

- Date:** 18 December 2019
- Venue:** The Boardroom, City Campus, the Sheffield College
- Present:** Seb Schmoller (Chair)
Gwyn Arnold
Stephen Betts
Peter Brooks
Richard Calvert
Ian Falconer
Angela Foulkes
Beri Hare
Stephan Hollingshead
Chris Linacre
Michelle MacDonald
Kim Street
John Timms
Rhiannan Webber.
- In attendance:** Mark Pearson, Director of Strategy, Planning and Systems Improvement (except for item 23b)
Kate Platts, Executive Director of Finance and Resources (EDFR) (except for item 23b)
Alison Shillito, Governance Advisor and Clerk to the Governing Body
Paul Simpson, Executive Director of HR and Organisation Development (EDHROD) (except for item 23b)
Anita Straffon, Deputy Chief Executive (Curriculum, Quality and Assessment) (DCE:CQA) (except for item 23b)
Robin Webber-Jones, Vice Principal HE and Academic Studies (08.55-09.05 for items 8c and 8d only)

**Action by when
by whom**

19/4/1 Welcome, Introduction and apologies

- 1.1 Apologies for absence were received from Megan Farmer (student governor), Shelley Hemsley, Saleem Rashid (staff governor), and Andrew Hartley, Commercial Director. The meeting was quorate.
- 1.2 The Chair noted some corrections to the page numbering for members using paper board packs and that item 23b would be moved to the end of the meeting so that Senior Post Holders, could withdraw except for the Clerk, who would withdraw if members wished to discuss the remuneration decisions in relation to her role.

19/4/2 Declarations of Interest

2.1 Members noted the standing declarations and in particular the interests of:

- The Chief Executive and Principal (CEP) as a Senior Post Holder (SPH), who agreed to withdraw from discussion of item 23b, as did the other SPH in attendance.
- The CEP as a director of the College's subsidiary companies, would remain in attendance for consideration of items 14c and 16 to assist the Board, but would not be eligible to vote or be counted in the quorum for these items.
- The elected staff and student governors agreed to withdraw for item 23.

19/4/3 Minutes of the meeting on 6 November 2019

The unclassified and confidential minutes of the meeting on 6 November 2019 were approved as an accurate record.

19/4/4 Matters arising and action record

4.1 Governors agreed that all matters arising from the minutes of the 6 November 2019 had been included either on the current agenda or the Action Record.

4.2 The Clerk introduced the Action Record, commenting that ten of the fourteen actions from the last meeting had been completed. Members focused on the overdue actions as follows.

- i) Minute 17/1/14 refers- Governor training - EDI: the Clerk reported that it had not been possible to identify a date before Christmas when the trainer and the majority of governors were available for face to face training for the Governing Body in Equality Diversity and Inclusion. Members agreed that this must be completed by Easter 2020 and governors would do their best to accommodate the alternative date.
- ii) Minute 17/9/18.3: safeguarding training the Clerk confirmed that she had circulated details of face to face training to members available through Sheffield Safeguarding Partnership. In early 2020 the Clerk and the Safeguarding Lead governor would be reviewing which mandatory modules members needed to refresh to comply with the training plan and ensuring that all members had access to relevant Educare modules to report to the next meeting of Search, Remuneration and Governance (SRG) Committee.
- iii) 19/2/17.7 Restructure update – the Executive Director of HR and Organisation Development (EDHROD) reported that the Executive Leadership Team had made a commitment to adhere to the “restructuring principles” by carrying out restructuring exercises in good time prior to the summer break and communicating proposals earlier to affected staff. Any formal changes to the policy

on redundancy and restructuring would be made in consultation with the Recognised Trade Unions and therefore would take longer than the January date on the tracker. Members were satisfied that relevant reports and policy changes would be monitored by FEGP Committee and therefore this item was closed by the Board and action arising transferred to the FEGP Committee.

