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|  | | GOVERNING BODY MEETING CONFIRMED MINUTES (03.04.2025) |
| Date: | 26 March 2025 | Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 3399 Email : jean.tracy@sheffcol.ac.uk |
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| Venue: | Boardroom, City Campus | |
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| Present: | John Mothersole (Chair) Ian Falconer (Vice Chair) Angela Foulkes CBE (Chief Executive and Principal) Adrian Abdulla (Staff Governor) Matt Ainsworth Holly Anderson (Staff Governor) Georgia Ashton (Student Governor) Meredith Dixon-Teasdale Kam Grewal-Joy Stephan Hollingshead Professor Sarah Pearson (from 09:35) Paul Senior Phil Wymer (Staff Governor) (up to Item 12) | |
| In attendance: | Andrew Hartley, Deputy Chief Executive (DCE) Martin Harrison, Executive Director Finance (EDF) Mark Pearson, Executive Director Strategy and Systems Improvement (EDSSI) Paul Simpson – Executive Director People (EDP) Dave Trounce – Deputy Principal (DP) Jean Tracy, Interim Director of Governance (IDG) | |

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| 25/1/1 | Welcome, introduction and apologies | | |
| 1.1 | The meeting was quorate and started at 08:35. | | |
| 1.2 | Governors were reminded to complete the environment sustainability questionnaire if not already done so. It was <u>agreed</u> that the Director of Governance (DG) would resend the email. <i>Post meeting update: Action completed 27 March 2025; Questionnaire completed by all Governors 31 March 2025.</i> | DG | ASAP |
| 1.3 | Apologies were received from Peter Brooks (Vice Chair) and Sol Miah. | | |

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| 25/1/2 | Declarations of interest | | |
| 2.1 | Standing declarations of the staff governors and CEP were noted. There were no new declarations of interest to record. | | |
| 25/1/3 | Election of Vice Chair | | |
| 3.1 | The Governing Body was informed that one nomination had been received, this being correctly proposed and seconded, and for Peter Brooks. | | |
| 3.2 | The Governing Body <u>approved</u> the appointment of Peter Brooks as Vice Chair of the Governing Body, his term of office being until 31 July 2027 and as per his term of office as a member of the Governing Body. | | |
| 25/1/4-8 | COMMITTEE REPORTS | | |
| 4.1 | The Chair informed members that the report from the Link Governors would be taken when considering the reports from the Committees, and as per the agenda. | | |
| 25/1/4 | Report re Curriculum Learning Visits | | |
| 4.2 | Ian Falconer provided a brief update on his recent visit to Creative Arts and encouraged all other governors to undertake a visit. | | |
| 4.3 | All governors undertaking visits were asked to complete a short feedback form. | | |
| 4.4 | The CEP reminded governors of the June dates – now 5 and 6 June as students would be taking GCSE resit examinations on 4 June. The Interim Director of Governance would resend the email providing details of the dates and curriculum areas. <i>Post meeting update: Advanced Technical Centre also not available on 6 June. Revised email sent to all Governors (31 Mar 2025)</i> | IDG | ASAP |
| 25/1/5 | Report of the Chair of Student Advisory Board | | |
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| 5.1 | In Peter Brook's absence, Ian Falconer had chaired the meeting and presented the report. | | |
| 5.2 | The meeting had been very enjoyable with good engagement from the students present. The discussions had covered the three standing agenda topics with particular focus on safeguarding in the difficult context of recent incidents. Students appreciated the way messages from the college had been sent out, with discussions now taking place on different ways in which this could be done. Other discussions covered employability, student survey outcomes, SU campaigns and teaching quality. Sustainability had also been a key discussion point. | | |

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| 5.3 | The Staff Governor informed the Governing Body that they had spoken with the students who had commented favourably on the meeting, and which they felt had improved since the first meeting in December. | | |
| 5.4 | The Acting Chair of SAB wished to record his thanks to the team for the support and preparation to help the students. | | |
| 5.5 | The CEP noted that the SAB would be reviewed by the Executive Team in order that the purpose of its meetings was clear, noting that it was not intended to be student forum – the college having alternative mechanisms for this. | CEP | 30.6.2025 |
| 5.6 | The Chair commented that the two SAB meetings had gone well and that they should continue, noting the need to rebalance the discussions so that they were more about the strategic issues but not at the expense of cutting off comments from the students. Feedback should also be provided to the students on what has been done in response to their comments (e.g. noted by the Executive); the CEP suggested that Search, Remuneration and Governance Committee be asked to look at the student feedback mechanism, with the Governing Body looking at the structure of the agenda for SAB. | SRG GB | 30.6.2025 30.6.2025 |
| 25/1/6 | Report of the Chair of TLQSE Committee | | |
| 6.1 | The Vice Chair of Teaching, Learning, Quality and Student Experience (TLQSE) Committee provided a detailed report on the meeting held on 5 March 2025, commenting on the improved report format and the use of the Governor Dashboard. | | |
| 6.2 | Reports from the TLQSE Committee meetings had been included in the Consent Agenda Item 14c for information. | | |
| 6.3 | The committee had received and was assured by the reports on safeguarding, the work on inclusion of students with high needs and on ensuring that all students received the support to which they were entitled. The Vice Chair of the committee also commented on the improvement in attendance re English and maths examinations, the improvement in teaching quality and that the number of teaching observations completed was good. | | |
| 6.4 | The committee had also received updates on Higher Education including the Access and Participation Plan, Apprenticeships, T Levels and the Accountability Statement. The committee had noted the positive information received on apprenticeship retention, results and End Point Assessment (EPA) figures. As requested by the committee, a report had been presented on value added data. | | |

