



APPROVED
FEGP COMMITTEE NON-CONFIDENTIAL MINUTES

Date:	17 September 2025	Director of Governance Granville Road Sheffield, S2 2RL Tel: 0114 260 3399 Email: rebecca.bage@sheffcol.ac.uk	
Venue:	New Boardroom, City Campus		
Present:	Peter Brooks (Vice Chair) John Mothersole, Chair of GB (Governing Body) and governor Angela Foulkes, Chief Executive and Principal and governor Holly Anderson, staff governor Paul Senior, governor Isabella Eames, SU Vice President and student governor Helen Armitage, co-opted member Rebecca Morris, co-opted member		
In attendance:	Andrew Hartley, Deputy Chief Executive and Director of Commercial and Operations (DCE) Paul Simpson, Executive Director People (EDP) Martin Harrison, Executive Director Finance (EDF) Rebecca Bage, Director of Governance		
		Action	
		by whom	by when
25/5/1	Welcome, introduction and apologies		
1.1	The meeting started at 8.30am and was quorate.		
1.2	Apologies for absence had been received from Stephan Hollingshead, Chair of Committee. It had been agreed that Peter Brooks (PB), Vice Chair, chaired the meeting.		
1.3	The Chair welcomed all to the meeting and led introductions.		
25/5/2	Declarations of interest		
2.1	The committee <u>noted</u> the following standing interest: Angela Foulkes, Chief Executive and Principal (CEP), as a director of college subsidiary companies, would not be eligible to vote in any resolution concerning the companies.		
2.2	There were no other new declarations of interest.		

25/5/3	Confidential Items		
3.1 – 3.2	Items 12 had been marked confidential. These items are recorded in separate confidential minutes.		
25/5/3 cont.	Consent Agenda Items – Minutes of Last Meeting		
3.3	The following items were board business not requiring a decision and which formed part of the Consent Agenda; however, the Chair asked members if they wished to discuss any aspect before seeking a proposal/approval to resolve the items as presented.		
3.4	The committee <u>confirmed</u> and <u>approved</u> the non-confidential minutes of the meeting held on 18 June 2025.		
25/5/4	Consent Agenda Items – Matters Arising and Action Record		
4.1	The committee <u>noted</u> and <u>agreed</u> the updated action tracker and <u>approved</u> removal of completed actions to the completed actions log.		
25/5/5	People Report		
5.1	The Executive Director People (EDP) presented the People Annual Report 2024/2025 . He provided an update on strategic priorities, Key Performance Indicators (KPIs) related to the People Plan and key supporting activities.		
5.2	The committee <u>noted</u> the information provided by the People Dashboard review which included headcount, demographic split, staff turnover, 'Go Further Review' (GFR) completion, mandatory training and dual professionalism, together with next steps.		
5.3	The EDP positioned the headlines and results from the recent Engagement Survey. The committee discussed the results and reflected positively on the data shared. The EDP advised that Pulse Surveys were also carried out quarterly and explained how the results from these surveys were also factored into reporting.		
5.4	A governor asked how the results were shared with managers and how resulting actions were agreed. The EDP explained the approach taken to the development and monitoring of actions plans and advised that departmental level reports were shared and discussed with all managers as part of the survey cycle.		
5.5	The committee discussed the turnover data detailed in the report and <u>noted</u> that new starter turnover remains an area of focus.		
5.6	A member asked whether the number of open recruitment cases compared with the number of requests to recruit was typical. The EDP advised that the position was primarily related to timing, as the college remained in the business planning phase, and outlined the approach being taken by the People Team. He explained that some		

