

Date: 10 July 2019

Venue: The Boardroom, City Campus, the Sheffield College

Clerk to the Corporation
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Sheffield, S2 2RL
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Present: Seb Schmoller (Chair)
Gwyn Arnold
Stephen Betts
Jay Bhayani
Peter Brooks
Richard Calvert
Ian Falconer
Angela Foulkes
Beri Hare
Stephan Hollingshead
Chris Linacre
Michelle MacDonald
Kim Streets.

In attendance: Kate Platts, Executive Director of Finance and Resources (EDFR)
Alison Shillito, Governance Advisor and Clerk to the Governing Body
Paul Simpson, Executive Director of HR and Organisation Development (EDHROD)
Anita Straffon, Deputy Chief Executive (Curriculum, Quality and Assessment) (DCE:CQA)

Action by whom **by when**

19/2/01 **Welcome, Introduction and apologies**

- 1.1 Apologies for absence were received from Scott Ellis, Shelley Hemsley, Saleem Rashid and John Timms,
- 1.2 The Chair drew members' attention to the following:
 - Item 5 – summaries of recent committee meetings had not been available to circulate prior to the meeting due to the busy schedule of meetings in recent weeks. Committee chairs would be making oral reports to the board.
 - Item 18 – KPMG External Audit Plan and strategy had two sections with data missing and corrected pages would be tabled later in the meeting, if possible.

19/2/02 Declarations of Interest

- 2.1 The Board noted the standing declarations of interest by the Chief Executive and Principal and Michelle MacDonald, as members of staff of the College. The Governing Body resolved not to take any action in response to these declarations. It was noted that the draft annual report on SPH remuneration did not require the board to make a decision and was intended for publication.
- 2.2 Richard Calvert reminded the Governing Body of his standing declaration of interest as the Chief Operating Officer of Sheffield Hallam University. Governors noted that there were relevant items for discussion on the agenda, for which items, Richard could speak but not vote, should any vote be required.

19/2/3 Minutes of the last meeting held on 27 March 2019

- 3.1 The unclassified and the confidential minutes of the meeting on 27 March 2019 were approved as an accurate record.

19/2/4 Matters Arising and Action Record

- 4.1 Governors agreed that all matters arising from the minutes of the 27 March 2019 had been included either on the current agenda or the Action Record.
- 4.2 The Clerk introduced the Action Record, commenting that there had been good progress on most actions. The actions outstanding were i) making progress on arranging face-to-face training for the Governing Body in requested topics and ii) succession planning for Chair. The Clerk would be arranging the former and SRG Committee had agreed a plan to progress the latter.
- 4.3 Governing Body received the Action Record, noted the progress and approved the removal of the items marked as 'Closed'.

Minutes of Committee meetings

19/2/5 Teaching, Learning, Quality and Student Experience

- 5.1 The Committee Chair (Beri Hare) reported on the meeting held on 19 June 2019. It was noted that the minutes were still in preparation. At the meeting, members had mainly focused on considering the progress the College had made against the approved Quality College Improvement Plan. The Committee had found good progress on the CIP including:
 - i) Assessing and improving the quality of teaching via the implementation of Teacher on a Page and the "Licenced to Observe" scheme;
 - ii) The College continued to have a good record of students progressing to employment or further/higher studies and this remained a strength of the College.
- 5.2 The Committee had considered and approved, on behalf of Governing Body, the Access and Participation Plan from 2020/21, for submission to the Office for Students. The APP had been submitted on condition that the proposed increase in fees to

£7,500 was subject to Governing Body approval. The APP was included on the agenda for this meeting to consider the issues.

5.3 Governors noted the report.

19/2/6 Audit and Risk Assurance Committee

6.1 The Committee Chair (Ian Falconer) reported on the meeting held on 1 July 2019. It was noted that the minutes were still in preparation.

6.2 Ian reported that it had been a busy meeting. He reported that the revised Audit Code of Practice had removed the prohibition on staff governors being members of the Committee introduced in Spring 2018, and, having sought the approval of Chair of Governors, the Committee had reinstated Michelle MacDonald as a full member.