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| 6.5 | The committee looked forward to receiving further updates including those on the programme being introduced to reduce the number of withdrawals within the first 6 weeks and the mental health support available to students. | | |
| 6.6 | The Governing Body <u>noted</u> the Chair's report on this meeting held on 5 March 2025, on the key points of discussion, assurance and risks. | | |
| 6.7 | The Chair of the Governing Body thanked the Vice Chair of TLQSE Committee for her report and commented that the Governors Dashboards were working well. | | |
| | Report of the Safeguarding and SEND Link Governor | | |
| 6.8 | This item was considered later in the meeting. The minutes are recorded in the order taken. | | |
| 25/1/7 | Report of the Chair of FEGP Committee | | |
| 7.1 | Stephan Hollingshead reported on the key issues and risks arising from the meeting of Finance, Employment and General Purposes (FEGP) Committee on 12 March 2025. | | |
| 7.2 | It was noted that staff turnover was in line with expectations and that actions to improve interaction with staff were being taken. Whilst significant improvements in Health and Safety were noted, one area of concern in relation to equipment maintenance was being followed up and was being monitored by the Health and Safety Committee. This latter point was confirmed by the Health and Safety Link Governor. | | |
| 7.3 | The Chair of FEGP Committee also provided an update on the areas covered in the Finance Update report as presented to the committee. The Governing Body noted the information provided on the current financial position, the ongoing claim and the VAT update, on the updates on non-confidential Estates items, and on environmental sustainability. | | |
| 7.4 | The Governing Body <u>received</u> for assurance the minutes of the meeting held on 12 March 2025 and <u>noted</u> the Chair's report on the key points of discussion, assurance and risks. | | |
| 7.5 | The Chair of FEGP Committee was thanked for his report. | | |
| 7.6 | The reports from the Health and Safety, Environmental Sustainability and Safeguarding and SEND Link Governors were considered, with the minutes being recorded in the order of consideration. | | |
| | Report of the Environmental Sustainability Link Governor | | |

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| 7.7 | The Chair of FEGP Committee, in his role as Environmental Sustainability Link Governor, informed the Governing Body that curriculum engagement in environmental sustainability was progressing, particularly in relation to student engagement. A first update on sustainable priorities had been considered and the introduction of the dashboards had been welcomed. | | |
| | Report of the Health and Safety Link Governor | | |
| 7.8 | The Health and Safety Link Governor informed the Governing Body that discussions had been constructive with good follow-up on issues raised. The increase in the number of those attending was welcomed and had provided for better debate. | | |
| | Report of the Safeguarding and SEND Link Governor | | |
| 6.9 | The Safeguarding and SEND Link Governor had attended her first meeting in that role and informed the Governing Body that she had been impressed with the discussions etc. at the meeting. She was of the view that safeguarding was led by skilled professionals, that policies were in place as required, and that there was an open mindset of those involved, with discussions including those things which had gone wrong. | | |
| 25/1/8 | Report of the Chair of Audit and Risk Assurance (ARA) Committee | | |
| 8.1 | The Chair of ARA Committee presented the key issues and risks from the meeting of ARA Committee on 12 March 2025. | | |
| 8.2 | The meeting held on 12 March 2025 had considered the regular review of the Strategic Risk Register and Board Assurance Map Summary. The new dashboard had been looked at, it being noted that this was a key development for governors. It was suggested that the dashboard be reviewed to ensure that it was providing the required information. | | |
| 8.3 | The recommendations from internal and external audits had been considered by the committee, with the Chair of ARA Committee providing the detail on the statements of assurance received and the management actions for each audit. Substantial assurance had been given in relation to the audits on HE OfS Condition of Registration and Learning Support Funding; with Partial assurance for the Refectory: Key Financial Controls Audit. The committee would monitor progress against the management actions for all audits. | | |
| 8.4 | The Chair confirmed the ARA Committee's recommendation on the re-appointment of the financial statements' auditors, as covered at Item 14f. | | |

