



Minutes of the meeting of the Board of Governors held on 11 July 2023 at 4pm at  
Barnsley College

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Present: Helen Jaggar (Governor and Vice Chair)  
David Akeroyd (Principal and CEO)  
Carol Cooper-Smith (Governor)  
Billy Cowley (Student Governor)  
Gavin Day (Governor)  
Kay Dickinson (Vice Chair)  
George Graham (Governor)  
Tracey Johnson (Governor)  
Marie Lang (Governor)  
Matt Mills (Governor)  
Carrie Sudbury (Governor)  
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)  
Sasha Foyster (Learner Voice Adviser) (Item 11 only)  
Joseph McHale (Student Union President) (Item 11 only)

Part I

Minute	
PROCEDURAL MATTERS	
B24/088	Agenda Item No. 1: Quoracy  The meeting was quorate.
B24/089	Agenda Item No. 2: Board Appointments  Marie Lang left the meeting.

Minute	
	<p>The Clerk presented the appointments paper. Governors noted that this was the last meeting of Kay Dickinson who was currently one of the Vice Chairs of the Board. The Standing Orders define the process for election of a new Vice Chair and it was noted that Marie Lang was proposed as a new Vice Chair. Governors agreed to elect Marie Lang as Vice Chair.</p> <p>Marie Lang returned to the meeting.</p> <p>Carol Cooper-Smith left the meeting.</p> <p>Governors noted that Carol Cooper-Smith had been elected as Chair of the College subsidiaries, ITS, Smartstyle, Think and BCDC. It was agreed to approve this election.</p> <p>Carol Cooper-Smith returned to the meeting.</p> <p>Gavin Day left the meeting</p> <p>Governors noted the proposal to extend the office of Gavin Day for an additional four years to December 2028. It was agreed to extend his term of office.</p> <p>Gavin Day returned to the meeting.</p> <p>The Clerk also noted that the Staff Governor Elections had closed yesterday and Kayleigh Bell (Tutorial Team Leader, Services Industries) and Steven Burkinshaw (Teacher, Sports, Public Services, Travel &amp; Tourism) had been elected. Governors agreed to approve the election.</p> <p>The Governors thanked all of the staff who had shown an interest in the role.</p> <p>Governors also thanked Chelle Charlesworth and Helen Weatherston for all of their contributions as Staff Governors over the last four years and Kay Dickinson for all of her input and counsel over the past eight years in particular steering ITS and the subsidiaries.</p> <p>It was RESOLVED to elect Marie Lang as Vice Chair of the Board of Governors.</p> <p>It was RESOLVED to elect Carol Cooper-Smith as Chair of ITS, Smartstyle, BCDC and Think.</p>

Minute	
	<p>It was RESOLVED to extend the term of office for an additional four years for Gavin Day.</p> <p>It was RESOLVED to elect Kayleigh Bell and Steven Burkinshaw as new Staff Governors.</p>
B24/090	<p>Agenda Item No. 3: Apologies for absence</p> <p>Apologies were received from Simon Perryman, Kalam Neale and Aquaria May Parkinson. <b>Governors noted that Aquaria's</b> term of office had now ended.</p>
B24/091	<p>Agenda Item No. 4: Declarations of interest</p> <p>Kay Dickinson declared her interest as a Director of ITS, Smartstyle, BCDC and Think. Helen Jaggard declared her interest as a Director of ITS and Smartstyle. David Akeroyd declared his interest as a Director of ITS, Smartstyle, BCDC, ITrust and Think. Gavin Batty declared his interest as a Director of Think. Heather Jackson declared her interest in ITS, Smartstyle, BCDC and Think as Company Secretary. Tracey Johnson declared her interest as a landlord of ITS and Smartstyle.</p>
B24/092	<p>Agenda Item No. 5: Minutes of the meeting held on 21 May 2024</p> <p>It was RESOLVED to approve the minutes of the meeting held on 21 May 2024.</p>
B24/093	<p>Agenda Item No. 6: Matters arising from the last meeting.</p> <p>There were no matters arising.</p>
B24/094	<p>Agenda Item No. 7: Rolling Action List</p> <p>It was RESOLVED to note the Rolling Action List. It was noted the carbon literacy training had been scheduled for 5 September 2024.</p>
B24/095	<p>Agenda Item No. 8: Assurance Based Governance</p>

