



**GOVERNING BODY MEETING
CONFIRMED MINUTES (10.07.2024)**

Date:	27 March 2024	Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 2620 Email : anne-marie.holdsworth@sheffcol.ac.uk	
Venue:	Boardroom, City Campus		
Present:	John Mothersole (Chair) Peter Brooks (Vice Chair) Ian Falconer (Vice Chair) Matt Ainsworth Sam Giove Paul Senior Sol Miah - via video conference David MacDougall Stephan Hollingshead Gill Alton Kam Grewal-Joy Holly Anderson (Staff Governor) Saleem Rashid (Staff Governor) - via video conference Phil Wymer (Staff Governor) Angela Foulkes (Chief Executive and Principal)		
In attendance:	Andrew Hartley, Deputy Chief Executive (DCE) Martin Harrison, Executive Director Finance (EDF) Mark Pearson, Executive Director Strategy and Systems Improvement (ED SSI) Paul Simpson – Executive Director People (EDP) Dave Trounce – Deputy Principal (DP) Anne-Marie Holdsworth, Director of Governance (DG) Emma Lake, Executive Services and Governance Officer Martin McNeill – AoC EBR Reviewer		
		Action	
		by whom	by when
24/1/1	Welcome, introduction and apologies		
1.1	The meeting was quorate and started promptly at 8.30am. The Chair welcomed Martin McNeill from the AoC who joined to observe the meeting in respect of the external board review he was conducting.		
24/1/2	Declarations of interest		
2.1	Standing declarations of the staff governors and CEP were noted. There were no new declarations of interest to record.		

	GENERAL REPORTS		
24/1/3	Accountability Statement 2024-2025		
3.1	The Executive Director of Strategy and Systems Improvement (EDSSI) presented the report, summarising the key changes in the latest DfE guidance for the 2024–2025 Accountability Statement and explained that the DfE now require a more succinct report than previously. The deadline for submission of the Accountability Statement is 30 June 2024. The EDSSI requested that approval of the statement be delegated to the TLQSE committee, to allow time for its preparation and for due consideration to be given to it. The next meeting of TLQSE was to be held on 12 June 2024.		
3.2	Members considered the report and asked whether any issues could be anticipated in respect of the accountability statement. The EDSSI assured GB that there were no foreseen matters for consideration and that the accountability statement was kept under constant review. There had been an external review to support the development of the accountability statement and the 5 sectors within it still aligned both regionally and nationally. Additionally, the statement will be cognisant of the recently published SYMCA Skills Strategy. The EDSSI also said that there had been a recent meeting with the DfE, but they had made no comment on the accountability statement and nor did the college receive any feedback on the document submitted in 2022-2023.		
3.3	The Chair of GB asked the Chair of the TLSQE committee if they were content to take on responsibility for approval of the accountability statement and she confirmed that she was, adding that the statement was a standing item on the TLQSE agenda already and discussed regularly.		
3.4	The Governing Board <u>approved</u> delegation of the approval of the accountability statement to the TLQSE committee and thanked the EDSSI for the assurance given.		
	<u>ACTION:</u> <ul style="list-style-type: none"> The Scheme of Delegation to be updated to reflect TLQSE’s authority to approve the college accountability statement. 	DG	Jul '24
24/1/4	Governance Update		
4.1	The Chair confirmed with members that the Governance Update report from the DG could be taken as read and informed members that there was no report from the SRG Committee as there had been no SRG meeting since the previous Governing Body meeting of 13 December 2023.		
4.2	The Chair Introduced the two key items which Boards should acquaint themselves with regarding the restrictions placed on political activities for charities and organisations in receipt of government		

