FEGP COMMITTEE NON-CONFIDENTIAL MINUTES
CONFIRMED MINUTES

Date:	**18 June 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:	Stephan Hollingshead (Chair) Peter Brooks (Vice Chair) John Mothersole, Chair of GB (Governing Body) and governor Angela Foulkes, Chief Executive and Principal and governor	
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) Mark Pearson, Executive Director Strategy & Systems Improvement (EDSSI) (for Item 11 only) Jean Tracy, Interim Director of Governance Rebecca Bage, Director of Governance	

		Action by whom	Action by when
25/4/1	**Welcome, introduction and apologies**		
1.1	The meeting started at 8.30am and was quorate.		
1.2	Apologies for absence had been received from Holly Anderson, staff governor.		
25/4/2	**Declarations of interest**		
2.1	The committee noted 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.		
25/4/3	**Confidential Items**		
3.1 – 3.2	Items 3.4, 9b and 12 had been marked confidential. These items are recorded in separate confidential minutes.		

25/4/3 cont.	**Consent Agenda Items**		
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 confirmed and approved the non-confidential minutes of the meeting held on 12 March 2025.		
25/4/4 4.1	• The committee noted and agreed the updated action tracker and approved removal of completed actions to the completed actions log.		
25/4/5	**People Report**		
5.1	The Executive Director People (EDP) presented the People Report which provided an update on Key Performance Indicators (KPIs) related to the People Plan and any key supporting activities.		
5.2	The committee noted 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	In relation to the in-year activity, the committee noted the recruitment update provided and the update on proposed structure changes and related consultation. The committee was pleased to note good staff and student engagement at recent events.		
5.4	The EDP advised that progress has been made on headcount and shared that plans were in place to address absence which is currently below target. The committee were pleased to note the positive engagement highlighted with the NHS and staff development planned for July 2025 with key themes around inclusion, student behaviours and digital skill.		
5.5	The EDP positioned a policy framework that set out the expected approach to policy approvals. The committee noted that the proposed framework had been based on Eversheds Sutherland LLP guidance. This was considered by the committee.		
5.6	A governor asked that should there be any changes required that may be deemed contentious or significant that these are brought to the attention of the appropriate committee and/or Governing Body. The EDP provided assurance on this, and the committee were satisfied that executive judgement would be exercised.		
5.7	The EDP positioned the policies that had been recently reviewed and required approval by the committee.		
5.8	Referring to the Annual Leave Policy, **a governor asked** for clarification around the leave approval process. PS confirmed that all annual leave requests must be approved and referenced the appropriate guidance.		

5.9	The Hybrid and Remote Working Policy was discussed and a **governor asked** about the duty of care owed to staff members working from home. The EDP advised that Display Screen Equipment (DSE) assessments were completed and explained the procedures in place and approach taken. The benefits of hybrid working were acknowledged and views shared. Ensuring that the approved policies and ways of working are a key part of induction was highlighted by a governor and assurance was provided.		
5.10	It was noted that the Redundancy Policy had been considered by the committee at a previous meeting and that there were no major changes.		
5.11	**A governor asked** about the changes to notice period detailed in the report and clarification was provided.		
5.12	The committee: - received the People Report and noted the assurance provided - approved the proposed policy approval framework - approved the reviewed Annual Leave Policy - approved the reviewed Hybrid and Remote Working Policy - approved the reviewed Other Leave Policy - approved the reviewed Redundancy Policy - approved the proposed changes relating to notice period		
25/4/6	**Health and Safety Report**		
6.1	The EDP presented the Health and Safety report which provided an update on KPIs related to Health and Safety and the key supporting activities.		
6.2	The committee noted the information provided by the Health and Safety Dashboard Review. This included incident reporting, RIDDOR, completion of actions arising from college audits and on IOSH completion, and fire assessments.		
6.3	The EDP appraised the committee of ongoing work with teams with regards to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) incidents. Action taken to avoid reoccurrence in all cases was noted.		
6.4	The committee considered the H&S audit update provided and noted that currently 78% of actions are complete with the remainder due to be completed by the end of June 2025. Governors expressed thanks to the EDP and team on the positive work undertaken with regards to completion of actions.		
6.5	The EDP provided an update on staff completion of the Institution of Occupational Safety and Health (IOSH) training, which was noted by the committee.		
6.6	A governor noted that student safety on site had slightly declined and asked how serious risks, such as a student potentially carrying a knife, would be identified and reported. The CEP gave a recent example where a first aid issue had been reported and she had become involved due to		