Minute	
	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.
B24/096	<p>Agenda Item No. 9: Register of Interests</p> <p>The Clerk noted that the recent Governance Deep Dive had recommended that the Register of Interests be presented at the start of each Board and Risk and Audit Committee meeting. The report showed submissions from 2023 and Governors noted that an update would be sent out tomorrow once the new Financial Regulations had been approved. Governors were reminded of the importance of keeping the information up to date.</p>
B24/097	<p>Agenda Item No. 10: Any other business</p> <p>There was no other business.</p>
B24/098	<p>Agenda Item No. 11: Student Union Report and Budget</p> <p>The Learner Voice Advisor and Student Union President presented the Student Union Report and Budget and a summary of the activities in the past year alongside plans for the coming year.</p> <p>Governors noted the range of activities and events that the Student Union had undertaken in the past year, in particular the focus on community fundraising and engagement.</p> <p>Governors noted the Student Union Excellence Opportunity and the theme for 2024/25 – <b>‘investing in our students.’</b></p> <p>The Principal presented them with £200 of Amazon vouchers that the college had won recently.</p> <p>Governors thanked the Learner Voice Advisor and Student Union President for the very thorough update.</p> <p>It was RESOLVED to note the update on Student Union spend and activities for 2023/24 and approve the budget for the 2024/25 academic year including an additional £5,000 for the Student Union Excellence Opportunity proposal.</p>

Minute	
B24/099	<p>Agenda Item No. 12: <b>Principal's report</b></p> <p>The Principal presented his report.</p> <p>Governors noted the update on the highly successful annual student Excellence Awards which had been compered by students for the first time.</p> <p>Governors noted that all prospective parliamentary candidates had been invited to meet with students although only two had taken up the offer.</p> <p>Governors noted that the Principal had meet recently with the SYMCA Mayor and other college Principals and it was hoped that this would lead to strengthened regional partnerships in the future.</p> <p>Governors noted the proposed use of Eastgate.</p> <p>It was RESOLVED to note the <b>Principal's report</b>.</p>
B24/100	<p>Agenda Item No. 13: Capital Update</p> <p>The Vice Principal Finance presented the Capital Update paper.</p> <p>Governors noted that the IoT project was running to programme and were pleased to note that there were no emerging risks to report. Governors noted the cashflow projections. The college continued to work with funders to ensure that all funding is available by March 2025. The DfE remain fully supportive of the project. Governors noted their thanks that GF Tomlinson (contractors) had also taken on two college T-Level students who had been let down by their placement companies.</p> <p>It was noted that the Fleets project was complete and the building had now been handed to the College. The building will be open to students next academic year. The total cost is expected to be £550k and would be captured within the annual capital budget.</p> <p>Governors noted the Automotive Technologies Centre project update.</p> <p>Governors discussed the Eastgate investment proposal alongside the <b>Principal's Update on potential usage</b>. It was noted that the capital investment would be funded by the FE Capital Transformation Fund allocation which had already been received by the College.</p>

Minute	
	<p>Governors noted the proposed work on the STEM Centre which would also be funded by the FE Capital Transformation Fund.</p> <p>Governors noted that the sports centre project was currently going through the procurement process.</p> <p>It was RESOLVED to note the update and approve the following projects and budgets:</p> <ul style="list-style-type: none"> <li>• IoT - £16.5m</li> <li>• Eastgate - £1.5m</li> <li>• STEM Centre - £0.6m</li> <li>• Sports Centre - £0.6m</li> </ul>
B24/101	<p>Agenda Item No. 14: Budget 2024/25 and Financial Plan</p> <p>The Vice Principal Finance presented the College budget for 2024/25 and Financial Plan.</p> <p>Governors noted the recommendation of a budget for 2024/25 with an underlying income of £55.6m and EBITDA of £5m. The proposed budget reflects 16-19 student funding allocation and existing contracts with a 10% growth for apprenticeship income each year. Governors noted that the budget does not meet the minimum target for EBITDA and that this had been previously agreed with the Board (May 2024). The budget presented remains in line with the agreed position and meets all other college key financial targets and bank covenants.</p> <p>Governors noted that, following improved financial performance, ITS were unlikely to require a letter of support for its 2023/24 audit but Smartstyle would still require one.</p> <p>Governors discussed interest receivable, risk, bank covenants and the plans to place some deposits with the current banker and it was agreed that this would be reviewed in sixth months.</p> <p>Tracey Johnson arrived at 5:05</p> <p>Governors discussed the proposed apprenticeship income over the period of the financial plan and discussed targets and the need, in the future, for more stretch. It was agreed that the budget was set on a basis of realistic growth that could be delivered. Governors also discussed the challenges still being faced in some areas of apprenticeship provision.</p>