6.3 The main point of discussion had been a fraud incident, which although not material in external audit terms was significant. The Committee took time to understand why the incident had happened and the lessons learned. The Executive Director Finance and Resources was conducting a review which would be reported to Internal and External Auditors as well as the Committee.

6.4 The Committee had also discussed the performance of the new Internal Audit service provider in its first year of appointment. The EDFR had raised some issues about how audits were administered and about communication with the College's staff. The Committee had been supportive of the EDFR's efforts to ensure a smoother running service in 2019/20. Members were satisfied that the issues did not undermine the quality and accuracy of the reports. In the context of these discussions, the Committee had agreed an outline internal audit plan for 2019/20 and would address the detail of the plan and fee at its September meeting, before advising Governing Body.

6.5 Governors noted the report.

19/2/7 Finance, Employment and General Purpose Committee

7.1 Governing Body noted the minutes of the meeting on 1 May 2019 and noted that items recommended for Governing Body approval had been included on the agenda for the meeting.

7.2 The Committee Vice Chair (Stephan Hollingshead) reported on the meeting held on 3 July 2019. It was noted that the minutes were still in preparation.

7.3 Stephan reported that the most important issues considered by the Committee were the Three Year Plan and budget for 2019/20; the Accommodation Strategy and the College's challenge to HMRC about back payment of VAT under a Lennartz scheme. The College was taking a second opinion on its position, the risks and options. The Executive Team would be assessing that advice and appraising the options before making a recommendation to the Committee.

7.4 Overall, the Committee had recognised how much progress was being made on updating employment policies, managing finances and resolving some long standing systems issues. There were

some Red RAG rated KPIs for Health and Safety, due to an increase in the number of HSE-reportable accidents compared to 2017/18. The Committee had explored this and had been satisfied that the increase was small. The Committee was satisfied that the College was taking action on lessons learned as well as auditing more widely with a view to reduce health and safety risks.

7.5 Governors noted the report.

19/2/8 Search, Remuneration and Governance Committee

8.1 The Committee Chair (Chris Linacre) reported on the meeting held on 17 June 2019. It was noted that the minutes were still in preparation.

8.2 Chris commented that significant items on board membership and the new annual report on SPH Remuneration were on the agenda for discussion by governors. The Committee had taken a number of other items and reflected on the first year of operation of the new committee structure and SRG Committee. The general view of members was that the new governance arrangements were working reasonably well and this had been supported by the results of governor self-assessment survey. A response to the survey had raised an issue about whether the SRG Committee was being used too freely outside its remit and the Chair and Clerk would be considering this further in the annual report.

8.3 The Committee had reviewed the first six months of the operation of the Governor Engagement Plan. Members commented that the activities had been beneficial but that not enough governors were so far engaging. The Committee had recommended a narrower range of activities be arranged with a clear focus on governors learning about the organisation they govern.

8.4 Governors noted the report.

19/2/9 Report of the Chief Executive & Principal

9.1 The Chief Executive & Principal (CE/P) presented her report. Matters arising from the report were considered as follows.

9.2 **Learning:** governors noted that the College had received its results from the 2018/19 National Student Survey. The headline data showed an improvement as compared to 2017/18 scores. The improved scores correlated with those areas in which the College had invested. Some scores remained below the benchmark and the College would be undertaking further analysis and identifying actions via the annual HE self-evaluation document. The results would be circulated to all governors. TLQSE Committee would be discussing the detail at its October meeting. Governors welcomed the confirmation that investment in improving the HE student experience appeared to be having a positive impact on student satisfaction.

VP Sept
HEAS 2019

9.3 **Sustainability:** governors noted that Barclays Bank Business Support team had notified the College that it was no longer subject to additional monitoring and business support. Governors strongly

welcomed this validation of the College's improving financial position..

- 9.4 The Governing Body noted the report, welcoming the impact of the improvements being made by the Executive on the College's reputation with students and external stakeholders.

19/2/10 Board Key Performance Indicators and College Improvement Plan update: Period 9 2018/19

- 10.1 The Governing Body received the report, focusing on RED-rated KPIs in particular, and noting that Apprenticeships continued to be a key focus.