5.7	<p>data cleansing was required in relation to Sparks Teaching Services staff numbers.</p> <p>Employee Engagement Survey Results 2025 - The headline results were positioned and talked through. The committee <u>noted</u> favourably the increased overall agreement rate, which had risen by 2% from the previous year to 78%. The significant increases in responses relating to confidence in the leadership of the College (+8%) and recommending the College as a place of study to family members (+9%) were also welcomed.</p>		
5.8	<p>A governor asked whether any key themes had emerged from the survey responses relating to confidence in leadership. The Executive Director of People shared his reflections, noting that confidence in “living our values” had increased. While some areas had scored lower than expected, it was pleasing to see that the values-related questions were performing strongly.</p>		
5.9			
5.10	<p>The EDP advised of the key areas requiring focus that were being highlighted and discussed with leaders and incorporated into action planning.</p>		
5.11	<p>A governor asked about the timing of staff surveys and the EDP advised that the Employee Survey ran from 18 June to 07 July 2025 and Pulse surveys were quarterly with the next one scheduled to run from 26 September to 10 October 2025.</p> <p>The committee:</p> <ul style="list-style-type: none"> - <u>received</u> the People Annual Report 2024/2025 and <u>noted</u> the assurance provided - <u>received</u> the update on Employee Survey Results and <u>noted</u> the assurance provided. 		
25/5/6	Health and Safety Update		
6.1	<p>The EDP presented the Health and Safety Annual Report 2024/2025 report which provided an update on strategic priorities, KPIs related to Health and Safety and the key supporting activities.</p>		
6.2	<p>The committee <u>noted</u> the information provided by the Health and Safety Dashboard Review. This included incident reporting, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), completion of actions arising from college audits and on IOSH completion, and fire assessments.</p>		
6.3	<p>The EDP appraised the committee of ongoing work with teams with regards to the reporting of incidents. The committee <u>noted</u> that incidents had reduced for the second consecutive year and that reporting remained strong. Members also <u>noted</u> favourably the positive impact of the health and safety audit developments over the past year, which had contributed to stronger governance, deeper policy understanding, and a reinforced culture of safety and accountability.</p>		

6.4	The committee <u>noted</u> that a new provider had been procured to conduct Risk Assessments and that Fire Risk Assessments had been completed ahead of schedule. The EDP advised that this will be reported at the next meeting.		
6.5			
6.6	The EDP reflected on the positive outcomes from recent partnership and wellbeing initiatives, noting strong staff and student engagement. The planned health initiatives for 2025/2026 were advised and <u>noted</u> .		
6.7	The committee fed back positively on the strategic strengths and successful external partnerships outlined in the report, noting the college's contribution to wider community health and wellbeing. The committee expressed thanks to the People and Health and Safety Teams for the improvements achieved over the past year and their positive impact on staff and students.		
6.8	A governor queried the amber RAG ratings on the Health and Safety policy renewal schedule in Appendix C. The EDP advised that these indicated policies approaching their review date.		
6.9	A governor asked whether there were any early findings from the fire risk audit. The EDP confirmed that no major issues had been identified and that the full report would be presented at the next meeting.		
6.10	A governor referred to recent national cyber security incidents and asked how the college is protected in such an event. The DCE confirmed that the college has a Cyber Security Policy and a Business Continuity Policy in place, and that cyber security is reviewed annually by JISC. The EDF advised that the college is benchmarked against the university sector due to the maturity of its arrangements and has insurance cover in place. The committee <u>noted</u> the assurance provided.		
6.11	Health and Safety Link Governor's Report – A verbal update was provided by Paul Senior (PS). He reported on the positive discussions held the previous week with the Director of Health, Safety and Business Continuity and <u>noted</u> the continuing positive trajectory in oversight, reporting, and cultural and behavioural improvements. PS highlighted operational succession planning as an area requiring ongoing focus, and this was discussed. The committee: - <u>received</u> the Health and Safety Annual Report 2024/2025 and <u>noted</u> the assurance provided. - <u>received</u> an update from the Health and Safety Link Governor and <u>noted</u> the assurance provided.		
25/5/7	Student Recruitment Update		

7.1	The DCE presented the Learner Recruitment Update report which provided the committee with an update on learner recruitment for the academic year 2025/2026.		
7.2	The committee received an update on enrolment performance as at 10 September 2025. Members <u>noted</u> that 16–24 DfE-funded enrolments were above target, Adult Skills Fund enrolments were in line with the expected profile for this point in the year, and further increases were anticipated across the remaining funding streams. It was <u>noted</u> that Advanced Learner Loan enrolments were currently below target and presented a level of risk.		
7.3	The DCE advised that due to the timing of the meeting and, as apprenticeship enrolments take place during September and October, an apprenticeship enrolment report will be provided at a future meeting.		
7.4	The committee <u>noted</u> the improvements outlined in the report, welcoming their positive impact on the student experience and the earlier completion of a higher volume of enrolments compared with previous years.		
7.5	The DCE appraised the committee on movements in the student recruitment risks, and the committee <u>noted</u> the residual risk position and the assurance provided.		
7.6	A governor requested an update on Liberty Steel. The DCE reported that the government has appointed the official receiver to manage the situation nationally. Existing apprentices remain employed, while some planned new starters have had their contracts withdrawn. The DCE explained what has happened to those students affected and how they have continued with their apprenticeship pathways. The committee considered the impact on affected students, ongoing support in place and the college's responsibilities under its commissioning arrangements.		
7.7	A governor asked about potential financial exposure in the context of Liberty Steel. The EDF outlined the proportion of income affected and confirmed that the situation is being monitored.		
7.8	The committee: - <u>received</u> the Student Recruitment Update and <u>noted</u> the assurance provided.		
25/5/8	Commercial and Business Development Update		

