



**Minutes of the meeting of the Board of Governors held on Tuesday 19 November 2024  
at Barnsley College**

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**Present:** Simon Perryman (Chair)  
 David Akeroyd (Principal and CEO)  
 Kayleigh Bell (Staff Governor)  
 Steven Burkinshaw (Staff Governor)  
 Billy Cowley (Student Governor)  
 George Graham (Governor)  
 Donovan Hutchinson (Governor) (by Teams)  
 Helen Jaggar (Vice Chair)  
 Tracey Johnson (Governor) (by Teams)  
 Marie Lang (Vice Chair)  
 Jo Mallows (Governor)  
 Nina Smart (Student Governor)  
 Carly Speechley (Governor) (by Teams)  
 Carrie Sudbury (Governor) (by Teams)  
 Matt Mills (Governor)

**In attendance:** Hayley Allsopp (Vice Principal – Students)  
 Laila Lawton (Vice Principal – Finance)  
 Gavin Batty (Deputy CEO)  
 Shaun Cook (Vice Principal – Curriculum)  
 Heather Jackson (Director of Governance and Clerk to the Board)  
 Tony Johnson (Vice Principal – Corporate Services)  
 Sue Slassor (Vice Principal – Quality)

Part I

| Minute                    |                                                                                                                                   |
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| <b>PROCEDURAL MATTERS</b> |                                                                                                                                   |
| <b>B24/182</b>            | <b>Agenda Item No. 1: Quoracy</b><br><br>The meeting was quorate.                                                                 |
| <b>B24/183</b>            | <b>Agenda Item No. 2: Apologies for absence</b><br><br>Apologies were received from Carol Cooper-Smith. Gavin Day and Kalam Neale |
| <b>B24/184</b>            | <b>Agenda Item No. 3: Declarations of interest</b>                                                                                |

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|                       | <p>Simon Perryman declared that he had recently taken on the role of Chair of NOCN, he stated that it would not have any impact on his role as Chair of the College and declared his interest accordingly. Helen Jaggar declared her interest as a Director of ITS and Smartstyle. David Akeroyd declared his interest as a Director of ITS Smartstyle, BCDC and Think. Heather Jackson declared her interest as Company Secretary of ITS and Smartstyle. Tracey Johnson declared her interest as lead for the DMC where Barnsley College is a tenant.</p>                                                                                                                                                                                                                                               |
| <p><b>B24/185</b></p> | <p><b>Agenda Item No. 6: Matters arising from the last meeting</b></p> <p>There were no matters arising</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>B24/186</b></p> | <p><b>Agenda Item No. 9: Any other business</b></p> <p>There were no other items of business.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>B24/187</b></p> | <p><b>Agenda Item No. 30: Principal's Update</b></p> <p>The Principal presented his report. Governors noted the external stakeholder update and it was agreed that the themes of those discussions would be included in future reports.</p> <p>Governors noted the update on the electric vehicle salary sacrifice scheme and Eastgate House. It was noted that work at Eastgate House would start as soon as possible with a planned open date in the new academic year.</p> <p>The Principal also updated Governors on the AoC Beacon Awards. Tom Ashworth had been announced as runner up for the Student of the Year award at last weeks AoC conference. Billy Cowley also noted that he had been elected as Chair of the AoC Student Network.</p> <p>It was <b>RESOLVED</b> to note the update.</p> |
| <p><b>B24/188</b></p> | <p><b>Agenda Item No. 31: Learner Recruitment Update</b></p> <p>The Deputy Chief Executive presented the Learner Recruitment Update.</p> <p>There had been an increase in FE applications from Barnsley Schools and from out with the district. Adult provision continues to recruit throughout the year and is in line with expected profiles for the period, as is Advanced</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                       | <p>Learner Loan headcount. Apprenticeship recruitment numbers are behind quarter 1 profile although there were 50 apprentices in the pipeline.</p> <p>Governors noted that further changes to government policy could have an impact on future apprentice recruitment. Reducing withdrawals and maintaining high retention levels were agreed as key factors that will impact on income targets.</p> <p>Governors noted the highly competitive HE market and shortfalls in a couple of a programmes.</p> <p>It was <b>RESOLVED</b> to note the update.</p>                                                                                                                                                                                                                      |
| <p><b>B24/189</b></p> | <p><b>Agenda Item No. 32: Quarterly LSIF Update</b></p> <p>The Deputy Chief Executive presented the quarterly LSIF update.</p> <p>There was a lengthy discussion on the partnership arrangement of the project and outcomes. The College was keen to maintain the collaborative approach and noted that there had been a significant improvement in relationships across the partnership and these collaborations benefit the learners and employers.</p> <p>The Board agreed that it would be happy to support the investment needed to continue with these collaborative arrangements once the project was complete and reiterated the need to engage the Chairs of Colleges with the network to promote collaboration.</p> <p>It was <b>RESOLVED</b> to note the update.</p> |
| <p><b>B24/190</b></p> | <p><b>Agenda Item No. 33: Capital Projects Update</b></p> <p>The Vice Principal Finance presented the Capital Projects Update.</p> <p>Governors noted that the Automotive Technologies Centre project had completed its 12 month defect period with all defects rectified. The Modern Methods of Construction Centre was complete with a formal opening planned for 28 November.</p> <p>The IoT project is progressing on schedule and within budget with significant milestones including the installation of structural steelwork achieved. Completion is still planned for Summer 2025.</p>                                                                                                                                                                                  |