- 4.3 Governing Body received the Action Record, noted the progress and approved the removal of the items marked as 'Closed' and that the restructuring update item be transferred to FEGP and removed from the Governing Body Action Tracker. Clerk 3/1/20

19/4/5 Report of the Chief Executive and Principal

- 5.1 The CEP presented the report highlighting:
- **National election result** – the result of the general election had been announced since the report had been circulated. The impact of the election result on the College and sector was difficult to predict. It seemed likely that the next budget would be in February 2020 and it was hoped that the new government would honour its pre-election commitment to a capital programme for FE and skills.
 - **Matrix accreditation:** the College had secured re-accreditation of its initial advice and guidance services under the Matrix kite mark. Matrix had commented positively on the impartial and high quality advice that the College provided to students and potential students. It was agreed that the final report – once received – would be circulated to all governors for information. CEP 31/1/20
 - **Employer academies** – members noted that the College had agreed a new academy with City Taxis, the largest private taxi company outside of London. The company was investing heavily in technology, in particular in electric vehicles. The contract offered the potential for College students to develop skills and employment opportunities in business management, motor vehicle maintenance (including electric vehicles) and taxi driver training. The College would also host a charging hub, which would be in keeping with the College's developing climate change strategy.
- 5.2 Governors considered the report as follows:
- **Meeting with Ofsted:** the Chair reported that the meeting with the Deputy Director for FE had been useful. The rationale for the timing of the visit was discussed and it was confirmed that the College could seek an early re-visit if this would be helpful. Governors welcomed that the College had been proactive in giving feedback to Ofsted and other stakeholders particularly about the timing of the visit. Governors were pleased that the Deputy Director had engaged with the College,

listened to its feedback, and offered to engage further with the College on the matters discussed.

- **Teaching observation scheme and ‘deep dives’** – members welcomed the report on teaching quality improvement and assurance that was moving at pace again, following the Ofsted visit. It was pleasing that the College had quickly adopted the deep dive techniques they had experienced during the visit and were already using these to support rapid change in areas with weaker staff or student performance. Members also welcomed that rigorous scrutiny continued to be in parallel with a strong programme of CPD and staff development for teaching and learning staff;
- **Integrated Financial Model for Colleges (IFMC)** – it was noted that ESFA had implemented a new planning model for colleges. The IFMC would replace: the College Financial Plan; the College Financial Record; the cash flow available for debt servicing; and the monthly cash flow template. Due to the delay in publication, the submission date had been moved to 28 February 2020 (normally 31 January). Under the funding agreement, governing bodies were required to approve the IFMC return prior to submission. The Governing Body agreed that there would be a short business meeting at the beginning of the January Strategy day on 29 January 2020 to approve the IFMC for submission to the ESFA. Clerk/ GB 29.1.20
- **Sustainability and the climate emergency** – the Board noted that the College would engage with the newly established AoC/UUK Climate Commission for UK Higher and Further Education’s blueprint and consultation. The Commission’s current focus was on “net zero by 2050”, but this might change, depending on the outcome of the consultation, and some FE colleges (such as Leeds City College) were already looking to move further, faster. During calendar year 2020, the College would engage with both the consultation and the Commission’s blueprint with the aim of developing a five year “whole College” approach to reducing the College’s environmental impact substantially. CEP June 2020

5.3 The Governing Body noted the report and thanked the CEP for her update.

19/4/6 Teaching, Learning, Quality and Student Experience Committee (TLQSE): minutes of the meeting on 4 December 2019

- 6.1 The Chair of TLQSE Committee presented the minutes highlighting
- **Maths GCSE** – the Committee had received helpful presentations on improving student outcomes for GCSE Maths. The Committee supported the insights and improvement actions presented and the update on

Teaching Observations and Deep Dives. As a result of the presentation, members had increased confidence about the areas at risk and what the College was doing to improve them.

- **Improving student outcomes 2018/19:** during the term the Committee had considered the data for student outcomes at headline level and performance of groups sharing different protected characteristics and for priority groups (e.g. care leavers). The Committee was pleased to see gaps closing between the performance data for all priority groups and the College as a whole. The gap between the performance of disabled students and the cohort as a whole was also closing.
- **A Levels:** the Committee had also received the updated A Level Quality Improvement Plan (QIP) showing progress and RAG rating of items. The Committee supported the actions detailed in the plan and were reassured by the evidence of improved attendance so far in 2019/20.
- **Apprentice retention and performance - TLQSE** continued to monitor closely the in-year performance of apprentices. The Committee was satisfied that the risk assessment process was addressing the main risks and looked forward to receiving the results of the process in the New Year.