8.1	The DCE presented the Commercial and Business Development Report which provided the committee with a summary of activity and performance in 2024/2025 and an overview of key priorities for 2024/2025.		
8.2	The committee <u>noted</u> the update from the DCE on the revised structure. The DCE explained the changes and role remits following the departure of the Director of Business Development, with apprenticeship sales moving into Apprenticeships+ under the Vice Principal for Apprenticeships & Work-Based Learning, and the appointment of a new Director of Strategic Partnerships to lead wider partnership activity.		
8.3	The DCE reported that apprenticeship income has increased on the previous year. The committee <u>noted</u> the continued reduction in new Level 2 apprenticeship starts and the college's strong role in supporting young people into Level 2 and Level 3 apprenticeships.		
8.4	Areas of success and good practice were highlighted, the committee noting the increase in the college's apprenticeship market share in South Yorkshire to 8.7%, and the successful delivery of the Apprenticeship Hub project which has enabled further investment from the South Yorkshire Mayoral Combined Authority (SYMCA) for Phase 2 of the project.		
8.5	The committee <u>noted</u> the activity undertaken across employability, delivery of Sector Work Academy Programmes (SWAPs), funded projects, and the integration of former DC Training provision into Apprenticeships+.		
8.6	SYMCA taking the South Yorkshire Apprenticeship Hub in-house was discussed. The DCE shared his reflections about the Hub highlighting the continued focus on SMEs, achievement of targets, and the effective response to regional needs.		
8.7	The CEP referenced a ministerial statement released the previous day confirmed that responsibility for apprenticeships, adult further education, skills, training and careers, and Skills England will move from the Department for Education to the Department for Work and Pensions. The committee acknowledged that this change may introduce some complexities and <u>noted</u> further information was expected to be shared on this.		
8.8			
8.9	Reflecting on the popularity of Level 2 and Level 3 apprenticeships, a governor asked whether the college recovers the Apprenticeship Levy. The EDP confirmed that it does and advised that levy usage had increased with the college offering a range of apprenticeship options, including higher and degree apprenticeships.		
	The committee:		

	- <u>received</u> the Commercial and Business Development Report and <u>noted</u> the assurance provided.		
25/5/9	Finance Update		
9.1	The EDF introduced the Finance Report which provided the committee with an update on the financial outturn for 2024/2025 and set out the recently updated finance related policies that required committee consideration and approval.		
9.2	The EDF positioned and talked through the DfE Governing Body Financial Dashboard. The committee <u>noted</u> that the college has maintained strong financial health for 2024/2025, with an overall financial health score of Outstanding .		
9.3	The EDF explained the Financial Rating (FR) and College Financial Forecasting Return (CFFR) indicators, confirming that the college has been assessed as Outstanding since 2021/2022. A dashboard anomaly relating to the repayment of a loan in December 2024 was <u>noted</u> .		
9.4	Access to the DfE dashboard for governors was discussed, and it was confirmed by the DG that new governors will receive access once their college email accounts are active.		
9.5	The EDF positioned the Financial Year End Outturn 2024/2025 and talked through the Period 12 KPI data. The committee <u>noted</u> the year end position and variances.		
9.6	The variance in EBITDA (Earnings Before Interest, Tax, Depreciation and Amortisation) was highlighted. It was <u>noted</u> that the pension charge was significantly lower than forecast, and the impact of pension-related fluctuations on pay costs was discussed.		
9.7	The committee <u>noted</u> the capital funding position and that the college's Outstanding financial health rating and banking loan covenants were maintained.		
9.8	In response to governor questions , the EDF explained the lag effect, the allocation of income and the budgeting approach for projects and non-pay items. It was <u>noted</u> that the financial statements at the next meeting will reflect these figures.		
9.9	Policy Reviews The EDF positioned the Modern Slavery and Human Trafficking Policy and advised of updates made. It was <u>noted</u> that the updated policy, subject to committee approval, and annual statement in relation Modern Slavery and Human Trafficking will be provided to FEGP for approval at the next meeting. The EDF positioned the Reserves Policy and advised of updates made.		

