Barnsley College – External Review Action Plan

Recommendation	Action	By when
1. Review articles in terms of board size, composition and size of committees, succession planning and participation	Board size and composition are reviewed twice a year by the governance and search committee to ensure that any vacancies are anticipated and that new governors with the appropriate knowledge, skills and experienced and who represent our staff, students, local and regional businesses and the community that we serve are recruited. The recruitment and selection policy and process is reviewed on a regular basis. A succession plan has been developed to ensure a smooth transition when governor terms of office come to an end. Participation and attendance are monitored and reported to the board on an annual basis and engagement is monitored and discussed through the annual 1-2-1 meeting with the Chair.	August 2023, reviewed again as part of the Governance Deep Dive in March/April 2024
2. Develop Board behaviours to define what good looks like	Governors will be asked to review the current behaviours as part of the review of board and committee effectiveness exercise in the summer and define what good looks like to them. This will be compiled for discussion and agreement at the governance focused board meeting in October. Behaviours reviewed as part of the Governance Deep Dive – governors will be asked to review and note their contribution as part of the annual review of effectiveness in Summer 2024.	October 2023 September 2024
3. Governance attendance particularly at risk and audit committee	New governors have been asked to join the committee and it was recommended that additional co-opted members be sought. Governance Deep Dive recommended that all governors sit on either a committee or subsidiary.	September 2023 September 2024

4.	Discipline in not mixing functions across meeting types	Where possible creative board sessions will be protected and if decisions are required any formal elements of the meeting will be kept to a minimum to retain focus.	Ongoing
5.	Review the use of technology in better enabling governors to access and share key documents	A Teams site has been set up for governors which includes papers, minutes and other key documents. This will also be used for the various committees. Governors will continue to be offered access to papers via VBR and access to the Teams site will be via the governor's college email only. Usage will be monitored and feedback will be sought in January as part of the strategic seminar. New system, TeamEngine, launched in January 2024 which allows storage of a wide range of documents and papers to support board, committees and deep dives. Usage will be monitored and ongoing training and support offered.	Completed January 2024