutes of the meeting of the Board of Governors held on Thursday 16 and Tuesday 21
November 2023 at Barnsley College**

Present: Simon Perryman (Governor and Chair of Board)
 David Akeroyd (Principal and CEO)
 Chelle Charlesworth (Staff Governor)
 Carol Cooper-Smith (Governor) (by Teams)
 Kay Dickinson (Vice Chair)
 George Graham (Governor)
 Donovan Hutchinson (Governor) (by Teams)
 Helen Jaggar (Vice Chair)
 Tracey Johnson (Governor) (by Teams)
 Marie Lang (Governor)
 Kalam Neale (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	
PROCEDURAL MATTERS	
B23/175	Agenda Item No. 1: Quoracy The meeting was quorate.
B23/176	Agenda Item No. 2: Apologies for absence Apologies were received from Aquaria May Parkinson, Mark Fogarty and Gavin Day.
B23/177	Agenda Item No. 3: Declarations of interest Kay Dickinson declared her interest as a Chair of BCDC, Think, ITS and Smartstyle. Helen Jaggar declared her interest as a Director of ITS and

Minute	
	<p>Smartstyle. David Akeroyd declared his interest as a Director of ITS Smartstyle, BCDC and Think. 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. Tracey Johnson declared her interest as lead for the DMC where Barnsley College is a tenant.</p>
<p>B23/178</p>	<p>Agenda Item No. 4: Minutes of the meetings held on 11 July 2023 and 5 October 2023.*</p> <p>It was RESOLVED to approve the minutes of the meetings held on 11 July 2023 and 5 October 2023.</p>
<p>B23/179</p>	<p>Agenda Item No. 5: Board Appointments</p> <p>It was RESOLVED to approve the reappointment of Carol Cooper-Smith for a period of four years to 9 November 2027 and Marie Lang for a period of four years to 18 May 2028.</p> <p>It was RESOLVED to note the resignation of Claire Huddart on 17 November 2023.</p>
<p>B23/180</p>	<p>Agenda Item No. 6: Matters arising from the last meeting</p> <p>It was noted that an additional meeting had been held on Thursday 16 November to consider the starred items. The minutes from that meeting will be incorporated within these papers and will be highlighted in the minutes as starred items.</p>
<p>B23/181</p>	<p>Agenda Item No. 7: Rolling Action List*</p> <p>It was RESOLVED to note the Rolling Action List</p>
<p>B23/182</p>	<p>Agenda Item No. 8: 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>

B23/183	<p>Agenda Item No. 9: Any other business</p> <p>There were no other items of business.</p>
B23/184	<p>Agenda Item No. 10: Principal's Update</p> <p>The Principal presented his report. Governors noted the update on UNISON strike action and thanks were given to staff at the College who had gone above and beyond to ensure that the strike had not adversely impacted on students.</p> <p>Governors noted the T3 update and noted its conclusion. It was also noted that a number of senior appointments had been undertaken and that the College had been shortlisted for two AoC Beacon Awards.</p> <p>Governors also noted the DfE Financial Health Letter confirming that the College will remain graded as good for financial health as expected.</p> <p>It was agreed that quarterly LSIF updates would be added to future meeting agendas.</p> <p>It was RESOLVED to note the update.</p>
B23/185	<p>Agenda Item No. 11: Capital Projects Update</p> <p>The Vice Principal Finance presented the Capital Projects Update.</p> <p>Governors noted that the Automotive Technologies Centre project was now complete and project costs had exceeded budget by £70k (2%).</p> <p>The IoT project had changed procurement direction following discussion with the DfE and Aecom and with the Steering Group's approval. Governors discussed the risks involved with the project and it was noted that it was expected that building would start in April/May 2024 and would be completed the following year, opening to students in September 2025. Additional Salix funding may be available and the College continued to consider various options to ensure risks were mitigated.</p> <p>Governors discussed the Fleets project and it was noted that the changes required would not take the costs outside the financial plan.</p> <p>Governors noted the potential new T Level capital funding applications.</p> <p>It was RESOLVED to note the report and the assurance that it provides.</p>