- 10.2 **Apprenticeships** – this KPI seemed to be continuing to decline and governors asked how they could know that the College's improvement plan was having a positive impact with headline data at or only marginally above minimum standards.

The CE/P said:

- 83% of apprentices due to complete by 31 July 2019 had started on programme prior to 1 January 2018. The impact of poor performance in 2016/17 and 2017/18 would therefore have a significant impact on outcome in 2018/19. In 2019/20 43% of apprentices due to complete have a start date prior to 1 January 2018 and therefore there would be a smaller impact on outcomes in 2019/20.
- Apprentices recruited after January 2018 had a 5 percentage point higher retention rate than those before. This would have a positive impact on the achievement rate.
- The difference in the retention and achievement of apprentices recruited before and after January 18 demonstrated that there was an improving quality trend, even though this was not yet apparent in the headline data.

[Minute 11.2 below also refers.]

- 10.3 The Chair of TLQSE said that the TLQSE Committee took the decline in apprenticeship achievement very seriously. The legacy of poor retention of a bulge of recruitment in Spring 2017 was continuing to drag down the overall data. The Committee was tracking this issue closely and challenging on areas where the data indicated the area was not improving at a reasonable rate.

- 10.4 **Health and Safety:** the EDFR commented that every reportable accident was particularly thoroughly investigated and the findings reviewed. There had been no obvious themes identified. The Health and Safety Committee was working well to raise awareness of issues such as the importance of good housekeeping and maintaining safe methods of work.

- 10.5 **Teaching and Learning Quality** – the Chair of TLQSE Committee drew the board's attention to the overall improvement in the data. This was welcomed but the Committee remained concerned that within this there were some departments that were significantly below 80% good teachers and the rate for STS Ltd associates was around 60% good or better. The DCE: CQA commented that since

the data had been circulated, there had been further staff movement with staff leaving the organisation at the end of the year.

[Minute 11.3 below also refers.]

10.5 The Board noted the report.

19/2/11 Teaching and Learning Presentation

11.1 The Deputy Chief Executive: Curriculum, Quality and Assessment made a presentation on the progress being made in the College's highest priority – to secure improvement in teaching and learning.

11.2 Apprenticeships

Following the discussion about KPIs, the DCE: CQA presented a graph showing the difference between the retention and achievement of pre-Jan 2018 and post-Jan 2018 Apprenticeship starts. The DCE: CQA said that the College's main improvement actions were as follows.

- i) Focusing support on those Apprentices who could still complete by their original or extended end-date, if necessary.
- ii) Continuing to be clear with potential employers about the requirements on them for supporting and releasing apprentices. The DCE:CQA was working with the Commercial Director to ensure that potential employers.
- iii) Recruiting to new roles in the Apprenticeship team to focus training quality, compliance and functional skills.

11.3 Teaching quality improvement

i) **TSC teaching quality** - governors welcomed the news that by the end of the exercise over 80% of TSC teachers had been judged as providing good or better teaching.

ii) **STS Ltd teaching quality** - governors noted that the overall percentage of good or better teaching quality assessment for STS Ltd teaching associates was significantly below that of TSC staff. Governors asked what the College was doing to address the difference. The DCE CQA, who is also a director of the company, said that directors were strengthening recruitment and induction of associates to improve the quality of their teaching. STS Ltd adopted the same performance management arrangements as TSC, if an associate failed to make the improvements required in the timescales then the company would take steps to remove the associate from teaching at the College.

iii) Governors supported the action being taken and welcomed that in 2019/2020 this process would be started and completed earlier in the year so that action to address poor quality teaching would also be taken earlier.

11.5 Predicted outcomes 2018/19

Governors welcomed the presentation that the College was predicting a 5 percentage point increase in overall achievement rate, as compared to 2017/18. Members recognised that this would still be below the national rate but, if realised, it would demonstrate

an important impact of the College Improvement Plan. Governors also commended the improvement in the proportion of learners attending English and maths classes and assessments. It was noted that staff were systematically pursuing students who had not yet managed to complete their Functional Skills qualifications to get them to come into College after the end of term to sit the tests and complete their qualifications.