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|                | <p>Governors discussed the Church Street Phase 2 proposal. Costs were estimated and it was noted that Carol Cooper-Smith had agreed to represent the college on this project. The final project would be presented for approval by the Board. The Board agreed that approval would be given for the steering group to have delegated authority from the Board when a Board member was present at the meeting.</p> <p>Governors noted that focused contractual meetings for cost and design were taking place with AECOM and GF Tomlinson to ensure that contractual requirements were kept up to date. Governors discussed the variation from procurement policies and agreed that it was appropriate given the circumstances. It was also agreed that governors could tour the site when it was safe to do so.</p> <p>Governors noted the planned works to Eastgate.</p> <p>Governors noted the additional works required at the STEM centre at a cost of approximately £400k with planned completion by September 2025, alongside a cost of £250k to replace furniture.</p> <p>It was <b>RESOLVED</b> to approve the Church Street Phase 2 project in principle.</p> <p>It was <b>RESOLVED</b> to approve the Phase 2 Steering Group to have delegated authority from the board when a board member is present.</p> <p>It was <b>RESOLVED</b> to appoint Carol Cooper-Smith to represent the Board on the phase 2 steering group.</p> <p>It was <b>RESOLVED</b> to approve £400k of building condition works at STEM bringing the total approved spend on the building condition to £1m</p> <p>It was <b>RESOLVED</b> to approve the replacement of all the furniture in STEM at an estimated cost of £250k.</p> <p>It was <b>RESOLVED</b> to note the report and the assurance that it provides.</p> |
| <b>B24/191</b> | <p><b>Agenda Item No. 34: Draft Financial Outturn</b></p> <p>The Vice Principal Finance presented the draft Financial Outturn.</p> <p>Governors noted that the college financial performance for 2023/24 is good, the college had achieved its key financial and bank covenants. Group income and EBITDA were above budget. The financial health grade has significantly increased from the budget 200 (good) to 270 (outstanding).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                       | <p>This was a temporary position though as the College holds cash for capital reinvestment. All bank covenants had been met.</p> <p>Governors discussed the Apprenticeship income and targets.</p> <p>Governors congratulated the team on the outcome.</p> <p>It was <b>RESOLVED</b> to note the draft Financial Outturn.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>B24/192</b></p> | <p><b>Agenda Item No. 35: Balanced Scorecard 2023/24 Closure</b></p> <p>The Deputy CEO presented the closure report for the Balanced Scorecard 2023/24. Governors noted that each of the goals had been analysed for year-end performance and each of the performance measures had been RAG rated along with each goal.</p> <p>The quarter four review indicated that the majority of the strategic goals have been achieved by year end. Some targets had been rated as amber where stretch targets were close to being achieved and/or progress had been made or that focus continues. A number of performance measure targets were rated red across quality, curriculum, sustainability and reputation and governors discussed these in more detail. Governors noted that the SAR had been reviewed by a small group of governors earlier in the day and a final version would be presented to the Board in December.</p> <p>Governors discussed employer satisfaction and noted that although it was improving it was not where the College wanted it to be hence the stretching targets.</p> <p>Governors discussed retention in T levels and noted that around 10% of the total UK T Level students were studying at the College.</p> <p>It was <b>RESOLVED</b> to note the report and the assurance that it provides.</p> |
| <p><b>B24/193</b></p> | <p><b>Agenda Item No. 36: Board Assurance Framework – Q4</b></p> <p>The Vice Principal Corporate Services presented the Board Assurance Framework for Quarter Four. Governors had considered the detail in each of the top risks at the Board meeting in June including risk appetite and tolerance and mitigation.</p> <p>IT Disaster recovery remains a critical risk due to increasing cyber threats and governors noted the mitigating factors being implemented. Governors</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                       | <p>noted that the internal auditors had reviewed IT Disaster recovery in April and this had provided substantial assurance. Multi Factor Authentication had been rolled out to student accounts and students who did not have a device had been provided with a TP token. It was noted that the College was ahead of the curve in multifactor authentication roll out.</p> <p>Governors also noted that the report had also been discussed at the Risk and Audit committee.</p> <p>It was <b>RESOLVED</b> to note the Board Assurance Framework Q4 and the assurance that it provides.</p>                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>B24/194</b></p> | <p><b>Agenda Item No. 37: Student Surveys – FE</b></p> <p>The Vice Principal Quality presented the Student Surveys – FE report.</p> <p>Governors noted that the 2023-24 induction survey saw a participation rate of 93% and strong satisfaction across all categories with the college performing significantly above external benchmarks.</p> <p>The On-programme survey had shown decreased satisfaction from last year, most areas were above the external benchmark but there had been a decline in teaching and learning. Governors noted that this was primarily due to low rating in some areas and discussed the enhanced quality support, monitoring and intervention which they were receiving.</p> <p>Governors discussed the benchmarking data and noted that the Sixth Form survey would be issued earlier next year to catch students before they went on study leave,</p> <p>It was <b>RESOLVED</b> to note the report and the assurance that it provides.</p> |
| <p><b>B24/195</b></p> | <p><b>Agenda Item No. 38: Student Surveys – NSS</b></p> <p>The Vice Principal Quality presented the Student Surveys – NSS report.</p> <p>Governors noted that performance against benchmarks was above sector average with significant improvements in Learning Resources and Students Union. 74 students were eligible to complete the survey. Governors noted that actions would appear in the HE annual review which would be presented to the Board in December. The Student Governor for HE shared her experiences at the College and in particular resources and the exceptional support provided by staff.</p>                                                                                                                                                                                                                                                                                                                                                          |