9.10	It was <u>noted</u> that, subject to committee approval, the policy will be included in the Financial Statements which will be presented at the next meeting.		
9.11	The EDF positioned the updated HE Tuition Fee Policy 2026/2027 . This had been reviewed as per the requirements of the Higher Education and Research Act 2017 (HERA). The updates to para 9.1 Tuition Fees were explained and discussed.		
9.12	<p>The committee:</p> <ul style="list-style-type: none"> - <u>received</u> the report on the Financial Outturn 2024/2025 and <u>noted</u> the assurance provided. - <u>agreed</u> to recommend approval of the Modern Slavery and Human Trafficking Policy to the Governing Body - <u>approved</u> the HE Tuition Policy 2026/2027 and Reserves Policy 		
25/5/10	Environmental Sustainability Report		
10.1	The DCE presented the Environmental Sustainability Annual Report which provided a progress summary on the implementation of the Environmental Sustainability strategy and action plan. The committee <u>noted</u> the annual updates provided for each of the five themes, including next steps.		
10.2	The KPI Update was referenced, and the committee <u>noted</u> positively the reduction in paper use and the associated decrease in recycling tonnage. Progress on the decarbonisation of the college estate and operations was <u>noted</u> , including the installation of air source heat pumps and solar panels at City Nursery, resulting in the college's first gas-free building.		
10.3	The committee welcomed the college's participation in the City Council's Built for Change funding programme, noting that anticipated funding of £20–30k is likely to support interventions such as increased green space for students.		
10.4	The DCE advised that the college has been shortlisted for the Green Gown Awards. This was positively <u>noted</u> along with the launch of the Teaching and Learning Framework for Sustainability and related activities as set out in the report. The continued delivery of Applied Creativity Labs and the growth of green skills provision within the Building Technologies Academy were also <u>noted</u> .		
10.5	The DCE highlighted key areas of success and good practice, including the launch of the Teaching and Learning Framework, Bloom students' involvement in the Good Life Schools Programme, the new Level 3 qualification in Leading a Project for Positive Change, and participation in the Yorkshire Student Sustainability Competition.		
	A governor asked what Climate Fresk referred to in the DCE's update.		

10.6	The DCE explained that it is a training tool designed to support high-quality climate education.		
10.7	A governor asked whether there was evidence to show that the college's sustainability work influenced whether prospective staff or students choose the college. The EDP advised that this was being considered as a future development area. Governors provided positive feedback on the report.		
10.8	The committee: - <u>received</u> the Environmental Sustainability Annual report and <u>noted</u> the assurance provided.		
25/5/11	Estates – Non-Confidential Update		
11.1	The DCE presented the report which provided the committee with an update on progress on the phased Peaks campus project, the Advanced Technology Centre at Olive Grove and other estate matters, including next steps.		
11.2	A governor asked about recruitment at Bloom. The committee discussed SEND enrolment, and it was <u>noted</u> that although some further enrolments are expected, this year's target will not be met. The DCE and CEP outlined the continued focus on Bloom and the approach being taken in the context of commissioning and future planning was discussed.		
11.3	The DCE referenced the update in the report on the Advanced Technology Centre, which was <u>noted</u> . Governors were reminded of the forthcoming formal opening event, to which they are invited.		
11.4	The committee: - <u>received</u> the Estates Update report and <u>noted</u> the assurances provided. IE left at 10:10.		
25/5/12	Report of the Chair of Estates Strategy and Capital Projects Sub Committee.		
12.1	This is a confidential item the minutes of which are recorded separately.		
25/5/13	Review of Meeting and Closing Remarks		
13.1	The committee agreed that the meeting demonstrated effective oversight and monitoring, with governor discussions and decision-making remaining clearly student focused.		
13.2	The Chair thanked attendees for their input and the meeting ended at 10.35am.		
25/5/14	Date and Time of Next Meeting(s)		

14.1	24 November 2025, 08:30-10:30, The Boardroom, City Campus		
------	---	--	--