Governors noted that the out-turn would depend on GCSE and A Level results announced in August 2019. TLQSE would be considering a full analysis at its meeting in October 2019. The Chair of TLQSE Committee said it would be useful to see the A Level results presented separately to monitor the College's progress against its plan for improving A Level provision.

DCE
CQA
Dir F&P
16 Oct
2019

- 11.6 Governors welcomed the presentation and thanked the faculty teams for their hard work to achieve improved teaching quality and improved outcomes for students. There was still a way to go to bring the results up to the national rate or above but it was gratifying to see the whole college commitment and effort to achieving this. The Chair agreed to write to faculties formally to communicate the Governing Body's appreciation of their efforts.

Chair
2 Sept
2019

19/2/12 Safeguarding Annual Report from Head Teachers and Principals 2018-19

- 12.1 The DCE CQA presented the report. It was noted that the report was an annual requirement of the Sheffield Safeguarding Children Board (now replaced by the Sheffield Children Safeguarding Partnership). The report had been prepared by the Safeguarding team, reviewed by the College Safeguarding Board and scrutinised by the Safeguarding Link Governor (Gwyn Arnold). It was noted that the College had been able to RAG rate as GREEN all but one question (safeguarding information for parents and carers). Governors were satisfied that the College was taking appropriate action to improve its safeguarding information for parents, by putting additional information on its website and the Parent Portal.

- 12.2 The Safeguarding Link Governor commented that she had scrutinised the report and recommended it for approval by the Governing Body. She also commented that the Safeguarding training for governors provided by Sheffield Children Safeguarding Partnership had been very useful and commended it to other governors. Clerk to circulate details of 2019/20 SCSP training programme.

Clerk
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- 12.3 Governors approved the report and thanked the Safeguarding Board and Link Governor for their oversight of the process and scrutiny of the final report.

19/2/13 Higher Education Access and Participation Plan from 2020/21

- 13.1 The Governing Body noted Richard Calvert's earlier declaration of interests in relation to this item. Some of the discussion is recorded in a separate confidential minute.

- 13.2 The DCE CQA presented the new Access and Participation Plan, which had been approved by the TLQSE Committee on behalf of

the board in order to meet the Office for Students' submission deadline. It was noted that the plan had been developed by the HE Academic Board with input from staff and student consultation events.

13.5 Governors noted the plan (and the fact that it had been submitted to the Office for Students) and its stretching targets to achieve greater access and participation. It was noted that there was further work required on:

- Monitoring the targets set in the plan and the action plans to achieve them – particularly if the College decided not to increase its HE income via increased fees;
- Discussing what the College's fee level ought to be, once the national position was clearer. It was suggested that the College's HE Strategy might be a topic for the January Governor Strategy event.

TLQSE 16 Oct
2019

GB 29 Jan
2020

19/2/17 Restructure update

17.1 An item on current staffing restructures was added to the agenda at the Chair's request. The Governing Body noted the standing declaration of Michelle MacDonald, staff governor and agreed that she could remain in the meeting. Some discussion is recorded in a separate confidential minute because the changes were still in progress at the time of writing.

17.2 The CE/P reported that the College was in the process of undertaking staff restructures in the Learner Recruitment Team and the Creative Art and Media.

17.7 Governors noted the verbal report, acknowledging that to remain financially viable, the College needs carefully and humanely to adjust staffing to demand. Governors acknowledged that this would always be a difficult process for staff. It was noted that, if possible, the College should start any adjustment process as early as possible so that staff are clear on any changes to their employment situation well before the end of the academic year; also that the College should put effort into rebuilding and developing any altered teams (in this case early in Autumn 2019). The Governing Body asked the EDHROD to take account of these principles in developing the College's approach to managing organisation changes and report to FEGP on the outcome of the current process.