6.2 The Governing Body noted the Chair's report and the unconfirmed minutes of the meeting.

19/4/7 Quality of Teaching, Learning and Assessment (QTLA) update

7.1 Governors noted the Chair's positive comments on the presentation and agreed that the slides be circulated to all governors. Future TLQSE presentations should be reported as for information, and presented to all governors by exception.

Clerk & Chair 10.1.20

19/4/8 Education and Training Self-Assessment Report 2018/19 (SAR)

8.1 Governors considered the SAR 2018/19, noting that the judgements for aspects of provision (under the previous Common Inspection Framework) reflected the Ofsted findings at the September visit (under the new Education Inspection Framework). The Deputy Chief Executive Curriculum Quality and Assessment (DCE CQA) said that the data showing improving College performance would be reviewed again in January 2020, when validated data for 2018/19 would be available. The College would have the opportunity to upload a more up to date position statement to the Ofsted portal in February 2020, showing the direction of travel. The College would also be submitting its business case for Apprenticeships to the ESFA.

- 8.2 The Governing Body noted the Self-Assessment Report for 2018/19 approved on its behalf by the TLQSE Committee.
- The Vice Principal HE and Academic Studies (VP HEAS) joined the meeting at 08.55.
- 19/4/9 Students' Union Annual Report 2018/19**
- The Governing Body agreed to receive and note the Sheffield College Students' Union Annual Report for 2018/19.
- 19/4/10 HE Access and Participation Plan (APP) monitoring update**
- 10.1 The Vice Principal presented the report commenting that the College was awaiting APP monitoring data from the Office for Students' (OfS) and the approval of the 2021-2025 Plan. The report presented local monitoring data against the targets in previous plans.
- 10.3 Members commented that the approach for the 2021-2025 plan looked consistent with others plans that had already been approved and published. It was difficult to judge how ambitious targets should be as the new monitoring regime continued to emerge. The Governing Body noted the report and expressed support for the VP HEAS and colleagues as they negotiated a way through the approach to monitoring and intervention that was emerging from the OfS.
- 10.4 **[Post-meeting update.** On 20/12/2019 the College received notification from OfS that "in accordance with Section 29 of the Higher Education and Research Act 2017 (HERA), the Office for Students (OfS) can confirm that your submitted access and participation plan has been approved" - for one year in the first instance.]
- 19/4/11 TLQSE Committee: reports for information**
- 11.1 The Governing Body received and noted the following reports
- a) TLQSE Committee KPI update;
 - b) Apprenticeships – minimum levels of performance;
 - c) Safeguarding update (Term 1: 2019-20);
 - d) Complaints update (Term 1: 2019-20).
- 11.2 Governors agreed that the new approach to committee reports gave all members a good opportunity to discuss the main areas of a committee's work. In future, the Clerk should routinely circulate summary report sheets for any items listed as 'for information'.
- Clerk 11.3.20 ongoing
- 19/4/12 Audit and Risk Assurance Committee (ARAC): minutes of the meeting held on Wednesday 27 November 2019**
- 12.1 The Chair of ARAC presented the minutes of the last meeting of the Committee and gave a verbal update on the meeting which included the following main points.
- **Annual reports and financial statements:** it had been a busy meeting drawing together all the assurance received on 2018/19 and the work on the financial

statements in order for the Committee to make its report to the Board and the ESFA. The meeting included a joint session with the FEGP Committee to ensure that FEGP members could also consider the findings of External Auditors on the annual financial statements and make recommendations to the Board.

- **Communications with External Auditors and Internal Auditors:** as well as considering the External Auditors' Year End Report and Internal Audit Annual Report for 2018/19, ARAC had its usual private meeting with the external auditors and internal auditors to ensure that members could raise any queries in confidence. In the private and open meeting, external auditors had assured members that the audit had gone well and they had been given good support by the finance team. There had been instances where the audit had identified that internal controls were not operating quite as they should and these would be followed up via the audit recommendations process.
- **Compliance with Internal controls:** ARAC was pursuing this theme of how the College was improving understanding of and compliance with internal controls. ARAC had received an update on further work to update the College's control policies.
- **Strategic Risk Register:** the Director of Strategy, Planning and Systems Improvement had presented the termly update. ARAC received assurance that the College was actively assessing and managing its strategic risks.