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|                | It was <b>RESOLVED</b> to note the report and the assurance it provides.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>B24/196</b> | <p><b>Agenda Item No. 39: Learner Destinations Report</b></p> <p>The Vice Principal Students presented the Learner Destinations report. Over 85% of students had secured positive destinations including employment, education and university placements and it was noted that there was an increase in destinations to Russell Group universities and Oxbridge.</p> <p>Governors discussed the decline in some areas and the actions being taken as well as mitigating factors. It was agreed that the report was a positive indicator for the College.</p> <p>It was <b>RESOLVED</b> to note the Learner Destinations Report.</p> |
| <b>B24/197</b> | <p><b>Agenda Item No. 40: Analysis of External Verification Reports</b></p> <p>The Vice Principal Quality presented the External Verifications Report.</p> <p>Governors noted that overall the reports presented a solid picture with some issues which had been addressed.</p> <p>Governors discussed the sector wide consultations on qualifications and noted that the College had responded. It was not yet known what impact this would have on the college and updates would be provided in due course.</p> <p>It was <b>RESOLVED</b> to note the External Verification report and the assurance that it provides.</p>        |
| <b>B24/198</b> | <p><b>Agenda Item No. 41: Analysis of Complaints</b></p> <p>The Vice Principal Quality presented the analysis of complaints report.</p> <p>Governors noted that complaints had reduced significantly from last year, this was in part due to change of procedure in the quality department supporting departments with informal resolution.</p> <p>The majority of complaints covered communication or information and teaching concerns.</p>                                                                                                                                                                                       |