EDHRO
D 9 Oct
2019

19/2/18 Finance Report Period 10

18.1 The EDFR presented the report confirming that the College was forecast to meet all its banking covenants in 2018/19 and highlighting that

- income was forecast to be above budget at the year-end;
- pay costs (excluding the non-cash FRS 102 adjustment) were forecast to be lower than budget;
- pay savings had been transferred to non-pay to invest in capital works that would improve the student experience and teaching quality;

- non-pay costs were in line with budget.
- 18.2 Governors noted the report and congratulated senior managers on maintaining a sustainable financial position and 'good' financial health score at a difficult time for FE finance.

19/2/19 Draft Budget 2019/20 and Three Year Financial Plan

19.1 The EDFR presented the draft budget for 2019/20 and three year financial plan. The Vice Chair of FEGP Committee commented that the draft had been thoroughly scrutinized by the Committee. FEGP members had been satisfied that:

- the assumptions underpinning the plan were sensible;
- the plan addressed the College's main risks;
- there had been rigorous sensitivity analysis, particularly of the income forecasts and cash flow plans.

The Committee had been satisfied that the plan was thorough and had recommended it for approval by the Governing Body.

19.2 Governors considered the proposed budget and plan as follows:

- i) A governor asked how the plan dealt with the uncertainty around the increase in the employers' contribution to the Teachers' Pension Scheme. The EDFR said that the budget and plan assumed that the DfE's commitment to fund the increase would not extend beyond the current tax year, after which the College would have to meet the cost.
- ii) A governor asked if the reserve being held by the College pending resolution of a challenge to HMRC about a Lennartz scheme would have an impact on the College meeting its loan covenants in 2019/20. The EDFR said that this issue had been discussed with banks and auditors and the banks had agreed to change the wording of one of the covenants slightly to exclude sums in reserve for Lennartz from the calculations.

19.3 The Governing Body approved the draft budget and three year plan subject to the EDFR adding the second year of the cash flow plan and minor changes to the format prior to final sign off by the Accounting Officer and submission to ESFA.

19/2/20 Accommodation Strategy 2020/2021

20.1 The EDFR presented the strategy (which had been circulated before some minor edits had been agreed by FEGP), outlining the College's plans for using and updating its estate to meet the needs of the College's forward plan for its education provision.

20.2 Governors welcomed receiving the report and considered it as follows

- i) Governors wanted to know how the management of the estate was integrated into the College's plan for developing its education portfolio and improvements to teaching and learning. and would have DCE CQA gave examples of the close cooperation between academic managers and the Estates Team such as the Teaching and Learning Innovator inputting to the redesign of new classrooms as well as the design of the teaching and learning hub.

- ii) The EDFR commented that there was a standing working group comprising Assistant Principals, Estates staff and Student Information managers to ensure that accommodation planning took full account of the needs of the faculties, student number forecasting and timetabling.
- iii) It was noted that the Director of Estates had recently left the College at a time when there were significant works in progress. Governors asked how the College was managing the risk of arising. The EDFR said that she was currently recruiting to the Head of Estates post and an interim manager had been recruited to ensure there was additional support for what would be a busy summer of works and accommodation moves.
- iv) It was noted that the strategy referred to developing an international offer and asked about the timescales for the Governing Body to consider a new international strategy. The CE/P said that the College's English Language short courses were popular and the College would be developing a full international strategy when and if it had been judged as 'Good' by Ofsted, i.e. once it was in a position to re-apply for a UKVI Tier 4 licence to sponsor overseas students on long courses.

20.3 The Governing Body commended the report (as revised by FEGP) for its clarity and approved the Accommodation Strategy to 2020/21.

19/2/21 Strategic Risk Management – Risk Management Strategy 2019/20 and Risk Register update

- 21.1 The EDFR introduced the report which was an update on the risk assurance map presented to the Governing Body in March. The Chair of ARA Committee commented that the new risks and movements reported in the paper did not appear on the risk assurance map because this focused on the College's highest ten risks. The ARA Committee supported this approach.
- 21.2 Governors noted the increased risks around personal data security breaches and asked how the College was managing this. The EDHROD said that the College had strengthened its DP policies in Spring 2018, the Data Protection Officer (DPO) was raising awareness of good data protection through staff training, local audits and regular communication. There had been an increase in the reports of potential data breaches since the introduction of a formal data breach handling procedure. This demonstrated that staff were aware of the procedure and making use of it. All potential data breaches were investigated and issues followed up to remedy particular issues and reinforce good practice with the teams/individuals concerned.
- 21.3 Governors noted that the DPO would be making an annual report to ARA Committee in September 2019. The Governing Body noted that with the retirement of Jay Bhayani the board would need to appoint a new Link Governor for GDPR and the Chair agreed to contact members to seek volunteers.