	security concerns, noting that such incidents would be reported to the FEGP Committee.		
6.7	**A governor asked** whether risk assessments were in place for incidents such as student-on-student assault. The CEP responded that appropriate protocols are in place, and relevant teams are expected to articulate associated risks.		
6.8	A governor expressed ongoing concern, particularly in the context of knife crime and the presence of new students. This was discussed.		
6.9	**Action:** For next year's reporting, a separate section to be included in the H&S paper to provide assurance to the committee and Governing Body that sufficient measures are in place to ensure campus safety and security.	CEP	Sept 2025
6.10	Having considered the report, the committee noted the assurance provided		
6.11	**Health and Safety Link Governor's Report** – the link governor report provided by Paul Senior noted by the committee. Governors commented that the report evidenced positive discussions, improvements in the working groups and in the work of the committee and observed the positive trajectory with regards to oversight and reporting.		
25/4/7	**Subcontracting Annual Report**		
7.1	The Deputy Chief Executive and Executive Director of Commercial and Operations (DCE) presented the report which provided the committee with an annual update on the college's subcontracting arrangements for its main funding streams and sought approval for the Subcontracting Policy 2025/2026.		
7.2	The committee noted the update on the college's subcontracted activity across the three main funding streams. The DCE highlighted the success and quality of provision delivered through partnerships with football subcontractors. Governors acknowledged the strength of these partnerships.		
7.3	The DCE positioned the Subcontracting Policy 2025/2026 for approval highlighting the minor changes as detailed in the report.		
7.4	**A governor asked** whether current guidance advises against subcontracting. The DCE clarified that previous concerns were largely driven by private providers holding large-scale contracts. In contrast, the college's subcontracting approach is focused on extending the curriculum offer and improving service delivery, particularly by reaching communities that may otherwise be difficult to engage directly.		
7.5	The committee: - received the Subcontracting Annual Report and noted the assurance provided. - approved the Subcontracting Policy 2025/2026		

25/4/8	**Finance Update**		
8.1	The Executive Director Finance (EDF) introduced the report which provided the committee with a draft budget to the year ending 31 July 2026 for consideration and recommendation to Governing Body for approval with the College Financial Forecasting Return. It also included policy updates for consideration and approval.		
8.2	The committee noted that Year to Date Financial Position and latest in year forecast detailed in section one is the budget up to Period 9 (April 2025).		
8.3	A governor shared their observations that while some elements of the dashboard are visually prominent, they do not always reflect the most critical information. It was agreed that the presentation should more clearly highlight key data to ensure it is meaningful and easy to interpret. Concerns were also raised about the use of percentages, which some found confusing. This was discussed.		
8.4	**Action** - It was agreed that the committee chair considers the dashboard and feeds back their suggestions to the CEP and EDF.	Chair	Sept 2025
8.5	**Draft Budget 2025/2026 and College Financial Forecast Return (CFFR)** The Draft Budget and CFFR were considered together. The EDF advised that there remained some gaps as the final information and data was still awaited. This was discussed and the committee noted that approval of budget was not sought at the stage due to the gaps that currently present.		
8.6	**A governor asked** whether the 65% staff cost to adjusted income ratio is a recognised sector benchmark and whether exceeding it could trigger external concern. It was confirmed that 65% is an indicative benchmark referenced by the Department for Education and the Further Education Commissioner. While the college's current ratio exceeds this, context was provided to explain the contributing factors, and it was noted that many colleges operate above this threshold. The committee was assured that the position is being monitored as part of ongoing financial oversight.		
8.7	It was proposed that the final budget be presented by the EDF to the chair when the final allocations have been advised by the DfE. The EDF advised that this was expected at the end on of June 2025. The need to ensure that the chair has sufficient time to review the detail and that governors receive the Draft Budget and CFFR at the Governing Body meeting on 09 July 2025 was discussed.		
8.8	The committee: - agreed to delegate to the chair of committee the recommendation of approval to the Governing Body of the budget for the year 2025/2026.		