	<p>funding i.e., i) the FE Governance Guide and ii) the Cabinet Office, Guidance for General Grants, Minimum Requirements Six: Grant Agreements. Members confirmed that they were familiar with the documents.</p>		
4.3	<p>The Chair led a discussion on how the Board discharged its responsibilities in respect of the documents. Members were satisfied that they were doing all that they needed to in terms of the requirements and were confident that they were fully compliant with all provisions, with exemplary practice in place.</p>		
4.4	<p>Members were informed of the progress regarding the search activity to fill two governor vacancies. The DG said that a potential candidate was to be interviewed in the two weeks following Easter, but expressions of interest were still sought in respect of the second vacancy. In addition, the CEP advised that the People and Admin. teams had developed a professional recruitment pack to appeal to potential candidates, but that this would benefit from a page explaining what it means to be a governor. The Chair asked that the recruitment pack be shared with governors' contacts and the search spread to a wider group once the pack had been updated.</p>		
4.5	<p>The Chair informed members of steps to recruit student governors for the next academic year. Recruitment in this area had not been easy with one student governor stepping aside due to the pressures of work, and recruitment of a co-opted student committee member to ARAC having been unsuccessful. As such, a different approach was to be trialled. The CEP explained that there would be two Student Union sabbatical posts in 2024-2025 with both posts lasting for 14 months to enable a strong handover to future sabbatical students, although if an apprentice were interested the post could be extended still further. The posts would allow for hand-over and training from one student governor to another, and so would strengthen the post. The VPSE would lead on this. In the meantime, the DG would continue to research student governor representation through models at other colleges.</p>		
4.6	<p>The DG updated members on the appointment of an electoral service to assist with the appointment of 3 staff governors for the next academic year and on the revised timetable to make those appointments; the appointment process would conclude mid-June, allowing for new staff governors to attend the GB meeting in July as an induction to the role. The DG also updated members on those positions coming to the end of their term (Sam Giove and Sol Miah) and advised that the Chair would conduct 1:1 meetings to ascertain whether those concerned would wish to continue in the role, following which a decision would be made on re-appointment or recruitment.</p>		
4.7	<p>The Chair advised members that the EBR was progressing on schedule with the draft report and full report due June/July 2024. Whilst self-</p>		

<p>4.8</p> <p>4.9</p>	<p>assessment was not required in the year of an External Board Review, in terms of self-assessment activities, the Chair’s 360 would be progressed, as would 1:1 conversations with individual governors; the latter would be used to ascertain any particular requirements and specifically to review link governor roles. Additionally, Committee reviews would continue, but any further assessment would then be determined following the recommendations of the EBR, tailoring requirements accordingly, so long as members agreed with the approach.</p> <p>The Chair asked members to review the draft Governance Calendar 2024-2025 and to provide comments, including thoughts on the frequency of ESWG working party meetings. The Chair explained the revised sessions for breakfast events and twilights to spread the commitment for people travelling at various times of the day. The Chair also advised similarly on the programme for governor visits and training.</p> <p>GB <u>noted</u> the report.</p> <p>Members <u>approved</u> the approach to recruit to the vacant governor positions and to student governor recruitment for the next academic year.</p> <p>Members <u>noted</u> the approach to governor self-assessment 2023-2024.</p> <p>Members <u>approved</u> the calendar of meetings for 2024-2025 with the proviso that the timing between ARAC and GB be extended, this would be advantageous. Further, it was requested that the date of one TLQSE meeting be changed to facilitate chiring. ESWG meetings were to follow the pattern of FEGP with additional meetings if required</p> <p>.</p>		
	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> • DG to add a page on what it means to be a governor to the recruitment pack and disseminate via the Chair amongst contacts to widen recruitment. • Governance Calendar of Meetings 2024-2025 be updated, if possible, to extend time between ARAC and GB meetings and to revise the TLQSE meeting date referenced in the meeting. 	<p>Chair/ DG</p> <p>CEP</p>	<p>Jul-24</p> <p>08/05/2024</p>
COMMITTEE REPORTS			
<p>24/1/5</p>	<p>Report of the Chair of TLQSE Committee</p>		
<p>5.1</p>	<p>Gill Alton, Chair of TLQSE Committee reported on the meeting held on 28 February 2024.</p> <p>The main issues highlighted from the meeting were</p> <ul style="list-style-type: none"> – T levels, the monitoring of T Levels, through the progress update towards the Accountability Statement and associated 		

