



Minutes of the meeting of the Board of Governors held on 21 May 2024 at 4pm at
Barnsley College

Present: Simon Perryman (Governor and Chair of Board)
David Akeroyd (Principal and CEO)
Kay Dickinson (Vice Chair)
Donovan Hutchinson (Governor) (by Teams)
Tracey Johnson (Governor)
Marie Lang (Governor)
Kalam Neale (Governor) (by Teams)
Matt Mills (Governor)
Aquaria May Parkinson (Student Governor) (by Teams)
Carrie Sudbury (Governor) (by Teams)
Helen Weatherston (Staff Governor)

In attendance: Gavin Batty (Deputy CEO)
Shaun Cook (Vice Principal Curriculum)
Heather Jackson (Director of Governance)
Tony Johnson (Vice Principal Corporate Services)
Laila Lawton (Vice Principal Finance)
Sue Slassor (Vice Principal Quality)

Part I

Minute	
PROCEDURAL MATTERS	
B24/052	Agenda Item No. 1: Quoracy The meeting was quorate.
B24/053	Agenda Item No. 2: Apologies for absence Apologies were received from George Graham, Chelle Charlesworth, Gavin Day, Helen Jaggar and Carol Cooper-Smith
B24/054	Agenda Item No. 3: Declarations of interest

Minute	
	<p>Kay Dickinson declared her interest as a Director of ITS, Smartstyle, BCDC and Think. David Akeroyd declared his interest as a Director of ITS, Smartstyle, BCDC, ITrust and Think. Gavin Batty declared his interest as Director of Think. Heather Jackson declared her interest as Company Secretary of ITS, Smartstyle, BCDC, iTrust and Think. Tracey Johnson declared her interests as an employee of Barnsley Metropolitan District Council and noted that ITS was a tenant of the Digital Media Centre which she managed.</p>
B24/055	<p>Agenda Item No. 4: Minutes of the meeting held on 19 March 2024</p> <p>It was RESOLVED to approve the minutes of the meeting held on 19 March 2024.</p>
B24/056	<p>Agenda Item No. 5: Matters arising from the last meeting.</p> <p>There were no matters arising.</p>
B24/056	<p>Agenda Item No. 6: Rolling Action List</p> <p>The Clerk noted that the Carbon Literacy Training was now planned for 5 September – it will be an online training session and further information will be sent out to governors in due course. Risk was the topic for the Creative Board meeting in June.</p> <p>It was RESOLVED to note the Rolling Action List.</p>
B24/057	<p>Agenda Item No. 7: 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>
B24/058	<p>Agenda Item No. 8: Any other business</p> <p>There were no other items of business.</p>

B24/059	<p>Agenda Item No. 9: Principal's report</p> <p>The Principal presented his report.</p> <p>Governors noted the Financial Health Grade letter from ESFA which rated the College as Good.</p> <p>The Principal updated governors on the SYMCA bid for low carbon heat pump training which had recently been agreed.</p> <p>Governors noted the Scaffolding Training Opportunity.</p> <p>Governors also noted that the College Financial Handbook had been published and that adjustments to the College's policies and procedures would be made.</p> <p>Governors noted the AoC Equality, diversity and inclusion charter and agreed to sign the public statement of commitment.</p> <p>Governors discussed the College budget and the current EBITDA. It was agreed that it was appropriate to set the EBITDA at £5m for next year to allow for additional resourcing in key college areas. Governors noted that the overall rating would remain at Good and that it would have no impact on our Bank Covenants. The impact on future investment was discussed and it was noted that it would not impact on these and it was important to support the parts of the college that need it.</p> <p>It was RESOLVED to sign the AoC Equality, diversity and inclusion charter.</p> <p>It was RESOLVED to approve an EBITDA of £5m for the 2024/25 budget.</p> <p>It was RESOLVED to note the Principal's report.</p>
B24/060	<p>Agenda Item No. 10: Capital Update</p> <p>The Vice Principal Finance presented the Capital Update.</p> <p>Governors noted that work had begun on Church Street. Work was currently being undertaken on the IoT budget and contingency and this would be presented the steering group for approval.</p> <p>It was RESOLVED to note the Capital Update.</p>
B24/061	<p>Agenda Item No. 11: Financial Approvals</p>