Minute	
	<p>Governors discussed the plans for capital funding and moving premises from category D.</p> <p>Governors noted the capital investment update and the reducing subcontracted income.</p> <p>It was RESOLVED to approve the budget for 2024/25.</p> <p>It was RESOLVED to approve the annual capital budget or 2024/25 of £2.4m</p> <p>It was RESOLVED to approve the Financial Plan to July 2027.</p> <p>It was RESOLVED to approve the assessment of the financial health grade as Outstanding for 2023/24 and Good from 2024/25 through to 2026/27 under the existing assessment framework.</p> <p>It was RESOLVED to approve the level of subcontracted activity; total contracted income of £1,079k and £864k sub-contracted cost.</p> <p>It was RESOLVED to approve the investment of surplus cash funds in deposit/corporate notice accounts.</p>
B24/102	<p>Agenda Item No. 15: Management Accounts</p> <p>The Vice Principal Finance presented the Management Accounts.</p> <p>Governors noted that the College was predicted to meet or exceed all of its financial targets and would meet the requirements of its bank covenants but continued to be behind target on apprenticeship income and capital spending. The financial health grade is outstanding.</p> <p>It was RESOLVED to note the update.</p>
B24/103	<p>Agenda Item No. 16: Financial Approvals</p> <p>The Vice Principal Finance presented the Financial Approval report for financial transactions over £100k. These included:</p> <ul style="list-style-type: none"> <li>• BMBC, Gateway Managed Services, Inspire Skills Training, Omnia People, Queens Erections and Turner Price</li> <li>• An IT procurement for replacement IT equipment of £800k as part of the annual capital budget and £120k for network storage.</li> </ul>

Minute	
	<p>Governors noted that the Methods of Modern Construction project was progressing and agreed that Helen Jaggar and David Akeroyd would sign the documents on behalf of the College. (value £280k)</p> <p>It was RESOLVED to approve the purchases as outlined in the report.</p> <p>It was RESOLVED to approve the transactions contained in the report and appendix including departures from standard procurement.</p>
B24/104	<p>Agenda Item No.17: Financial Regulations</p> <p>The Vice Principal Finance presented the updated Financial Regulations.</p> <p>Governors noted that they had been presented at the recent Risk and Audit Committee meeting and they had recommended them for approval.</p> <p>A significant review had taken place to ensure the College met its obligations as required by the recently published College Financial Handbook.</p> <p>Governors noted that the financial regulations had also been revised to reflect current roles and responsibilities along with minor language changes and three policies for reserves, procurement and conflicts of interest had been introduced.</p> <p>It was RESOLVED to approve the updated financial regulations.</p>
B24/105	<p>Agenda Item No. 18: Balanced Scorecard 2024/25</p> <p>The Deputy CEO presented the balanced scorecard for 2024/25 for approval.</p> <p>It was RESOLVED to approve the Balanced Scorecard for 2024/25.</p>
B24/106	<p>Agenda Item No. 19: Quality Improvement Plan (QIP) Update</p> <p>The Vice Principal Quality presented the updated QIP.</p> <p>Governors noted that there were seven areas identified for improvement and the actions being taken to address them. Governors noted that end of year data was not yet available but a more comprehensive picture would be presented in due course.</p>



Minute	
	<p>Governors noted that more work was needed to improve the student work placement experience and opportunities and that this was a priority for the coming year. It was also noted that feedback from employers was very positive around the benefits it brought to the business and the students but that it needed to be meaningful and with sufficient notice and time allowed.</p> <p>Governors noted the work that the college was continuing to undertake to improve English and Maths results.</p> <p>Governors discussed apprenticeships and end point assessments and it was noted that the relationships with employers had improved and work continue to get students through any backlogs.</p> <p>It was RESOLVED to note the progress against the Quality Improvement Plan.</p>
B24/107	<p>Agenda Item No. 20: Balanced Scorecard Quarter 3 Update</p> <p>The Deputy CEO presented the quarter 3 Balanced Scorecard Update.</p> <p>Governors noted that most of the strategic goals remain on track to be achieved by the end of the year.</p> <p>Governors discussed the areas identified as amber and red and the actions being taken by the college to address these.</p> <p>It was RESOLVED to note the Balanced Scorecard Quarter 3 update and the assurance that it provides that the College is working to achieve its strategic targets.</p>
B24/108	<p>Agenda Item No. 21: Graduate Outcomes Survey Results</p> <p><b>Governors noted the improvements from the previous year's results and the overall performance when compared to national averages.</b></p> <p>It was RESOLVED to note the Graduate Outcomes Survey Results.</p>
B24/109	<p>Agenda Item No. 22: Subsidiary Performance 2023/24</p> <p>The Vice Principal Finance presented a paper on Subsidiary Performance.</p>