5.2	<p>data, had proved very informative this year. Learning from this would be shared for the next T Levels to be developed at the college.</p> <ul style="list-style-type: none"> – Termly update on Student Experience, including information on disclosure levels and the On Programme Survey for HE (Higher Education). The safeguarding disclosure rate had been higher this year, but the committee had looked at the assurance for this and was comfortable with the work being undertaken in this area. – The Safeguarding Policy 2023-2024, this had been updated and new wording added in relation to international work, following the success of the college in achieving a Tier 4 license. The extent to which the college would recruit international students had been revisited when reviewing the policy and whilst this was not a high priority new wording had been added to future-proof the policy. – Termly update on quality and standards, November GCSE English and mathematics resit results had been positive against national data; observations were ahead of schedule; and spotlights (the new process to QA areas and inform CPD) had been working well. The latter would be used to inform future policy. – Technical Education & Skills, retention rates remained high for both adult learners and young people; UCAS applications were positive; and progress measures (VA (Value Added)) had been introduced to reporting; T level recruitment was good, and the planning of curriculum intent was approx. 6-8 weeks ahead of the same point last year although there had been some funding reforms announced shortly before the February meeting and these would be reviewed at the next opportunity when TLQSE meet in June. – Higher Education, retention levels were good; the college was making progress with joining SYIoT (South Yorkshire Institute of Technology), and UC Sheffield had hosted a HTQ (Higher Technical Qualifications) event which was important in terms of regional and national exposure. HE was felt to be in more stable position than previously. – Apprenticeships, recruitment had dropped slightly in some areas and there had been a dip in achievement last year, whilst there was a high number of students past end date which could trigger intervention. Although the college was operating above National Average still, the Chair of TLQSE had arranged to link closely with the Chair of FEGP on this area, as a precautionary measure, to ensure that any possible risks were managed. <p>Members discussed the report and the main areas arising were as follows</p> <ul style="list-style-type: none"> – Funding reforms, members sought to understand if there was anything significant anticipated in respect of these which may 		
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5.3	<p>impact for future delivery. The CEP informed members that this was covered in her paper but changes fundamentally affected English and Maths with an increase in the hours to be taught. The increased demands on teaching would come at cost and whilst there was an increased allocation to assist with this, transition to the new levels of delivery was not covered. The CEP had raised this at a recent DfE meeting to help inform ministers planning across the college sector as the impact on colleges would vary depending on their size. The introduction of the new teaching model would be closely monitored by TLQSE in respect of achievement; FEGP in terms of finance; and ARA would discuss any risks.</p> <ul style="list-style-type: none"> – Apprenticeships, members expressed that they would like to have an additional meeting to look at this area and could use the next governor breakfast for this purpose. The meeting could be used not as a briefing session but to explore the college’s position regarding apprenticeships. <p>GB <u>noted</u> the report.</p>		
	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> • The governor breakfast session on 1 May 2024 to be used to host a meeting regarding the position on apprenticeships to inform future planning and management of this area. 	DG	01/05/2024
24/1/6	Report of the Chair of FEGP Committee		
6.1	<p>Stephan Hollingshead reported on the key issues and risks arising from the meeting of FEGP Committee on 13 March 2024.</p> <p>The main issues highlighted from the meeting were:</p> <ul style="list-style-type: none"> – Carbon Literacy, the Chair of FEGP had met with the FE/HE Climate Commissioner to discuss the carbon literacy model when he visited the college in February. A training programme for governors was in the planning stage. – People Update, the termly update had been received for assurance. Talent attraction had been discussed and specifically the good progress on recruitment of ethnic minorities. Improvements were continuing with the GFR process, the next area of action was reporting. – People Strategy, this had been revised and the updated version approved for implementation. The new version was a fresher edition. – Approval of the following 6 policies, Flexible Working Policy; Maternity, Paternity, Adoption and Shared Parental Leave Policy; Other Leave Policy; Performance Policy; Bullying and Harassment Policy; DBS (Disclosure and Barring Service), and Safer Recruitment Policy. These were all improved versions of previous policies, amended to incorporate legislative changes. 		