12.2 Governors noted the report.

19/4/13 Regularity Self-Assessment Questionnaire (Final)

13.1 The Governing Body noted the updates to the contents of the Regularity Self-Assessment Questionnaire and resolved to adopt the final version as presented for signing by the Chair of Governors and the Accountable Officer on behalf of the Corporation.

Chair CEP 18.12.19

19/4/14 Risk Management progress report

14.1 The Governing Body received the report. Members commented that the risk register had changed and become more detailed over the last 12 months. It was noted that some of the highest risks were RAG rated green. Members asked why these were included in the Assurance Plan. The Chair of ARAC explained that the high assurance risk rating of some 'green' rated risks drew attention to the fact that managing those risks relied on the College implementing and complying with internal controls. The Assurance Plan ensured that the College kept under review the effectiveness of those controls.

14.2 The Governing Body noted the report and agreed that it would be useful to receive a short explanatory note – to be appended to future editions of the Strategic Risk Register – explaining the purpose and meaning of the columns in the register.

Clerk ARAC Chair 10.1.20

19/4/15 Annual Report of the Internal Audit Service 2018/19

- 15.1 The Governing Body received the Internal Audit Annual Report for 2018/19. Governors welcomed the positive assurance given by internal auditors. The opinions in the report had been based on the IA service completing the approved internal audit plan, devised with reference to the Strategic Risk Register, as discussed.
- 15.2 The Governing Body noted the Internal Audit Annual Report 2018/19

19/4/16 Annual Report of the Audit and Risk Assurance Committee 2018/19

- 16.1 The Chair of ARAC presented the Committee's annual report, a key document required by the ESFA Audit Code of Practice (ACOP). The report drew on internal and external assurance that the Committee received relating to 2018/19.
- The Governing Body welcomed the assurance in the report including ARAC's opinions that, on the basis of its work during the year:
- ARAC had operated effectively during the period and had discharged all the responsibilities set out in its terms of reference;
 - the College's assurance arrangements remained adequate and effective during 2018/19;
 - the College's governance framework remained adequate and effective during 2018/19;
 - the College's risk management and control processes for the effective and efficient use of resources remained adequate and effective during 2018/19;
 - the College's arrangements for securing the solvency of the institution and the safeguarding of its assets remained adequate and effective during 2018/19.
- 16.2 The Governing Body noted the Annual Report and thanked the Chair of ARAC and Clerk for the high quality of the report and the good range of supporting evidence on which it was based.

19/4/17 Finance, Employment and General Purposes (FEGP) Committee: minutes of the meeting on 27 November 2019

- 17.1 The Vice-Chair of FEGP Committee presented the minutes of the last meeting of the Committee, which he had chaired, and gave a verbal update on the meeting which included:
- HE recruitment:** the KPI update included a lower than planned number of HE students. More HE courses were due to start in January 2020. At its January meeting, FEGP would be receiving a further report on the impact on income for 2019/20 and the financial plan.
- Capital over-runs:** FEGP considered the de-brief report on recent capital works and was reassured by the measures senior managers had taken to prevent similar issues in future.

Pensions update: members were keeping under review the increasing cost of the College's two main pension schemes;

Waivers to the Financial Regulations: FEGP continued to monitor waivers closely to ensure value for money and had asked senior managers to review alternative approaches for procuring long term support for specialist capital equipment.

Safer Recruitment Policy: FEGP had approved updates to the policy, on behalf of the Board, to ensure the policy aligned to best practice for safeguarding and efficient use of resources.

- 17.2 The Governing Body received the report and noted the updates the Committee had approved to the Safer Recruitment Policy on behalf of the Governing Body.

19/4/18 Members' report and financial statements 2018-19

- 18.1 The Chair of ARAC presented the recommendations of ARAC and FEGP committees based on their consideration of the final draft report; the financial statements' auditors' year-end report; the completed regularity self-assessment questionnaire and the ARAC Annual Report.

2018/19 Year End Report of the Financial Statements' Auditors

- 18.2 The Chair of ARAC presented the report, which FEGP and ARAC had considered in detail at the joint section of their meetings on 27 November 2019. Governors noted that at that date, the financial statements' auditors' unmodified opinions had been subject to:

- confirming the valuation of the provision made in the accounts for Lennartz payments; and
- validating the risk assessment of the potential financial impact of a breach of minimum standards.