<p>B23/186</p>	<p>Agenda Item No. 12: Property Strategy Approval*</p> <p>The Vice Principal Finance presented the Property Strategy. Governors noted that this refreshed strategy brings it up to date with current priorities and plans including a further round of T Level capital funding bids and is intended to act as a framework for capital investment decisions.</p> <p>The College aspires to have an efficient, fit-for-purpose and sustainable estate which support teaching and learning, facilitates growth and is flexible to changing requirements.</p> <p>Governors noted that the paper reflected the aspirational decisions made at the Creative Session earlier in the year and provided a good framework for capital investment decisions.</p> <p>Governors noted that the strategy was aspirational and provides a framework for the College when future capital fund bidding opportunities arise. The strategy was informed by the curriculum and market needs.</p> <p>Governors discussed the STEM centre and the options around investing to improve, decanting to another building or waiting for potential funding opportunities which impact on the current student experience. Governors also noted the need for a suitable space for Health and agreed that this was a priority.</p> <p>It was noted that a change in zero rating would not impact on the use of buildings.</p> <p>It was agreed that this item would come to normal board meetings in the future for more detailed discussion.</p> <p>It was noted that more detailed proposals would be presented to the board when decisions were required and bidding opportunities arose.</p> <p>It was RESOLVED to approve the Property Strategy</p>
<p>B23/187</p>	<p>Agenda Item No. 13: Financial Approvals*</p> <p>Tracey Johnson joined the meeting at 16:25</p> <p>The Vice Principal Finance presented the Financial Approvals paper.</p> <p>It was RESOLVED to approve the following expenditure over £100k in accordance with the requirements of the financial regulations:</p> <ul style="list-style-type: none"> • The heating systems maintenance contract at £220k over five years. • The legionella testing contract at £320k for up to a five year period • Bidfood supplier spend for 2023/24 of £300k

	<ul style="list-style-type: none"> • Sheffield United Community Foundation departures from standard procurement processes • The transactions contained in the report and appendix including departures from standard procurement.
B23/188	<p>Agenda Item No.14: DfE Loan Update</p> <p>The Vice Principal Finance updated the Board on the DfE loan. Governors noted the progress made including changes in interest rates and the requirement to obtain consent from the existing lenders. This is likely to include a periodic revaluation of security but this was not thought to pose any issues and governors agreed it was appropriate. The agreement was expected to be in place in the New Year.</p> <p>It was RESOLVED to agree to the periodic revaluation of security for the existing lenders</p> <p>It was RESOLVED to approve the loan based on the attached heads of terms.</p>
B23/189	<p>Agenda Item No. 15: 2022/23 Draft Financial Outturn</p> <p>The Vice Principal Finance presented the draft Financial Outturn. Governors noted that the college financial performance for 2022/23 is good, the college had achieved its key financial and bank covenant. Group income and EBITDA were above budget. The financial health grade was good and the College had exceeded its targets.</p> <p>Governors discussed the Apprenticeship targets and noted that the target was £1m of growth each year. It was agreed that there was a need to be realistic but that an element of push was also desirable.</p> <p>Governors congratulated the team on the outcome.</p> <p>Donavan Hutchison joined the meeting at 16:35</p> <p>It was RESOLVED to note the draft Financial Outturn.</p>
B23/190	<p>Agenda Item No. 16: Regularity Self-Assessment Questionnaire*</p> <p>The Vice Principal Finance presented the Regularity Self-Assessment Questionnaire and it was noted that the report had been presented to the audit and risk committee who had recommended it to the Board for approval.</p> <p>It was RESOLVED to approve the Regularity Self Assessment Questionnaire.</p>

B23/191	<p>Agenda Item No. 17: Management Accounts*</p> <p>Governors noted the proposed changes to the template and agreed that the trends shown were a valuable addition.</p> <p>It was RESOLVED to note the Management accounts.</p>
B23/192	<p>Agenda Item No. 18 : Strategic Seminar Agenda</p> <p>The Deputy CEO presented the draft Strategic Seminar Agenda. The format this year had been amended to give more time for reflection and discussion.</p> <p>There was a discussion on how governors could engage more with students and it was agreed that governors would be invited to student forums in the New Year. Governors also discussed how Student Governors could more actively participate and share student feedback.</p> <p>The Board meeting slot would be used to review the effectiveness of the board alongside the new AoC Code of Good Governance.</p> <p>Governors were asked to prioritise the event as it was a key part of the strategic decision making process.</p> <p>It was RESOLVED to note the Strategic Seminar Agenda.</p>
B23/192	<p>Agenda Item No. 19: Balanced Scorecard 2022/23 Closure</p> <p>The Principal presented the closure report for the Balanced Scorecard 2022/23. Governors noted that each of the goals had been analysed for year-end performance and each of the performance measures had been RAG rated along with each goal.</p> <p>It was RESOLVED to note the report and the assurance that it provides.</p>
B23/193	<p>Agenda Item No. 20: Board Assurance Framework – Q4</p> <p>The Vice Principal Corporate Service presented the Board Assurance Framework for Quarter Four and noted some of the mitigating factors including investigating additional support for the IT team to support cyber security.</p> <p>Governors discussed the next Ofsted inspection and its likely date in the next couple of years.</p> <p>Governors noted that the IoT project was now the College’s biggest risk.</p>

