

Minutes of the meeting of ITS Limited held on 7 July 2025 at 1:30pm

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

In attendance: Gavin Day (Independent Governor)
Samantha Dixon (Independent Governor)
Steve Hepworth (Managing Director – ITS & Smartstyle)
Heather Jackson (Clerk & Company Secretary)
Tracey Johnson (Independent Governor)
Laila Lawton (Vice Principal Finance, Barnsley College)
Carrie Sudbury (Independent Governor)

Minute	
PROCEDURAL MATTERS	
ITS25/015	Agenda Item No. 1: Quoracy The meeting was quorate.
ITS25/016	Agenda Item No. 2: Apologies There were no apologies.
ITS25/017	Agenda Item No. 3: Declarations of Interest It was noted that David Akeroyd was the Principal and CEO of Barnsley College, Laila Lawton was the Chief Financial Officer and Heather Jackson was the Director of Governance.
ITS25/018	Agenda Item No. 4: Minutes of the last meeting held on 18 March 2025 It was RESOLVED to approve the minutes of the meeting held on 18 March 2025.

ITS25/019	Agenda Item No.5: Rolling Action List It was RESOLVED to note the Rolling Action list.
ITS25/020	Agenda Item No. 6: Retirements & Vacancies It was noted that Helen Jaggar was retiring from her role as Director and the Board thanked her for all her contributions over the last 6 years. It was noted that Gavin Day, Tracey Johnson, Carrie Sudbury and the new independent governor Samantha Dixon would join the Board as Directors from August 1, 2025. It was noted that Carol Cooper-Smith was also stepping down as Chair and new Chair would be appointed from the ITS members at the next meeting. It was RESOLVED to approve the appointment of Gavin Day, Tracey Johnson, Carrie Sudbury and Samantha Dixon as Directors of ITS & Smartstyle. The Board thanked Helen Jaggar and Carol Cooper-Smith for all of their support and help over the past few years.
ITS25/021	Agenda Item No.7: Matters arising from the last meeting. There were no matters arising.
ITS25/022	Agenda Item No. 8: Managing Director's Report The Managing Director presented his report. Directors noted performance against the Adult Skills Contracts as well as performance against Adult Learner Loans. It was also noted that ITS had a new website which offered a range of improved functionality. Directors noted that there were no vacancies. It was RESOLVED to note the Managing Directors report.
ITS25/023	Agenda Item No. 9: Three Year Financial Plan The Managing Director presented the Three-Year Financial Plan. Directors noted that the plan proposed a managed decline in income over the next three years ensuring a net asset position and outstanding



	financial health. The plan assumes a transition of activities into the College anticipating income from adult contracts at approximately [REDACTED]. Directors noted that the plan does not account for specific action regarding Smartstyle debt; however it did include a standard service charge of [REDACTED]. Directors discussed the process for moving the work of ITS into the College and noted the plans for Smartstyle which was expected to make a profit over the next two years. ACTION: It was agreed that there would be an agenda item at the next meeting to give new directors some background on ITS and Smartstyle including history, future plans and why things have changed. It was RESOLVED to approve the budget for 2025/26. It was RESOLVED to approve the Financial Plan to July 2028.
ITS25/024	Agenda Item No. 10: Management Accounts The Managing Director presented the Management Accounts. ITS were on track to meet all three of the financial targets. It was noted that there had been a number of additional unbudgeted Adult Skills contracts which had impacted on non-pay costs. It was RESOLVED to note the Management Accounts.
ITS25/025	Agenda Item No. 11: Business Development The Managing Director presented the business development and recruitment update. Directors noted that recruitment for apprenticeships had been positive although there had been some shortfalls. ITS had engaged with a number of new employers, particularly in the professional services sector expanding its partnerships and providing new apprenticeship opportunities. It was RESOLVED to note the Business Development Report.
ITS25/026	Agenda Item No. 12: Quality Update The Managing Director presented the quality update. Directors noted the increase in Apprenticeship achievement rate. ITS had introduced new End Point Assessment (EPA) organisations who offered more flexibility and availability to ensure that more learners were able to meet the EPA deadlines.

	Directors noted the slow progress with the Pathways to work programme. Directors noted that the Quality Improvement Plan would continue to be disaggregated for ITS. It was RESOLVED to note the Quality Report.
ITS25/027	Agenda Item No. 13: Risk Register The Managing Director presented the Risk Register. It was noted that there were no significant changes for this quarter, however the next report would include transition plans. Directors discussed the impact and plans for staff and it was noted that all staff would be invited to transition to Barnsley College in due course. ACTION: Add the transition plan to future agendas as a standing agenda item. It was RESOLVED to note the Risk Register
ITS25/028	Agenda Item No. 14: Memorandum of Understanding The Vice Principal Finance presented the Memorandum of Understanding and noted that no changes were recommended. Directors noted that ITS no longer require a letter of support from the College but Smartstyle does. It was RESOLVED to note the Memorandum of Understanding and recommend its approval to the Board.
ITS25/029	Agenda Item No. 15: Any other business Helen Jaggar and Carol Cooper-Smith thanked The Managing Director and staff at ITS for all of their work over the last 6 years in turning ITS around.
ITS25/030	Agenda Item No. 16 – Date and time of future meetings Tuesday 23 September 2025 – 12:30pm

The meeting finished at 14:11