- 21.4 Governors noted the Risk Management Strategy 2019/20 and the update on the Strategic Risk Register.

19/2/22 External Audit Plan and Strategy for the year ending 31/07/2019 and Auditor's Fees

- 22.1 The EDFR introduced the report and commented that the three risks highlighted by the Financial Statements' Auditor to be addressed by the audit were
- i) The College's financial position
 - ii) 'Going concern' and
 - iii) Pension risks around the Local Government Pension Scheme.

The EDFR explained that the pension risk was a sector wide issue and not specific to the College.

- 22.2 The Chair of ARA commented that the plan and proposed fees had been scrutinized by the Audit and Risk Assurance Committee. ARA members noted that this would be the first audit under a new contract with KPMG. The Committee advised the board that it was comfortable with the plan, the continuity of the team and the level of fee and recommended approval to the Governing Body.
- 22.3 The Governing Body approved the External Audit Plan and Strategy for the year ending 31/07/2019 and the Auditors' fees.

19/2/23 Membership Report

- 23.1 The Clerk introduced the report highlighting the following:
- An upcoming governor vacancy due to Jay Bhayani reaching the end of her term of office.
 - The Committee had received a query on the eligibility of one of the nominees for the election of staff governor. The Committee had therefore agreed to pause the Academic Staff Governor election and had appointed a governor task and finish group to review the staff governor election procedures.
 - Pending the outcome of the task and finish group, the Committee recommends that the appointment of Saleem Rashid be extended at least until 31 December 2019.
 - The Sheffield College Students' Union elections had been held and the elected Student Governors were Rhiannon Webber, Students' Union President and Megan Farmer, Student Governor.
 - The Committee had agreed proposals for a process to identify/recruit a Chair Designate in Autumn 2019.
- 23.2 The Governing Body considered the report, commenting that the process of nominating and electing staff governors had resulted in some staff governors sometimes interpreting their role as that of a staff representative. Members asked to what extent it was the case that staff governors represented their 'constituency'. The Clerk confirmed that although staff governors were selected via an election process, it was not a representative role and the

Instrument of Government (s. 11(4) says that in discussions about staff pay and conditions staff governors should not seek to represent the interests of any other person or body.

- 23.3 The Chair commented that should the Task and Finish Group wish to discuss the wider issue of how staff governors were appointed then the discussion would need to have regard to the Instrument and Articles which currently enshrine the principal of elected staff governors and consultation with staff on certain policy matters.
- 23.4 The Governing Body received the report and approved the extension of the appointment of Saleem Rashid as academic staff governor until at least 31 December 2019 to enable the Elections Task and Finish Group to complete its work and, if a significant change is needed to current arrangements, to present a report for consideration by Governors on 6 November 2019 (or failing that to the SRG Committee on 13 November). If no significant changes are needed, then it is envisaged that the Election will be run in time for Governors to approve an appointment on 18 December.

19/2/24 Board roles and committee memberships 2019/20

- 24.1 The Chair tabled a paper noting board roles and appointing committee memberships for 2019/20. Governors noted the vacancies for Link Governors for GDPR and Equality, Diversity and Inclusion. The Chair agreed to circulate a call for nominations.
- 24.2 The Governing Body endorsed the appointments to committees made by the Chair under the Standing Orders as follows.