	<p>Governors also noted that the report had also been discussed at the Risk and Audit committee.</p> <p>It was RESOLVED to note the Board Assurance Framework Q4.</p>
B23/194	<p>Agenda Item No. 21: Climate Update*</p> <p>The Vice Principal Finance presented the Climate Update and noted the progress since the last update in May. College students are involved in the House of Lords Programme, the Environment and Climate Change Committee and Baroness Parminter is visiting the College in December to meet students involved in the programme so far. It was noted that Donavan Hutchinson was picking up the role of link Governor for Sustainability and his first meeting was later this week.</p> <p>It was RESOLVED to note the report and the assurance that it provides that the College is working well to achieve its targets.</p>
B23/195	<p>Agenda Item No. 22: Student Surveys – FE</p> <p>The Interim Vice Principal Quality presented the Student Surveys – FE report.</p> <p>Governors noted that the overall picture and direction of travel was positive with some areas reporting significantly above the sector benchmarks.</p> <p>Governors noted that there were some issues around resources which were being investigated. An A-level improvement strategy was being developed and Governors noted that a deep dive on the sixth form was currently underway.</p> <p>It was RESOLVED to note the report and the assurance that it provides.</p>
B23/196	<p>Agenda Item No. 23: Student Surveys – NSS</p> <p>The Interim Vice Principal Quality presented the Student Surveys – NSS report.</p> <p>Governors noted that performance against benchmarks was broadly excellent with some issues around resources and the decant from Church Street. Governors discussed the opportunities available to students around employability and entrepreneurship and it was noted that although this was embedded in the curriculum, work was underway to make this more explicit and to ensure that students were aware of the opportunities available to them including through iTrust and the incubators in the business centre.</p>

	It was RESOLVED to note the report and the assurance it provides.
B23/197	<p>Agenda Item No. 24 : Annual Risk Management Report*</p> <p>The Vice Principal Corporate Services presented the Annual Risk Management Report. Governors discussed the risk around the IoT project and it was noted that this would be discussed in more detail at the next meeting.</p> <p>It was RESOLVED to approve the Annual Risk Management Report and note the assurance that it provides.</p> <p>It was RESOLVED to approve the Risk Management Policy and note the assurance that it provides.</p>
B23/198	<p>Agenda Item No. 25: Annual HR Report*</p> <p>The Vice Principal Corporate Services presented the Annual HR Report. Governors discussed the ethnic diversity of the management and it was noted that work had been undertaken to remove any perceived barriers through recruitment and employment in Barnsley and commitment had been made to the Black Leadership group to address the issue. The work was yet to be reviewed.</p> <p>Governors also discussed the TREC programme and its impact on the leadership team and it was agreed that a taster would be provided at a future meeting.</p> <p>Governors noted that turnover had decreased significantly in recent years.</p> <p>It was RESOLVED to approve the Annual HR Report and note the assurance that it provides.</p>
B23/199	<p>Agenda Item No. 26 : Annual Health and Safety Report*</p> <p>The Vice Principal Corporate Services presented the Annual Health and Safety Report.</p> <p>Governors discussed the impact of the pandemic on emotional maturity and whether this had an impact on accidents. It was noted that the majority of accidents were because of a failure to follow procedures or risk assessments not being applied properly.</p> <p>It was RESOLVED to approve the Annual Health and Safety Report and note the assurance that it provides.</p> <p>It was RESOLVED to approve the Health and Safety Policy.</p>

