

Minutes of the meeting of ITS Limited held on 1 October 2024 at 12:30pm

Present: Carol Cooper-Smith (Chair & Director)
Nicola Adams (Director)
David Akeroyd (Director & Principal/CEO Barnsley College)
Helen Jaggard (Director)
Alasdair Parker (Director)

In attendance: Steve Hepworth (Managing Director – ITS & Smartstyle)
Heather Jackson (Clerk & Company Secretary)
Laila Lawton (Vice Principal Finance, Barnsley College)

Minute	
PROCEDURAL MATTERS	
ITS24/031	Agenda Item No. 1: Quoracy The meeting was quorate.
ITS24/032	Agenda Item No. 2: Apologies There were no apologies.
ITS24/033	Agenda Item No. 3: Declarations of Interest It was also noted that David Akeroyd was the Principal and CEO of Barnsley College, Laila Lawton was Vice Principal and Heather Jackson was Director of Governance.
ITS24/034	Agenda Item No. 4: Minutes of the last meeting held on 18 June 2024. It was RESOLVED to approve the minutes of the meeting held on 18 June 2024.

ITS24/035	Agenda Item No.5: Rolling Action List It was agreed to consider the future structure of ITS during the next academic year. It was RESOLVED to note the Rolling Action list.
ITS24/036	Agenda Item No.6: Matters arising from the last meeting There were no matters arising.
ITS24/037	Agenda Item No. 7: Managing Director's Report The Managing Director presented his report. Directors noted with sadness the sudden death of Sue Cater and passed on their condolences. It was noted ITS had been awarded a new contract with South Yorkshire Mayoral Combined Authority (SYMCA) worth £700k to deliver unemployed provision and some short courses. ITS had also secured an additional contract for free courses for jobs provision with SYMCA to the value of £216k. ITS had delivered over 2,800 starts for the Adult Skills Fund and achievements of 96% for the fourth successive year. Directors discussed the important impact that ITS have on the overall development and progress of the College adult provision. Directors discussed where trainees came from and what made the ITS programmes so successful and noted the bespoke approach, they took supporting each learner. Directors noted the recruitment issues and the associated risks including the need to use agency to staff to fill vacancies. It was noted that the Managing Director was working with the HR department to review salaries and terms and conditions. It was RESOLVED to note the Managing Directors report.
ITS24/038	Agenda Item No. 8: Management Accounts The Managing Director presented the Management Accounts. ITS had missed all three financial targets for 2023-24 however it did maintain a positive financial health grade of Good. Planned income towards the end of the year dropped following some clawback, under-recruitment and changes to planned income in the

	academic year. Staff costs were carefully managed and ITS did still pay central services charges. Laila Lawton noted that ITS and Smartstyle would both require letters of support and permission had been requested from the Department of Education. Directors noted the progress that ITS had made over the last five years and that there were many new contracts and pipeline work. Overall it was a positive picture. It was RESOLVED to note the Management Accounts.
ITS24/039	Agenda Item No. 9: Business Development The Managing Director presented the business development and recruitment update. Directors noted that Apprenticeship starts were up in 2022/23. Adult recruitment was consistently strong in 2023/24 and commercial income was strong but impacted by some changes at the end of the year. This has resulted in a strong start for 2024/25 with increasing demand for diploma courses for non-eligible care staff and up to [REDACTED] of business in the pipeline. Additional staff have been hired to support demand. Directors discussed the profiled starts and the benefits of income over volume and the importance of getting learners to their end point assessments. There was a discussion on the sectors that ITS worked in and it was noted that in some areas, like accountancy, learners were now being passed to the College and in others there wasn't sufficient demand locally or the risks were considered to be too high. The team regularly look at labour market information to help determine future demand in all of the areas that they support. It was noted that there had been repeat business in digital packages and they were currently looking to add a specialist sales training offer. It was RESOLVED to note the Business Development Report.
ITS24/040	Agenda Item No. 10: Quality Update The Managing Director presented the Quality Update. Current achievement for apprentices is 63%, this was affected by 44 withdrawals during the year. Directors noted that this still represented a three year positive upward trend for ITS.

	The team continue to work hard ensuring learners meet their end date and end point assessments (EPA). It was noted that there were still issues from some providers to secure EPA dates and they were looking for back-ups where there were bottlenecks. Directors discussed breaks in learning and were assured that all ITS learners were on legitimate breaks. It was noted that most adult learners go onto positive destinations including full and part time work. There was a discussion about the survey results and it was noted that employers did not always understand their role and contribution to the learners programme but staff were working hard to ensure that this improved. ITS staff had a regular monthly training day in addition to the College CPD programme and in addition to digital skills this year the focus was on what staff felt they needed to improve in their roles. It was RESOLVED to note the Quality Report.
ITS24/041	Agenda Item No. 11: Risk Register The Managing Director presented the Risk Register. The Managing Director noted that work was being undertaken to review terms and conditions and salaries to ensure that ITS was able to attract the right candidates for the roles. A full review of non-pay expenditure was also being undertaken. It was RESOLVED to note the Risk Register
ITS24/042	Agenda Item No. 12: Any other business Laila Lawton informed the Directors of a Fraud investigation that had taken place over the summer. Some control weakness had been highlighted and training was being undertaken. The investigation had been reported to the Chair of Audit Committee and a full report would also be presented to the Audit and Risk Committee. It was RESOLVED to note the update.
ITS24/043	Agenda Item No. 13 – Date and time of future meetings Wednesday 27 November 2024– 12pm

The meeting finished at 13:47