<p>6.2</p> <p>6.3</p>	<ul style="list-style-type: none"> – SMS (Sparks Managed Services), the review of terms and conditions had been received for assurance. Discussion regarding specific aspects of the review is recorded in a separate confidential set of minutes. – Health & Safety Report, the termly update showed fire risk was declining and significant improvements were being made via the Health and Safety Strategy. There had been a slightly higher number of accidents reported, but nothing serious and reporting on this area was improving. The cladding issue regarding the tower at City Campus had been resolved to satisfaction of surveyors and insurers such that the action could be closed. – Finance Report, this included an update on the college VAT position and on the financial forecast for the college and capital expenditure. The college was in a good position and one VAT query was being followed up; however, tender costs were being closely monitored as these had been rising. If necessary, some projects could be postponed to manage any financial implications effectively. – Tuition Fee Policy, this was recommended for approval to the GB (Governing Body) – Estates and Environmental Sustainability termly update, this included information on progress of Peaks, the Advanced Technology Centre at Olive Grove, the Construction Training Centre, and the 6th Form and Academic Centre. Approval had been recommended for the Chair of GB to sign the contract for the Advanced Technology Centre works at Olive Grove. Other matters being progressed included work at Pennine 5, the Forging & Forming Accelerator initiative and there had been a discussion regarding the power cables at Hillsborough where access was needed for an update to the grid. A more detailed financial report had been requested in respect of the Sustainable Construction Centre for the next meeting on the 26 June 2024. <p>CONFIDENTIAL MINUTE</p> <p>This minute is recorded in a separate document.</p> <p>The GB received the report and <u>noted</u> the feedback given by the Chair of FEGP.</p> <p>The GB <u>approved</u> the Tuition Fee Policy</p>		
	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> • CONFIDENTIAL ACTION: This action is recorded in a separate document. 		
<p>24/1/7</p>	<p>Report of the Chair of Audit and Risk Assurance Committee</p>		
<p>7.1</p>	<p>Ian Falconer, Chair of ARAC presented the key issues and risks from the meeting of ARAC on 20 March 2024. The main issues discussed at the meeting were</p>		