<p>B23/200</p>	<p>Agenda Item No. 27: Analysis of Complaints*</p> <p>The Vice Principal Corporate Services presented the Complaints Report.</p> <p>Governors noted that there was now enhanced recording and new benchmarking and there was discussion around improvement made and lessons learnt from complaints.</p> <p>It was RESOLVED to note the Analysis of Complaints report and noted the assurance that it provided.</p>
<p>B23/201</p>	<p>Agenda Item No. 28: Annual Safeguarding and Prevent Report*</p> <p>The Vice Principal Students presented the Annual Safeguarding and Prevent Report. It was noted that link governor visit had been carried out recently. Peer on peer and mental health remained the biggest issues at College.</p> <p>It was RESOLVED to approve the Annual Safeguarding and Prevent Report and note the assurance that it provides.</p>
<p>B23/202</p>	<p>Agenda Item No. 29: Annual Equality and Diversity Report*</p> <p>The Vice Principal Students presented the Annual Equality and Diversity Report. It was noted that link governor visit had been carried out recently.</p> <p>It was RESOLVED to approve the Annual Equality and Diversity report and note the assurance that it provides.</p>
<p>B23/203</p>	<p>Agenda Item No. 30: Annual SEND Report*</p> <p>The Vice Principal Students presented the Annual SEND Report. It was noted that link governor visit had been carried out recently.</p> <p>It was RESOLVED to approve the Annual SEND Report and note the assurance that it provides.</p>
<p>B23/204</p>	<p>Agenda Item No. 31: Annual Data Protection Report*</p> <p>The Deputy CEO presented the Annual Data Protection Report. Governors questioned the number of data breaches given the size of the College and it was noted that the frequency of training was being increased to ensure that staff were aware of their obligations. The training was part of the mandatory package for all staff.</p>

	It was RESOLVED to note the Annual Data Protection Report and the assurance that it provides.
B23/205	<p>Agenda Item No. 32: Learner Destinations Report</p> <p>The Interim Vice Principal Quality presented the Learner Destinations report.</p> <p>Governors discussed careers guidance and it was noted that there was now a link governor for Careers. Governors discussed the terminology around neutral destinations and it was noted that this was being explored to determine which it constituted and to ensure that any actions needed were taken.</p> <p>It was RESOLVED to note the Learner Destinations Report.</p>
B23/206	<p>Agenda Item No. 33: Analysis of External Verification Reports</p> <p>The Interim Vice Principal Quality presented the External Verifications Report.</p> <p>Governors noted that overall the reports presented a solid picture with some issues which are now being addressed</p> <p>It was RESOLVED to note the External Verifications report and the assurance that it provides.</p>
B23/207	<p>Agenda Item No. 34: Subcontracting Standard Update*</p> <p>The Deputy CEO presented the Subcontracting Standard Update. Governors noted that the Audit had been sent to the ESFA who would then report their conclusions. This would be shared with the board as soon as it was available.</p> <p>It was RESOLVED to note the Subcontracting Report.</p>
B23/208	<p>Agenda Item No. 35 : Audit Committee Minutes 3 October 2023*</p> <p>It was RESOLVED to note the minutes from Audit Committee held on 3 October 2023.</p>
B23/209	<p>Agenda Item No. 36: Governance and Search Committee Minutes 5 October 2023*</p>

	It was RESOLVED to note the minutes from the Governance and Search committee held on 5 October 2023.
B23/210	<p>Agenda Item No. 37,38 and 39: Governance and Search Committee Update*</p> <p>It was RESOLVED to note the Governance and Search update and approve the changes to the Instruments and Articles, Standing Orders and Code of Conduct.</p> <p>It was RESOLVED to approve the changes to the policies on Attendance and Access, Complaints about the Board, Board Members and the Clerk, Recruitment and Selection and Publishing arrangements for obtaining the views of staff and students.</p> <p>Governors would be asked to sign the new Code of Conduct.</p>
B23/211	<p>Agenda Item No. 40 : ITS Meeting Minutes 3 October 2023*</p> <p>It was RESOLVED to note the minutes of the ITS meeting held on 3 October 2023.</p>
B23/212	<p>Agenda Item No. 41 : BCDC Meeting Minutes 3 October 2023*</p> <p>It was RESOLVED to note the minutes of the ITS meeting held on 3 October 2023.</p>
B23/213	<p>Agenda Item No.42 : Regulatory Update*</p> <p>It was RESOLVED to note the Regulatory Update</p>
B23/214	<p>Agenda Item No.43 : Link Reports</p> <p>Governors updated the Board on recent link visits. Issues around costs of living, mental health and peer on peer abuse were being addressed and overall Governors could take assurance that the College was meeting and exceeding its statutory requirements around SEN, Safeguarding and Prevent and Equality and Diversity.</p> <p>It was RESOLVED to note the Link Reports.</p>
B23/215	<p>Agenda Item No.44 : Good News Report*</p> <p>It was RESOLVED to note the Good News Report.</p>

B21/216	Agenda Item No. 45: Date and time of next meeting of the Board Tuesday 12 December – 10:30am

The meeting on 16 November 2023 closed at 14:02

The meeting on 21 November 2023 closed at 17:38