The auditors had reported that they were now satisfied on these issues and the management responses to their audit recommendations.

- 18.3 Governors received the year-end report, noting the following in particular.
- The financial statements and regularity audit had been conducted and completed according to the strategy approved by ARAC and in line with the fees approved by the board.
 - Auditors were satisfied that the risks identified in the audit were entirely consistent with those in the audit plan and had issued an unmodified opinion in the year-end report.
- 18.4 Governing Body noted the report and welcomed the assurance that:
- FEGP and external auditors were satisfied that the College continued to be a going concern:
 - external auditors were satisfied that the College had prepared the accounts appropriately within an

acceptable level of materiality in respect of all transactions; and

- the College had applied its income for the purposes identified by Parliament as appropriate under the Audit Code Of Practice.

Annual Reports and Financial Statements of the College's Subsidiary Companies

- 18.5 The Governing Body received the Annual Reports and Financial Statements for the period from 1 August 2018 to 31 July 2019 of the College's wholly owned subsidiary companies:

Sparks Managed Services Limited (registration number 07490897);

Sparks Solutions Limited (registration number 08857469)

Sparks Teaching Services Limited (registration number 08087248).

It was noted that each set of accounts had been signed by the company directors as a true statement. Relevant data on the subsidiary companies' finances was incorporated into the College's financial statements as part of the performance for the 'Sheffield College Group'.

- 18.6 The Governing Body noted the reports and members discussed the companies' operation further, reported under minute reference 20, below.

Report of the Members of the Corporation and Financial Statements for the period from 1 August 2018 to 31 July 2019

- 18.7 On recommendation of ARAC and FEGP, the Governing Body resolved to adopt the Report of the Members of the Corporation and Financial Statements for the period from 1 August 2018 to 31 July 2019 and to authorise the Chair of the Governing Body and Accounting Officer (CEP) to sign the documents for submission to the ESFA by 31 December.

CEP / 20.12.19
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Letters of Representation and Letter of Support

- 18.8 The Governing Body received the Letters of Representation and Letter of Support for Sparks Solutions Ltd that the College had been asked to approve. The letters had been considered by ARAC and FEGP, in joint session on 27 November 2019, and they recommended that the representations in the letter were reasonable, should be made and the tests for providing support to a wholly owned subsidiary company had been met.
- 18.9 Governing Body approved and authorised the Chair to sign, on behalf of the Corporation:
- i) the letter to the Financial Statements Auditors confirming that the Governing Body was satisfied with the process of preparing the financial statements for the year ended 31 July 2019, and

- ii) a letter of support for Sparks Solutions Ltd, confirming that, for at least the next 12 months, the Sheffield College would provide financial and cash resources as needed to support the company's going concern status.

It was noted that the signed letters would be submitted to the Financial Statements' auditor with the signed accounts.

19/4/19 ESFA Finance Dashboard 2019

- 19.1 The Governing Body received the ESFA letter dated 23 October 2019, which confirmed that the College's financial health score was rated by the ESFA as good for both the 2018/19 outturn and the 2019/20 budget.

The Governing Body noted the letter and was assured that the dashboard information:

- was consistent with the financial information shared with governors during 2018/19 at FEGP Committee and Governing Body meetings;
- indicated that the College was performing in line with the majority of other FE Colleges rated as good or excellent for financial health;
- showed that the College's financial plans submitted from July 2018 onwards reflected a more realistic assessment of the College's expected financial performance for 2019/20 and 2020/21.

19/4/20 Subsidiary company update

- 20.1 Governors received an update on the operation of the subsidiary companies and the main discussion points were:
- **Review of purpose of companies:** In 2018/19, there had been a lot of work on ensuring that the purpose of each company was clearly defined and set out in a revised Memorandum of Agreement with the College. FEGP had considered the outcomes of the review of the purpose of the companies on behalf of the College, as the sole shareholder and client.
 - **Employee terms and conditions:** the board of SMS Ltd had been reviewing staff terms and conditions to ensure they were competitive with agencies offering similar services elsewhere in the region. The Board would be considering the business case for the foundation living wage in 2020/21.
 - **Engagement:** a schedule of termly meetings for each company's board of directors enabled directors and key managers to focus on the operation and staff experience of that company. FEGP received reports on important proposals arising from those meetings. Governors said that it would be useful for the Governing Body to receive a periodic update.
 - **Performance monitoring:** Governors said that it would be helpful for the Executive to develop criteria for how the College would judge the performance of the

companies, i.e. a small set of KPIs that should include value for money, quality of service, continuing strategic “fit”, compliance with College policies on health & safety and safeguarding.

