



**FEGP COMMITTEE NON-CONFIDENTIAL
CONFIRMED MINUTES**

Date:		12 March 2025		Director of Governance Granville Road Sheffield, S2 2RL Tel: 0114 260 3399 Email: jean.tracy@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 Holly Anderson, staff governor (from 9.09 am onwards)			
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			
				Action	
				by whom	by when
25/1/1	Welcome, introduction and apologies				
1.1	The meeting started at 8.30am and was quorate. It was noted that there were three confidential items on the agenda which would be taken before the staff governor joined the meeting.				
1.2	There were no apologies for absence.				
25/1/2	Declarations of interest				
2.1	The committee noted the following standing interest: <ul style="list-style-type: none">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	The Chair of the Governing Body stated that his son was to be employed by RLB, a company offering a global quality surveyor and construction consultancy.				

2.3	There were no other new declarations of interest.		
25/1/3	Confidential Items		
3.1 – 3.2	Confidential Items 3b, 9b and 9c had been marked confidential due to the potential commercial sensitivity of the information and discussed prior to other business on the agenda. These items are recorded in a separate confidential minute.		
25/1/3 cont.	Consent Agenda Items The staff governor joined the meeting at 9.00am for this and all remaining items on the agenda.		
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	<ul style="list-style-type: none"> Members <u>confirmed</u> and <u>approved</u> the non-confidential minutes of the meeting held on 20 November 2024. 		
25/1/4	<ul style="list-style-type: none"> Members noted and <u>agreed</u> the updated action tracker and <u>approved</u> removal of completed actions to the completed actions log. 		
4.1			
25/1/5	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 update, the committee noted the information provided on the commencement of use of the iTrent recruitment module and it was noted that the staff celebration event held in December had been well received.		
5.4	In relation to the update on pay negotiations and in response to a question from the Chair, the EDP noted the appreciation of the open dialogue and informed the committee that there had been no major changes to the processes.		
5.5	The committee <u>received</u> the People Report and <u>noted</u> the assurance provided.		
25/1/6	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 informed the committee of the discussions taking place with Liberty Steel to address concerns relating to equipment maintenance. The committee was also informed that whilst actions for three audits appeared to be overdue, the audits had only recently taken place.		
6.4	Having considered the report, the committee <u>noted</u> the assurance provided.		
25/1/7	Community Engagement Report		
7.1	The Deputy Chief Executive and Executive Director of Commercial and Operations (DCE) presented the report which provided the committee with an overview of the college's recently adopted Community Engagement Plan.		
7.2	The committee <u>noted</u> the information provided which included an overview of the Plan, the implementation timeline 2025-2030, areas of success or good practice and next steps.		
7.3	The Chair requested that information be provided in future reports on outputs, rather than it being a purely quantitative report.	DCE	18.06.2025
25/1/8	Finance Update		
8.1	The Executive Director Finance (EDF) introduced the report which provided the committee with an update on finance performance in-year and updates on key finance related activity.		
8.2	Reference to the Finance dashboards was made in the report covering the year-to-date financial position and latest in-year forecast.		
8.3	The committee was informed that notification on funding to support the increase in National Insurance contributions was awaited and thus it had not been included in the income forecast. The committee noted the positive impact on the student experience as a result of additional funding for Turing, and positive outlook for the South Yorkshire Pensions Authority (SYPA) Pension Fund reduction in contribution rate from 2026.		
8.4	The Chair asked whether the college was in a position to review the funding lines. The EDF replied that this was already being done as part of business planning.		
8.5	The committee noted the update provided on the VAT and implementation of the Finance System, it being agreed that all problems		

	in the latter should be resolved before the system went live.		
8.6	In relation to the capital projects update, the EDF confirmed that the information in the report was as at the end of December 2024, and that one project had been postponed. Information in relation to capital projects reconciliation by site had been provided at Appendix A.		
8.7	The Vice Chair requested that information on over and underspend be provided in future reports.	DEF	18.06.2025
8.8	The committee <u>received</u> the report and the assurance provided.		
25/1/9	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 <u>received</u> the report and was <u>assured</u> 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 <u>noted</u> the assurance from the non-confidential estates' strategy update.		
25/1/10	Environmental Sustainability Report		
10.1	The DCE introduced the Environmental Sustainability Report. The committee noted the updates provided for each of the five themes, including next steps.		
10.2	The Chair asked whether the college took a view on the extent to which changes are made as a result of the environmental impact assessments. It was <u>agreed</u> that future reports would provide more information on the impact.	DCE	18.06.2025
10.3	The committee <u>received</u> the report and <u>assurance</u> it provided.		
	The Executive Director of Strategy and Systems Improvement (EDSSI) joined the meeting at 9.47am to present the Sustainability Priorities Update Report.		
25/1/11	Sustainability Priorities Update		

11.1	The report provided the committee with an update on the initial progress and next steps on sustainability corporate priorities, on enhancing evidence informed decision making and on the Professional Services operating model.		
11.2	The Chair asked how the college would know when benefits from the changes were being seen. The EDSSI replied that appraisals were being done consistently but that requests for modifications had not been received in time for changes to be made currently. It would therefore be at the end of the academic year before the EDSSI could provide this information.		
11.3	In answer to a question from a member of the committee, the EDSSI confirmed that there was good expertise in the organisation, that there were some well-run services desks with work being undertaken to consolidate this across all areas. The college was also liaising with organisations who had already brought in such systems.		
11.4	The committee <u>received</u> the report and <u>noted</u> , for assurance, the progress update and next steps.		
25/1/12	Review of Meeting and Closing Remarks		
12.1	It was agreed that the meeting had been very focussed, and that key information had been provided. The impact on students in terms of planning for the future - e.g. improvements in campus facilities – was noted, together with the incremental as well as large improvements being made.		
12.2	It was suggested that a future Governing Body meeting be held at another campus.	DG	Future meeting
12.3	The Chair thanked committee members and college staff for their input.		
12.4	The meeting ended at 10.01am.		
25/1/13	Date and Time of Next Meeting(s)		
13.1	– 18 June 2025 08:30-10:30, The Boardroom, City Campus		