	<p>The Vice Principal Finance presented the Financial Approvals report.</p> <p>Governors discussed the work proposed for the Sports Academy that was needed to bring it up to date and to manage access control. It was noted that this work was part of the existing capital plan.</p> <p>Aquaria-May Parkinson joined the meeting at 16:24.</p> <p>It was RESOLVED to approve:</p> <ul style="list-style-type: none"> • The accepted departures from standard procurement processes for Go Mad, Brake Bros, University of the Arts, Barnsley Refrigeration Services and Sheffield Wednesday. • The transactions contained in the report and appendix including departures from standard procurement. • Appoint contractors on to a preferred supplier list for small scale works. • Reconfiguring the Sports Academy entrance and updating the external façade at a total budget of £450k.
B24/062	<p>Agenda Item No. 12 EV Salary Sacrifice Scheme</p> <p>The Principal presented a report on a proposed EV salary Sacrifice scheme.</p> <p>Governors discussed the administrative burden and challenges on such schemes and it was noted that the majority of this was undertaken by the provider.</p> <p>There was a discussion on the impact of salary sacrifice on pensions and salary and it was noted that this was clearly laid out in all of the guidance and documentation associated with the scheme. It was agreed that further flagging of this key area would be undertaken and a review of the scheme so far would be made to board in 6 months.</p> <p>Donavan Hutchinson joined the meeting at 16:35.</p> <p>It was RESOLVED to provide approval for the Principal to sign the relevant contracts and for the scheme to be made available to staff.</p>
B24/063	<p>Agenda Item No. 13: Subcontracting Arrangements 2024/25</p> <p>The Deputy CEO presented the subcontracting arrangements paper.</p> <p>Governors noted that the College had recently received confirmation from the DfE that the Subcontracting Standard had been achieved, the College</p>

	<p>will not be required to submit a subcontracting assurance review again until 2026.</p> <p>Governors discussed the arrangements at the two Sheffield football clubs and it was noted that Sheffield Wednesday had now been signposted back to the local college.</p> <p>Governors noted that the college worked in partnership with T3 on methods of modern construction.</p> <p>It was RESOLVED to approve the proposed sub-contracting arrangements for 2024/25.</p>
B24/064	<p>Agenda Item No. 14: Management Accounts</p> <p>The Vice Principal Finance presented the Management Accounts.</p> <p>Governors discussed Treasury Management and it was noted that the college was looking at using higher interest rate accounts within the bounds of the financial regulations. These limited investment to £2m in any one account. It was noted that now there was a clearer indication of cash flow for the IoT project this could be addressed again.</p> <p>Governors also discussed capitalisation of spend at the sixth form and it was noted that this was adjusted to reflect comments from the external auditors.</p> <p>It was RESOLVED to note the Management Accounts</p>
B24/065	<p>Agenda Item No. 15: Board Assurance Framework Quarter Three</p> <p>The Vice Principal Corporate Services presented the Board Assurance Framework for quarter three.</p> <p>Governors discussed the changes in rating to the IoT and whether that was appropriate yet. It was noted that the likelihood had reduced but the other measures remained high and would continue to be monitored.</p> <p>It was noted that the FE sector had been subject to a series of concerted cyber attacks in the last few months but that, to date, there had been a negligible impact on the College. An internal audit on cyber disaster recovery had just been completed and would be presented to the audit committee in June.</p> <p>Governors discussed the 14-16 provision and noted the actions that had already been put into place to mitigate any risks.</p>

	<p>Governors noted that a session on risk tolerance was planned at the June Board meeting and that the new college financial handbook requires an annual of risk by Board.</p> <p>It was RESOLVED to note the Board Assurance Framework.</p>
B24/066	<p>Agenda Item No. 16: 2022/23 Education & Training National Achievement Rates</p> <p>The Vice Principal Quality presented the 2022/23 Education and Training National Achievement Rates.</p> <p>Overall the College achieved an achievement rate of 65%, 10% above the national rate and higher than any other regional college. Governors noted that the College had higher achievement rates for intermediate and advanced level apprenticeships than the national rates and slightly lower for higher level apprenticeships.</p> <p>Governors noted that College achievement rates were higher than the national average for both 16-18 year olds and adult in 2022/23. Governors noted that performance at levels 1 - 3 was above national rates and significantly so at level 2. At entry level, level 1 and level 2, achievement rates increased on the previous year but at level 3 (some 6% of enrolments) the achievement rate declined slightly from 80.3% to 78.7%.</p> <p>Governors discussed the performance of ESOL students and noted the small numbers involved and the reconfiguration that had recently taken place.</p> <p>Governors discussed the work undertaken on Apprenticeships particularly on the legacy and past EPA students.</p> <p>It was noted that the Higher Level Apprenticeships table was missing from the paper and this would be resent.</p> <p>Governors noted the work done in improving apprenticeships, the positive feedback from learner forums and the ongoing issues with retention. It was noted that the business development team work hard to support students who lose their employer, to find a new role with an apprenticeship as quickly as possible.</p> <p>It was RESOLVED to note the report.</p>
B24/067	<p>Agenda Item No. 17: DfE Performance Tables</p> <p>The Vice Principal Quality presented the DfE Performance Tables.</p>