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|                       | <p>Apprenticeships had received the most complaints although this was significantly reduced from the previous year. Of the complaints received, governors noted that six had cited discrimination and governors noted that they had all been resolved with the complainant's agreeing that decisions had not been discriminatory.</p> <p>The full table was uploaded to the portal after the meeting.</p> <p>It was noted that all complaints had been resolved or fully explained.</p> <p>It was <b>RESOLVED</b> to note the analysis of complaints report.</p>                                                                                                                                                                                                                                     |
| <p><b>B24/199</b></p> | <p><b>Agenda Item No. 42: Subcontracting Update</b></p> <p>The Deputy CEO presented the Subcontracting Update.</p> <p>It was <b>RESOLVED</b> to approve the ongoing support of the Betterweld project using College ASF core funding for the rest of the academic year and/or SYMCA once they agree ongoing innovation funding.</p> <p>It was <b>RESOLVED</b> to approve an increase in the Sheffield United funding of £30k to £170k to support over recruitment and the introduction of a level 2 programme.</p> <p>It was <b>RESOLVED</b> to approve the departure from the standard procurement process to support the collaboration between Barnsley College and the Matrix Academy Ltd for low carbon heat pump training.</p> <p>It was <b>RESOLVED</b> to note the Subcontracting Report.</p> |
| <p><b>B24/200</b></p> | <p><b>Agenda Item No. 43: Student Voice</b></p> <p>The Vice President of the Student Union presented a comprehensive report on Student Union Committee activities this academic year. They had been involved in a huge variety of activities across the sites and focusing on a variety of different themes and events to support the student experience at the college. They also noted that Student Union members all had mentors from within the executive team.</p> <p>Governors noted that the Disabilities Officer had been shortlisted for AoC Young Student of the Year and he had been runner up.</p>                                                                                                                                                                                       |



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|                | <p>Governors all agreed that they had found the update very useful and it was agreed that updates would be provided at future meetings.</p> <p>Governor thanked the Vice President for the update.</p> <p>It was <b>RESOLVED</b> to note the Student Voice Report</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>B24/201</b> | <p><b>Agenda Item No. 44: Audit &amp; Risk Committee Minutes 8 October 2024</b></p> <p>The Chair of the Committee provided a brief summary of the last Audit and Risk Committee and in particular the ILR HE student data audit.</p> <p>It was <b>RESOLVED</b> to note the minutes and update from Audit Committee held on 8 October 2024.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>B24/202</b> | <p><b>Agenda Item No. 45: Governance and Search Committee Minutes 22 October 2024</b></p> <p>The Chair of the committee provided a brief summary of the main points of discussion from the last meeting including succession planning for the chair and vice chair roles, new governor recruitment, governance action plan and fine tuning of governor behaviours. These would be issued again after the Strategic Seminar.</p> <p>Governors noted that a target of 85% attendance had been set</p> <p>It was <b>RESOLVED</b> to note that governor expenses were in line with financial regulations and approve them accordingly.</p> <p>It was <b>RESOLVED</b> to note the update and minutes from the Governance and Search committee held on 22 October 2024.</p> |
| <b>B24/203</b> | <p><b>Agenda Item No. 46: ITS Meeting Minutes 1 October 2024</b></p> <p>It was <b>RESOLVED</b> to note the update and minutes of the ITS meeting held on 1 October 2024.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>B24/204</b> | <p><b>Agenda Item No.47: Link Reports</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>Minute</b>  |                                                                                                                                                                                                                                     |
|                | <p>Governors updated the Board on recent link visits. It was agreed that an update on what the College does around SEN would be presented at the Board meeting in March</p> <p>It was <b>RESOLVED</b> to note the Link Reports.</p> |
| <b>B24/205</b> | <p><b>Agenda Item No. 45: Date and time of next meeting of the Board</b></p> <p><b>Tuesday 10 December – 10am</b></p>                                                                                                               |

The meeting closed at 17:52