Chair July
2019

Finance, Employment and General Purposes Committee

Chair Stephan Hollingshead
Vice Chair Peter Brooks
Members Gwyn Arnold
Angela Foulkes
Beri Hare
Saleem Rashid (staff governor)
Seb Schmoller

Teaching, Learning Quality and Student Experience Committee

Chair Beri Hare
Vice Chair Stephen Betts
Members Gwyn Arnold
Peter Brooks
Megan Farmer (student governor)
Angela Foulkes
Shelley Hemsley
Saleem Rashid (staff governor)
Seb Schmoller
John Timms

Search, Remuneration and Governance Committee

Chair Gwyn Arnold
Vice Chair Chris Linacre
Members Ian Falconer

Angela Foulkes
 Beri Hare
 Stephan Hollingshead
 Michelle MacDonald (staff governor)
 Seb Schmoller
 Kim Streets
 Rhiannon Webber (student governor)

Audit and Risk Assurance Committee

Chair Ian Falconer
 Vice Chair Shelley Hemsley
 Members Richard Calvert
 Chris Linacre
 Michelle MacDonald (staff governor)
 John Timms.

19/2/25 Governing Body work plan and business cycle 2019/20

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| 25.1 | The Clerk presented the draft Cycle of Business for the Governing Body for 2019/20. Governors received the proposals and expressed some concern about the length of the agenda proposed for the first and last meetings of 2019/20 and about the potential for duplication between the business of committees and the board. The Clerk, Chair and CE/P agreed to review the Cycle of Business against the Terms of Reference and Standing Orders. | Chair,
Clerk,
CE/P | July
2019 |
| 25.2 | Governing Body <u>approved</u> the Cycle of Business subject to further work by the Clerk, Chair and CE/P to refine and focus the schedule by identifying items for approval by committees and routine reports that could perhaps be moved to the bottom of the agenda as items for information rather than for discussion, albeit in the setting that any Governor could, prior to the meeting, request the transfer of an item from “below the line”. | | |

19/2/26 Deed of surrender relating to a sub-lease of land at Livesey Street by National Grid Electricity Transmission Plc

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| 26.1 | The Clerk introduced the paper which asked for board approval for surrender of a five year lease on a small parcel of land that had originally been taken for expansion of land-based activities but had proved unsuitable for the purpose. | | |
| 26.2 | The Governing Body <u>approved</u> the surrender of the sub-lease of land at Livesey Street and authorised the Chair of Governors to execute the Deed of Surrender on behalf of the Corporation with one other governor in the presence of the Clerk. | Clerk | July
2019 |

19/2/27 Procurement of Insurance Service 2019/20

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| 27.1 | The Clerk reported that the College had retendered its insurance services was in the process of considering the bids. The tender had been completed jointly with two other colleges (Bradford and Runshaw). The Sheffield College would not be in a position to confirm the full contract value until all three colleges had analysed the bids and policy detail and selected their preferred supplier. | | |
| 27.2 | The Governing Body <u>authorised</u> the Chair of Governors, advised by the Chair of FEGP Committee, to act on behalf of the Board to | Chair | July
2019 |

approve the contract should the Financial Regulations require this.

19/2/28 Senior Post Holders' Remuneration – Annual Report 2018/19

- 28.1 The Clerk presented the first annual report of the SRG Committee for Senior Post Holders' Remuneration, prepared in compliance with the AoC Senior Staff Remuneration Code.
- 28.2 Governors noted that the report referred to the SRG Committee's deliberations on the 2017/18 pay award for senior post holders, i.e. prior to the introduction of the Code. The Clerk reported that since the preparation of the draft report, the AoC had updated its suggested outline for the annual members' report and financial statements, which included the information for the annual SPH remuneration report.
- 28.3 The Governing Body received the report and agreed that in principle the information should be published in the Corporation's annual accounts with other information about SPH pay. Governors therefore approved the substance of the report for inclusion, if required, in the 2018/19 annual members' report and financial statements.

19/2/29 Review of Meeting and Closing Remarks

- 29.1 Governors made a vote of thanks to Jay Bhayani for her contribution to the board and her service to the College over the last four years.
- 29.2 The CE/P issued an open invitation to governors to attend the End of Year celebration including staff awards at City Campus on Friday 12 July 2019.

19/2/30 Date of Next Meeting

Wednesday 6 November 2019 at 08.30 – 10.30 at City Campus