	<ul style="list-style-type: none"> – Recruitment, the committee had been unsuccessful in recruiting a co-opted student governor. – Strategic Risk Register update and Risk Assurance Summary 2023-2024, some residual risk scores were moving but the Committee were comfortable that the register and risk plan were suitable and were satisfied with the Executive Team’s assurance. The only update was in terms of adjusted presentation of information for the next meeting of ARA, to improve this for governors. – Internal Audit and External Audit update, the committee were satisfied with progress/assurance given. – Internal Audit, good progress was being made and everything was on track to complete the plan by 31 July. The FE Benchmarking Report, Governance Audit and HE Framework Audit were all noted, the Benchmarking Report being particularly of interest. This offered a comparison against other colleges, identifying the top 20 risks emerging, and of these TSC were top with the least recommendations and best assurance. The EDF had been asked to bring back confirmation on these 20 as a self-assessment piece at the next ARA meeting to assist with the journey to ‘great’. In terms of the other two reports there was only one low recommendation. The Governance Audit had provided a compliance check against last year’s AoC Code of Good Practice and there were no recommendations for this. Not only had the college complied with all ‘must’ statements but also all ‘should’ statements, and few other colleges had achieved this. The HE framework review had been commissioned to look at viability and how to promote HE to students. There had been only one minor recommendation which ARA had decided to pass to TLQSE. At this point, the college is on track to obtain a completely clean audit opinion this year, something which no college achieved last year. – Control environment for an outstanding college and Progress report on tuition fee invoicing/credit control project, the work on this had been very positive for students and the assurance had been welcomed. – Other External Assurance including the ESFA Funding Assurance Review and cladding on college buildings, assurance was welcomed. There had only been a £25k claw back which was excellent and as insurers were happy with the cladding report it meant the issues around fire risk could finally be taken off the agenda. – Internal Auditor’s performance, this had also been discussed although it was not a requirement. Whilst getting clean reports was excellent, the challenge was how to support the college and the Exec. Team on their journey to great rather than just being compliant. – External Auditor’s performance for financial statements audit 2022-2023, it was acknowledged that this would be picked up later in the meeting, but ARA were pleased with the 		
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7.2	<p>performance of MHA LLP and would recommend that they should be re-appointed.</p> <p>The GB received the report and <u>noted</u> the feedback given by the Chair of ARA.</p> <p>The GB <u>approved</u> the re-appointment of MHA LLP as external auditors for 2023-2024.</p>		
7.3	There was a short comfort break of 10 minutes at 9.40am		
	CORPORATE PERFORMANCE		
24/1/8	Report of the Chief Executive and Principal		
8.1	<p>The Chief Executive & Principal presented a report covering recent college developments, sector news, equality, diversity & inclusion and health and safety. The update included the following</p> <p>Corporate priorities and KPI 2021-2025, confirmation that governors were fully up to date with the strategic plan 2021-2025, along with the EDI (Equity, Diversity, and Inclusion) objectives 2023-2025.</p> <p>College achievements, some of the highlights for the college over the Spring Term included students participating in the fringe celebrations for the MOBO awards and performing in the Winter Gardens, along with the KW2 Academy being launched by Kyle Walker, which is a sport scholarship programme. Additionally, the Student Employability Services Team won the Young Professional Team of the Year Award at the Insider Yorkshire Young Professionals Awards, and the college was a shortlisted finalist in the Equality, Diversity, and Inclusion category in the Educate North Awards. The CEP received a High Sheriff award which was excellent recognition for the college.</p> <p>College events, Local MP Paul Blomfield had attended the college to host a discussion with A Level Politics students; a new suite of materials had been created to promote the college T Level offer; the college application to become a core partner of the South Yorkshire Institute of Technology had been approved, helping employers to get the skills they need for growth</p> <p>College scorecard, there was discussion regarding the traffic light RAG rating system, introduced for the priorities and KPI to indicate the rate of progress against these. Governors were pleased that all priority areas were rated either Green or Amber but asked that a description was added to the Amber grades to indicate more precisely why this classification had been given as sometimes it could be deduced why something was rated Amber but other times it could not. It was acknowledged that this was a transitional system until dashboards were built and introduced, but it was felt that refinement of the traffic light system would help the dashboards to work more effectively in the future.</p> <p>The journey to “great,” key areas were discussed and whether there were any areas of concern. Focus was placed on next steps, where it was acknowledged that the next 6 months would be crucial in terms of revisions to the curriculum and implementation of these changes</p>		

8.2 8.3	<p>against some recent funding reforms, along with managing challenges which lay ahead in the growth of the estate.</p> <p>Local, Regional and Sector Updates, the CEP recommended that the college adopt the Sheffield City Goals. The Board asked that this be brought back to the GB meeting of July for consideration. Recent partnership work included the DCE supporting SHU (Sheffield Hallam University) with the appointment of an interim Chief Operating Officer and TSC becoming part of a consortium pitch to SYMCA for the Forging and Forming Accelerator initiative. It was agreed to put the SYMCA publication of 'Plan for Growth' on TeamEngine to further governors' awareness. The College Financial Handbook had recently been published by the DfE and a summary of this would be taken to the next FEGP meeting. It was anticipated that the next General Election would be in November and developments with this would be watched closely in respect of potential impact on funding and budget management.</p> <p>College priorities including implementation of the Estates Strategy and the Environmental Sustainability Strategy, the CEP explained that the environmental sustainability strategy would become more of a focus in the coming months. Governors were keen to see more detail in respect of the strategy and it was agreed to share v4 of the Environmental Sustainability Action Plan and ES Strategy and Action Plan Summary via TeamEngine with them, to provide further information on the implementation and execution of the strategy. There had been good progress on strategic estates developments.</p> <p>CONFIDENTIAL MINUTE</p> <p>This minute is recorded in a separate document.</p> <p>The GB received the report and <u>noted</u> the information therein.</p>		
	<p>ACTION:</p> <ul style="list-style-type: none"> • Add descriptions to the Amber traffic light categories within the Scorecard to assist governors' interpretation and understanding of the RAG rating system. • Place the SYMCA publication 'Plan for Growth' on TeamEngine for governor information. • Place the Environmental Sustainability Action Plan and ES Strategy and Action Plan Summary on TeamEngine for governor information. 	<p>CEP</p> <p>DG</p> <p>DG</p>	<p>July 2024</p> <p>ASAP</p> <p>ASAP</p>
ITEMS REQUIRING BOARD DISCUSSION			
24/1/9 9.1	<p>Vision Statement – College Strategy 2025-2030</p> <p>The Chair introduced the session on the College Strategy 2025-2030, explaining that the discussion at the meeting was to enable further views to be gathered to help inform the future vision statement, following the foundation feedback received at the Governance Strategy event in January. The Chair then handed over to the EDSSI who presented three worked examples. The worked examples were statements developed from Word Clouds which represented work</p>		