	<p>Governors discussed the results in A levels and it was noted that there had recently been a deep dive into the sixth form. Students had performed above average in applied general qualifications and Level 2 & 3 apprenticeships and less well in A levels. The usefulness of the data was discussed and it was agreed that performance would improve in 2023/24.</p> <p>It was RESOLVED to note the DfE Performance Tables.</p>
B24/068	<p>Agenda Item No. 18: Sustainability Strategy Update</p> <p>The Vice Principal Finance presented the Sustainability Strategy Update.</p> <p>Governors noted the wide range of activities that staff and students had been involved with, the visit from Baroness Parminter and good progress against key milestones in the Sustainability Strategy. It was noted that Carbon Literacy training for governors was scheduled for 5 September.</p> <p>Governors discussed how individual pledges were monitored.</p> <p>It was RESOLVED to note the Sustainability Strategy Update.</p>
B24/069	<p>Agenda Item No. 19: SEND Policy</p> <p>The Vice Principal Curriculum presented the SEND Policy for approval.</p> <p>It was RESOLVED to approve the SEND Policy.</p>
B24/070	<p>Agenda Item No. 20: Single Equality Scheme</p> <p>The Vice Principal Quality presented the Single Equality Scheme for approval.</p> <p>It was RESOLVED to approve the Single Equality Scheme</p>
B24/071	<p>Agenda Item No. 21: 14-16 Policy</p> <p>The Vice Principal Curriculum presented the 14-16 Policy for approval.</p> <p>It was RESOLVED to approve the 14-16 Policy.</p>
B24/072	<p>Agenda Item No. 22: 16-18 ESFA Student Support Policy</p>

	<p>The Vice Principal Curriculum presented the 16-18 EFA Student Support Policy for approval.</p> <p>It was RESOLVED to approve 16-18 EFA Student Support Policy.</p>
B24/073	<p>Agenda Item No. 23: Student Support Appeals Fund Policy</p> <p>The Vice Principal Curriculum presented the Student Support Appeals Fund Policy for approval.</p> <p>It was RESOLVED to approve the Student Support Appeals Fund Policy.</p>
B24/074	<p>Agenda Item No. 24: 19+ Advanced Learner Loan Policy</p> <p>The Vice Principal Curriculum presented the 19+ Advanced Learner Loan Policy for approval.</p> <p>It was RESOLVED to approve the 19+ Advanced Learner Loan Policy</p>
B24/075	<p>Agenda Item No. 25: Plagiarism Policy</p> <p>The Vice Principal Quality presented the Plagiarism Policy for approval.</p> <p>It was RESOLVED to approve the Plagiarism Policy</p>
B24/076	<p>Agenda Item No. 26: Minutes of the Governance & Search Committee</p> <p>The Chair presented the minutes from the Governance and Search Committee held on 7 May 2024 and noted the main areas for discussion.</p> <p>Governors noted that two new roles at the Student Union had been proposed (Sustainability and Disabilities).</p> <p>The Chair briefed the Board on the meeting which had included discussions on succession planning and the need to recruit new governors, co-optees and the types of skills required.</p> <p>Governors were encouraged to complete the Board effectiveness surveys which would be issued shortly and would form part of their 1-2-1 with the Chair this summer.</p> <p>Governors also noted the updated Governance Improvement Action Plan which incorporated all of the recommendations from the Governance Deep Dive.</p>

	<p>It was RESOLVED to approve the creation of two new roles at the Student Union (Sustainability and Disabilities)</p> <p>It was RESOLVED to note the update and minutes from the Governance and Search Committee held on 7 May 2024.</p>
B24/077	<p>Agenda Item No. 27: Governance Action Plan & Questionnaires</p> <p>It was RESOLVED to approve the revised Governance Improvement Action Plan</p> <p>It was RESOLVED to note the Questionnaires.</p>
B24/078	<p>Agenda Item No. 28: Board Calendar & Annual Work Plan</p> <p>It was RESOLVED to note the Board Calendar and Annual work plan.</p>
B24/079	<p>Agenda Item No. 29: Regulatory Update</p> <p>It was RESOLVED to note the Regulatory Update.</p>
B24/080	<p>Agenda Item No. 30: Good News Report</p> <p>It was RESOLVED to note the Good News Report.</p>
B24/081	<p>Agenda Item No.32: Date and time of next meetings of the Board</p> <p>18 June 2024 – Board Creative Risk 20 June 2024 – Barnsley College Excellence Awards 9 July 2024– Budget Approval 5 September 2024 – Carbon Literacy Training</p>

The meeting closed at 18:00