Minute	
	<p>Governors noted that ITS were the only subsidiary who were actively trading. Governors noted the positive performance, that they no longer required a letter of support and that they were fully contributing to college service charges. The team at ITS and Smartstyle had done an excellent job and this was reflected in their financial plan.</p> <p>It was RESOLVED to note the Subsidiary performance.</p>

B24/110	<p>Agenda Item No. 23: Subsidiary Memorandums of Understanding</p> <p>The Vice Principal Finance presented the Subsidiary Memorandums of Understanding. The existing memorandums were considered fit for purpose and minor changes to reflect changes in role were recommended.</p> <p>It was RESOLVED to approve the Subsidiary Memorandums of Understanding.</p>
B24/111	<p>Agenda Item No. 24: FE Tuition Fees Policy</p> <p>It was RESOLVED to approve the FE Tuition Fees Policy.</p>
B24/112	<p>Agenda Item No. 25: Safeguarding Policy</p> <p>It was RESOLVED to approve the Safeguarding Policy.</p>
B24/113	<p>Agenda Item No. 26: Subcontracting Policy</p> <p>It was RESOLVED to approve the Subcontracting Policy.</p>
B24/114	<p>Agenda Item No. 27: HE Refund and Compensation Policy</p> <p>It was RESOLVED to approve the HE Refund and Compensation Policy.</p>
B24/115	<p>Agenda Item No. 28: Risk and Audit Committee Meeting Minutes 10 June 2024</p> <p>It was RESOLVED to note the minutes of the Risk and Audit Committee meeting held on 10 June 2024.</p>

B24/116	<p>Agenda Item No. 29: External Audit Strategy</p> <p>It was RESOLVED to approve the external Audit Strategy.</p>
B24/117	<p>Agenda Item No. 30: Audit Engagement Letters</p> <p>It was RESOLVED to approve the Audit Engagement Letters.</p>
B24/118	<p>Agenda Item No. 31: Internal Audit Plan</p> <p>It was RESOLVED to approve the Internal Audit Plan.</p>
B24/119	<p>Agenda Item No. 32: Terms of Reference</p> <p>It was RESOLVED to approve the Terms of Reference.</p>
B24/120	<p>Agenda Item No. 33: ITS Meeting minutes 18 June 2024</p> <p>It was RESOLVED to note the minutes of the ITS meeting held on 18 June 2024.</p>
B24/121	<p>Agenda Item No. 34: BCDC Meeting minutes 18 June 2024</p> <p>It was RESOLVED to note the minutes of the BCDC meeting held on 18 June 2024.</p>
B24/122	<p>Agenda Item No. 35: Think Meeting minutes 18 June 2024</p> <p>It was RESOLVED to note the minutes of the Think meeting held on 18 June 2024.</p>
B24/123	<p>Agenda Item No. 36: Link Governor Reports.</p> <p>Governors noted the link governor reports for HE, Apprenticeships and Safeguarding.</p> <p>Governors noted that retention was key to improving apprenticeship performance and although it remains a challenge at the college there is a clear plan. It was noted that Tracey Johnson would be taking over the Apprenticeship Link Governor role.</p>

	<p>Governors noted that a meeting had been held recently reviewing web filtering for students. Matt Mills was taking over the link governor role from Helen Jaggar.</p> <p>It was RESOLVED to note the link governor reports.</p>
B24/124	<p>Agenda Item No. 37: Regulatory Update</p> <p>It was RESOLVED to note the regulatory update.</p>
B24/125	<p>Agenda Item No. 38: Good News Report</p> <p>It was RESOLVED to note the Good News Report.</p>
B24/126	<p>Agenda Item No. 39: Reflection</p> <p>Governors agreed that the student union reflection piece had been a useful update and it was agreed that future student voice sessions would be included as agreed at the Governance Deep Dive. It was also noted that the capital projects were progressing well and the college had a strong financial plan.</p>
B24/127	<p>Agenda Item No.40: Date and time of next meetings of the Board</p> <p>4pm Tuesday 1 October 2024 – Results</p>

The meeting closed at 18.00.