- 20.2 The Governing Body noted the report and agreed to amend the FEGP cycle of business for 2019/20 to include a regular report from the companies. FEGP would monitor progress on developing criteria for judging effective performance over the next 9-12 months.

Clerk 11/3/20

19/4/21 Equality, Diversity and Inclusion Annual Report 2018/19

- 21.1 The CEP (who chairs the College EDI Board), presented the Annual Report, commenting that the galley proofs had been presented and this was still subject to a final proof prior to publication.
- 21.2 Governors welcomed the report, noting that it was a fuller report than that for 2017/18. The case studies and examples in the report were a good reflection of the College’s ethos and culture and its important role of advancing equality in the City via education.
- 21.3 Members strongly endorsed the equality objectives set out in the report and welcomed the focus that the College was giving to these.
- 21.4 The Governing Body resolved to adopt the annual report, subject to minor changes during the final proof prior to publications.

19/4/22 Equality, Diversity and Inclusion Scheme 2020-2022

- 22.1 The CEP presented the Equality Scheme which had been revised and updated following wide consultation by the EDI Board. The Scheme set out the College’s three year plan for achieving its equality objectives and continuing to meet its public sector equality duties.
- 22.2 The Governing Body resolved to adopt the EDI Scheme for 2020-2022 as presented, commenting that it was a very good piece of work setting out commitments and a three year plan for making progress.

19/4/23 Search, Remuneration and Governance Committee (SRG) unconfirmed minutes of the meeting held on Wednesday 13 November 2019

- 23.1 The Governing Body noted the Chair’s verbal update on the meeting

19/4/24 Board Self-Assessment 2018/19 and Governance Priorities 2019/20

- 24.1 The Clerk and Chair of SRG presented the Committee’s first annual board effectiveness report drawing together the findings of the self-evaluation and review activities the board had done during 2018/19.
- 24.2 The Governing Body welcomed the report and endorsed the priorities for 2019/20, for the Board and Committees to keep to the fore for the remainder of the college year. It was

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| | commented that the priorities should include ensuring effective succession planning for student governors as this was an important aspect of student engagement in college governance. The Clerk agreed to circulate the priorities to the committees for follow-up during the year and also as an input into self-assessment. | Clerk | 6.1.20 |
| 24.3 | The Governing Body <u>resolved</u> to adopt the annual report, subject to a correction to the Chair's appointment period to account for the extension to March 2021 approved by the Board in September 2019. | | |
| 19/4/25 | Membership Report – succession planning, appointment, resignations, reappointments and committee membership | | |
| 25.1 | The Chair declared an interest in this item, as it proposed measures to approve the appointment of a new chair. Beri Hare, Vice Chair took over chairing for this item. The Chair took part in the discussion but did not count in the quorum nor would he have voted in that aspect of the item had a vote been taken. | | |
| 25.2 | The Chair of SRG reported that the College had received expressions of interest in the role of Chair Designate and the Selection Panel would be shortlisting candidates on 6 January and meeting shortlisted candidates on 31 January. The next scheduled Governing Body meeting was 11 March and she recommended that the Board should agree a mechanism for approving a recommendation, should one be made, promptly following the interviewing/meeting stage. | | |
| 25.3 | Governors considered the proposal for either agreement to seek approval of a recommendation by correspondence or at a special meeting as follows: <ul style="list-style-type: none"> - Members would find it helpful to have updates as the process continued – i.e. share at shortlisting stage the candidates and some details of their backgrounds to make it easier to approve a recommendation. The Selection Panel Chair would circulate information on the candidates who were shortlisted and had accepted an invitation to continue to the next stage of selection. - This was a very important decision for the board and it would require face to face discussion so approval by correspondence would not be appropriate, - There was no rush to appoint but a long gap between recommendation and approving an appointment could mean that news of the recommendation leaked out and the College missed the opportunity to make a positive media announcement. | Panel Chair | 13.1.20 |
| 25.4 | The Governing Body <u>noted</u> the update on membership and, regarding succession planning for the Chair's role, <u>agreed</u> that there should be a special meeting of the board on 5 February, prior to the scheduled SRG meeting. As an alternative, it would be open to the Panel to delay its report to the meeting on 11 March, if deemed appropriate. The Clerk agreed to | Clerk | 3.1.20 |

arrange the Special Governing Body meeting for 08.00 am on 5 February 2020.