9.2	<p>with a range of colleagues and set in context the ambition of the college. Governors provided their thoughts on the three statements, including positives and negatives of particular wording. In summary, governors agreed that they liked the end of statement no. 3, the skills reference in no. 1, and a balance between the reason the college is here (i.e., the second half of statement no. 3) and the skills part of example no. 1. Members liked references to communities and people, and collaboration, but did not like use of the terms 'leading provider' or 'anchor institution' preferring to refer to 'the college.' It was also suggested that 'being great at what we do' should be used rather than 'being the best.'</p> <p>The EDSSI agreed to take the governors' comments and feedback away to work into a new single statement of the vision for the College Strategy 2025-2030.</p>		
24/1/10	Consent Agenda Items (notified by members in advance of the meeting for discussion)		
10.1	<p>The following items were board business not requiring a decision and which formed part of the Consent Agenda; however, the Clerk asked members if they wished to discuss any aspects before seeking a proposal/approval to resolve the items as presented:</p> <ul style="list-style-type: none"> a) Minutes of the last meetings <ul style="list-style-type: none"> – Members to confirm the minutes of the meetings held on Wednesday 13 December 2023 and the meeting notes on the Governor Strategy Event 17 January 2024. b) Matters arising and action record <ul style="list-style-type: none"> – Members to <u>consider</u> any matters arising and updated action items not included on the agenda and <u>approve</u> removal of completed items. c) TLQSE Reports for Information <ul style="list-style-type: none"> – Student Experience update – Quality of Teaching, Learning and Assessment update – Technical Education & Skills update – Higher Education update – Apprenticeship update d) FEGP Reports for GB Approval <ul style="list-style-type: none"> – FE Tuition Fee Policy 2024-2025 was approved? e) FEGP Reports for Information <ul style="list-style-type: none"> – People update including revised People Strategy – Health & Safety update – Finance update – Estates & Environmental Sustainability update f) ARAC Reports for GB Approval 		

	<ul style="list-style-type: none"> – Appointment of external auditors for 2023-24 financial statements’ audit – GB approved? <p>g) ARAC Reports for Information</p> <ul style="list-style-type: none"> – Strategic Risk Register update and Risk Assurance Summary – Internal & External Audit update – Internal Audit Progress Report 2023-24 including FINAL reports – External Assurance Reports – External Auditors re-appointed? <p>The GB <u>noted</u> and <u>approved</u> all items without further question.</p>		
24/1/11	Chair’s action since the last meeting		
11.1	<p>The GB <u>noted</u> for information that at their last meeting, the FEGP committee recommended approval for the Chair to sign the contract in respect of the Advanced Technology Centre works at Olive Grove as soon as available. The Chair informed members that he was due to sign the contract immediately after the GB meeting.</p> <p>The Chair also informed members that he had arranged drop-in sessions for Chairs and all other governors in April to feedback on any matters.</p>		
24/1/12	Review of meeting & closing remarks		
12.1	Members fed back that they felt the pace of the meeting was perfectly balanced with the inclusion of consent agenda items allowing for greater discussion elsewhere within the agenda.		
24/1/13	Date & time of next meetings		
13.1	<p>Wednesday 27 March 2024, 08.30 – 11.00 Wednesday 10 July 2024, 08.30 – 11.00</p> <p>It was advised that the content for the training session on 24 April was still to be agreed and information regarding this would be circulated asap.</p> <p>The meeting closed at 11am.</p>		