	Capital and Revenue Projects 2025/2026		
8.9	The EDF advised that the college had received funding to support some of the proposed capital projects during 2024/2025. Additional funding that had been notified and as detailed in the report was noted. The release of the funds for the projects detailed and summary of investment proposals was discussed.		
8.10	The CEP shared her thoughts on the usage of funds and how the schemes and spending decisions positively impact all students. She raised that the absence of further funding for decarbonisation initiatives has presented a challenge and has impacted on the college's ability to progress certain elements of its sustainability plans.		
8.11	The committee: - noted the funding available - approved the schemes outlined in Section 3 of the report		
8.12	**Financial Regulations** The EDF positioned the key changes proposed to the Financial Regulations which were detailed in section 4 of the report.		
8.13	The committee noted that the Student Support Fund Policy would be taken to the Governing Body for review and approval in July 2025.		
8.14	**The Tuition Fee Policy for 2025/2026** was presented by the Executive Director of Finance. It was noted that the policy reflects the latest available guidance, includes relevant updates to meet funder requirements, and incorporates changes arising from an Equality Impact Assessment to ensure greater clarity and inclusivity.		
8.15	The committee: - received the finance report for assurance and noted the position of the financial forecast and VAT		
8.16	- agreed to recommend approval of the Financial Regulations and to the Governing Body - agreed to recommend approval of the Tuition Fee Policy 2025/2026 to the Governing Body.		
25/4/9	**Estates – Non-Confidential Update**		

9.1	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.		
9.2	The committee received the report and was assured that the implementation of the strategic developments set out in the Estates' Strategy and other estates matters were being managed appropriately.		
9.3	The committee noted the assurance from the non-confidential estates' strategy update.		
25/4/10	**Environmental Sustainability Report**		
10.1	The DCE presented the Environmental Sustainability Report. The committee noted the updates provided for each of the five themes, including next steps.		
10.2	The committee noted that the college continues to progress through the five steps of the Education and Training Foundation's Climate Action Governance Toolkit and has recently advanced to Step 3. The results of the governance questionnaire were discussed, with strengths and areas for development in the college's sustainability approach noted.		
10.3	**Estates and Operations** The committee noted favorably the progress reported which referenced completed EV charger installations and increased usage, positive recycling outcomes, and a reduction in waste. It was noted that sustainability is becoming more embedded in practice.		
10.4	**Teaching and Learning** The committee noted strong staff and student engagement through recent initiatives, including the launch of the Sustainability & Learning Framework, Big Green Week activities, and Carbon Literacy training. The college is also partnering with the Good Life Schools Programme to support Bloom students in promoting low-consumption, community-focused sustainability.		
10.5	A governor asked whether sourcing gas from alternative, non-coal-powered suppliers could support a move toward carbon neutrality. This was discussed and views shared.		
10.6	A governor raised that the calculation of green energy contributions in the UK may decrease over time and highlighted the importance of measuring the right indicators.		
10.7	The committee discussed how the college articulates its sustainability narrative, acknowledging the challenge of addressing unfunded infrastructure needs—such as repairing a leaky roof—while aiming to reduce carbon emissions.		
10.8	It was noted that the Streamlined Energy and Carbon Reporting (SECR) data report would be brought to a future committee meeting.		

10.9	The committee: - received the report and assurance it provided.		
25/4/11	**Committee Self-Assessment, Terms of Reference and Workplan 2025/2026**		
11.1	The DG positioned the documents that had been circulated in respect of committee performance during 2024/2025 and planning for 2025/2026.		
11.2	It was noted that Paul Senior and a newly appointed governor would be joining the committee in the new academic year and there will be continued recruitment for a governor with financial expertise.		
11.3	The committee: - noted the draft self-assessment report - agreed to confirm assurance to the Governing Body on the work of the committee - approved the Work Plan 2025/2026 - agreed to recommend approval of the amended FEGP Committee Terms of Reference to the Governing Body subject to factoring in of suggested amendments.		
25/4/12	**Confidential Item – Strategic Estates Communications Update**		
12.1	It was agreed that this item was covered during confidential item 9b. Minutes of which are recorded separately.		
25/4/13	**Request to Establish an Estates Sub Committee**		
13.1	This item was covered during item 9.		
25/4/14	**Review of Meeting and Closing Remarks**		
14.1 14.2 14.3	The committee agreed the meeting was productive and student-focused, with valuable discussions that supported informed decision making and provided assurance on key matters. The Chair thanked attendees for their input. The meeting ended at 10.35am.		

25/4/15	**Date and Time of Next Meeting(s)**		
15.1	17 September 2025, 08:30-10:30, The Boardroom, City Campus		