

Minutes of the meeting of ITS Limited held on 27 November 2024 at 12 noon.

Present: Carol Cooper-Smith (Chair) (by Teams)
Nicola Adams (Director)
David Akeroyd (Director & Principal/CEO Barnsley College)
Helen Jaggard (Director) (by Teams – joined at 12:30)
Alasdair Parker (Director)

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

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PROCEDURAL MATTERS	
ITS24/044	Agenda Item No. 1: Quoracy The meeting was quorate.
ITS24/045	Agenda Item No. 2: Apologies There were no apologies.
ITS24/047	Agenda Item No. 3: Board Appointments It was RESOLVED to appoint Gavin Day, Tracey Johnson and Carrie Sudbury with effect from the meeting in March 2025.
ITS24/046	Agenda Item No. 4: Declarations of Interest It was noted that David Akeroyd was the Principal and CEO of Barnsley College.
ITS24/047	Agenda Item No. 5: Minutes of the last meeting held on 1 October 2024. It was RESOLVED to approve the minutes of the meeting held on 1 October 2024. Tracey Johnson joined the meeting at 12:07

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ITS24/048	Agenda Item No. 6: Rolling Action List It was noted that a review of the structure of ITS would be conducted at a future date. It was RESOLVED to note the Rolling Action list.
ITS24/049	Agenda Item No. 7: Matters arising from the last meeting. There were no matters arising.
ITS24/050	Agenda Item No. 8: Managing Director's Report The Managing Director presented his report. Directors noted that Adult Skills Fund and free Courses for Jobs contracts were both performing well with over 100 learners recruited to date. Directors discussed the challenges to staffing identified in the report noting that job titles for teaching roles are not clear and entry salaries had not been reviewed for over 3 years. Following a discussion on the longer term future of ITS, it was agreed that an additional piece of work would be undertaken by the Managing Director to align job titles and salaries to the College and consider the financial implications of such a move. In the meantime it was agreed that the Managing Director could use his discretion in agreeing starting salaries. Directors discussed some of the new Government initiatives and the likely impact on the College and it was noted that ITS were ideally placed to meet the needs of the various programmes but at the moment they were being piloted out with our catchment area. It was RESOLVED to note the Managing Directors report.
ITS24/051	Agenda Item No. 9: Management Accounts The Managing Director presented the Management Accounts. Directors noted that ITS is on track to achieve its financial targets. Apprenticeship income was above budget due to increased carry in funding but some additional income is yet to be confirmed.

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	It was RESOLVED to note the Management Accounts.
ITS24/052	Agenda Item No. 10: Financial Statements The Vice Principal Finance presented the Financial Statements. The company had not met its financial targets for 2023-24, falling short of budgeted income. Directors noted that despite this ITS maintained good financial health and paid a service charge to the College for central support services for the first time. Directors discussed the going concern assessment and noted the risks relating to apprenticeships delivery income and cash receipt delays. Directors noted that the College has committed to financially support ITS and Smartstyle until at least December 2025. It was noted that ITS was considered a going concern. Smartstyle was expected to deliver a small operating surplus although its balance sheet remains in a net liability position. At the time of writing, the financial statement were pending review by the auditors and a final version of the accounts would go to the Board for approval. The Vice Principal noted that four audit conclusions had been noted and management actions agreed for three off them. It was noted that the College would prefer to be in a position to agree all audit conclusions but they were content with the one area with which they had disagreed. Overall the audit had gone well and the adjustment in Smartstyle was minor The Vice Principal Finance had approached the DfE to approve a letter of support for Smartstyle. It was RESOLVED to approve the 2023/24 financial statements.
ITS24/053	Agenda Item No. 11: Business Development The Managing Director presented the business development and recruitment update. Directors noted that apprenticeship recruitment for 2024-25 had shown consistent growth although they were below the profile target. It was noted that ITS are still working with referral partners and it was planned that this would reduce in the new year now that the Sales Generator role had been appointed to. Directors noted that there continued to be invoicing issues.

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	It was also noted that ITS and Smartstyle were working with a number of new clients on workshops and full cost qualification delivery. Directors noted the various sectors that ITS worked within and noted that ITS was not dependent on any one sector. Any new sectors or provision were managed gradually. It was RESOLVED to note the Business Development Report.
ITS24/054	Agenda Item No. 12: Quality Update The Managing Director presented the quality update. Directors noted that ITS were still supporting a number of older learners through to their EPA. It was also noted that David Akeroyd had recently attended a team meeting. Directors were pleased with the employer feedback and it was agreed that the Chair would attend a future ITS staff development day. It was RESOLVED to note the Quality Report.
ITS24/055	Agenda Item No. 13: Risk Register The Managing Director presented the Risk Register. Directors noted that staffing continued to be a risk and that the Managing Director was working hard to reduce non pay costs and mitigate risks. It was RESOLVED to note the Risk Register
ITS24/056	Agenda Item No. 14: Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) The Managing Director presented the SAR. Directors noted the clear and unambiguous report that was consistent, evidence based and had been triangulated. All staff had been involved in its development through a workshop this summer. Directors noted the key strengths and areas of improvement and congratulated the team for its achievements. It was agreed to circulate the QIP after the meeting.

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	It was RESOLVED to note the Self-Assessment Report and recommend it to the Board for approval.
	ANNUAL GENERAL MEETING
ITS24/057	Agenda Item No. 15: Accounts & report for the period 2023-24 It was RESOLVED to approve the accounts and report for the period 2023-24.
ITS24/058	Agenda Item No. 16: Vacancies and Retirements The Company Secretary proposed that Alasdair Parker be re-elected for a final term of two years. It was also noted that Helen Jaggar would retire at the same time as she retired from the College Board this summer. It was RESOLVED to approve the re-election of Alasdair Parker for a period of two years. It was RESOLVED to approve the report.
ITS24/069	Agenda Item No. 17: Appointment of the Auditors The Vice Principal Finance recommended that the company appoint the Barnsley College auditors TC SEM for the period 2023-24. It was RESOLVED to approve the appointment of the auditors.
ITS24/070	Agenda Item No. 18: Any other business There was no other business.
ITS24/071	Agenda Item No. 19: – Date and time of future meetings Tuesday 18 March and 10 June 2025

The meeting finished at 13:07