19/4/26 Application of the Corporation Seal

The Governing Body noted that since the last meeting, the Corporation Seal had been applied to the Grant Agreement for Sheffield City Region (Local Growth Fund) between Barnsley, Doncaster, Rotherham and Sheffield Combined Authority and the Sheffield College. The application of the seal had been approved by the Governing Body on 6 November 2019 (sealing register reference 194)

19/4/27 Review of meeting and closing remarks

The Chair requested that members email him directly with any comments or suggestions about the board meeting. Members 13.1.20

Michelle Macdonald and Rhiannan Webber left the meeting.

19/4/28 Pay award 2018/19 and approach for 2019/20

28.1 The Governing Body received a verbal update from the Chair of FEGP and the Clerk tabled the confidential minute of the FEGP meeting on 27 November 2019.

28.2 Governors considered the report as follows.

Incremental pay scales: many staff in the College appointed to incremental pay scales with the opportunity for annual progression as well as a cost of living award. This was an important point at a time of pay restraint.

Impact on lower paid staff: tended not to have access to increments and did not fare as well with small percentage increases. This should be considered in further pay discussions. The EDHROD said that the College would be working towards becoming a Foundation Living Wage in 2020/21.

Longer term reward strategy: Richard Calvert said that he would be interested in finding out more about the College's strategy for staff reward. This would be taken forward via a governor engagement supported visit to be arranged outside the meeting. Clerk/ RC 08.1.20

28.3 The Governing Body noted the report and endorsed the approach, requesting that in further negotiations, senior managers consider the points raised by Governors about the total reward package (including pay scale increments) and the potential impact on low paid staff of any proposals. EDHROD 11.3.20

19/4/29 Staff Governor Elections

29.1 The Chair of SRG presented the proposals which were:

- That the College would adopt Instrument 2 (4) (b) permitting **all** staff to nominate and vote for a member of academic or non-academic staff as a staff governor.
- To ensure that the board included a member of staff with teaching and learning experience, the Standing Orders and Staff Governor Election Procedure would be

amended to specify that staff governors would be elected to represent one of two separate skill sets:

- **FE teaching and learning** category, to ensure that the Governing Body has a staff governor with FE teaching and learning experience and knowledge of working at the College or
- **FE professional and business support** category, to enable the Governing Body to draw a staff governor from any of the wide range of support functions that enable the college to operate.

29.2 The Governing Body approved the proposals and the extension of the appointment of Saleem Rashid as staff governor to 31 July 2020 to allow time for consultation on the proposals and the election process. The Clerk agreed to update the standing orders and election procedures, circulate the proposals for consultation with staff and staff governors and arrange a call for nominations, elections etc. in Spring 2020.

Clerk April 2020

The senior post holders, other than the Clerk, and officers in attendance left the meeting at 10.45.

19/4/30 Remuneration report for Senior Post Holders 2018-2019

30.1 The Chair of SRG presented the draft report, which was a report to the Board on the remuneration decisions taken at the SRG meeting on 13 November. The Chair reminded governors that at its March meeting the Governing Body had agreed to adopt the AoC Colleges' Senior Staff Remuneration Code, complying with 'must' statements and having regard to 'should' statements. The report was drafted in a format recommended by the AoC as meeting the publication requirements of the Code.

30.2 The Governing Body agreed to adopt the Remuneration Annual Report 2018-2019 and approved its publication subject to the Clerk checking that the 2018/19 pay scales in the report included the 1% cost of living uplift applied from 1 February 2019.

Clerk 30.1.20

19/4/31 Date and time of next meetings

Wednesday 11 March 2020 08:30-10:30 [the Chair will not be present for this meeting]

Wednesday 13 May 2020 08:30-10:30

Wednesday 8 July 2020 08:30-10:30

END