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| 8.5 | The Governing Body discussed the issues arising from the Key Financial Controls audit and it was <u>agreed</u> that FEGP Committee would look again at cash/cashless systems. | EDF | 18.6.2025 |
| 8.6 | The Chair thanked the Committee Chairs and Link Governors for their reports. | | |
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| 25/1/9 | College Strategy Event – 22 January 2025 | | |
| 9.1 | The notes of the Strategy Event had been included in the papers, with the Chair asking how the Governing Body ensured that its decisions and behaviours aligned with and developed FREDIE+. | CEP/DG | Autumn 2025 |
| 9.2 | In the discussions which followed, the following was put forward/noted: <ul style="list-style-type: none"> - That the Governing Body/committee agenda be amended to include a note at the start of the meeting - That the agenda currently includes a question on what effect the Governing Body/committee had had on students; should the wording be changed to 'college community' - There was support for reviewing FREDIE+ at the end of each meeting, with the suggested wording being 'Has the Governing Body/committee been purposeful and made an impact'? | | |
| 9.3 | It was <u>agreed</u> that this topic be included as a face-to-face interactive event in the autumn term. | | |
| 9.4 | A short break was taken at 09:50 with the meeting resuming at 10:00. | | |
| | CORPORATE PERFORMANCE | | |
| 25/1/10 | Report of the Chief Executive and Principal | | |

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| 10.1 | The Chief Executive and Principal (CEP) presented the report which provided detail on some of the ways in which the college was Celebrating Successes in relation to Learning, People, Partnerships and Sustainability. These were noted by the Governing Body. | | |
| 10.2 | The College Strategy 2025/2030, which had been approved at the December 2024 meeting, had been included for information. | | |
| 10.3 | The CEP then went through the consultation process on and the proposed EDI Objectives 2025/2028. | | |
| 10.4 | The Governing Body considered each EDI objective and the following amendments were <u>agreed</u> : <ul style="list-style-type: none"> - Re Learning EDI – ‘inspirational’ to be replaced by ‘aspirational’ (3rd bullet point) - Re Partnerships EDI – whilst using Governing Body partnerships was implied, the wording should be more specific. | | |
| 10.5 | Subject to the amendments as above, Governing Body <u>approved</u> the EDI Objectives 2025/2028. | | |
| 10.6 | The Corporate Priorities 2024/2025 and the progress in Terms 1 and 2 had been included for information and were noted by the Governing Body. | | |
| 10.7 | The Governing Body then considered the local, regional and sector updates, noting those which would impact on the college. The college was working to ensure that appropriate consideration had been given to all the threads and in order that it met the skills needs of the local community. | | |
| 10.8 | The CEP’s report also provided an update on Funding and Curriculum and on Ofsted’s proposed Report Card for FE & Skills, with reports to be provided to the Governing Body to provide assurance that the college was meeting the new Ofsted requirements. | | |
| 10.9 | The Chair stated that the CEP’s report had been comprehensive and informative, and supported the decision to focus on our strategy and then adjust as needed when definite information from the various government departments was received. | | |
| 10.10 | The Chair thanked the CEP for her report. | | |
| 10.11 | The Governing Body <u>received</u> the report and <u>noted</u> the information therein. | | |
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| | ITEMS REQUIRING BOARD DISCUSSION | | |

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| 25/1/11 | a) Consent Agenda Items notified by Members as requiring discussion | | |
| 11.1 | There were no items notified by Members as requiring discussion | | |
| | b) Confidential Item – For Approval | | |
| 11.2 | 10:34 Staff and Student Governors were not present for this agenda item, the minutes of which are recorded separately. | | |
| | 10:41 Staff and Student Governors returned to the meeting. | | |
| 25/1/12 | Governance Items | | |
| | a) Governance Meeting Dates 2025/2026 | | |
| 12.1 | The Governing Body <u>noted</u> the draft Governance meeting dates for 2025/2026 and the changes to the agreed day/time of meetings of ARA Committee. | | |
| 12.2 | The final Governance Meeting Dates and Events Calendar 2025/2026 would be considered by Search, Remuneration and Governance Committee at its meeting on 7 May 2025. The final document would then be uploaded to the TeamEngine/Governor Information/Reference documents folder. | | |
| | b) TLQSE Committee Terms of Reference | | |
| 12.3 | The Chair explained the background to the current discrepancy in the Committee's Terms of Reference regarding the number of members. The Governing Body <u>approved</u> the increase of members to 10, noting that this would be a temporary change until the review of committee membership had taken place. | | |
| 25/1/13 | Review of meeting and closing remarks | | |
| 13.1 | This item was taken after Item 15 – Written Resolutions – with the minutes being recorded in the order taken. | | |
| 25/1/14 | CONSENT AGENDA ITEMS | | |
| 14.1 | The following items were Board business for note or approval by consent: | | |
| 14.2 | a) Minutes of the last meetings – Members <u>approved</u> the minutes of the meeting held on Wednesday 11 December 2024 and the meeting notes on the Governor Strategy Event held on 22 January 2025. | | |
| 14.3 | b) Matters arising and action record – Members considered any matters arising and updated action items not included on the agenda and <u>approved</u> removal of completed items. | | |
| 14.4 | c) TLQSE Reports for Information – Student Experience Update | | |

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| 14.5 | <ul style="list-style-type: none"> – Quality of Teaching, Learning and Assessment Update – Technical Education and Skills Update – Higher Education Update including Access and Participation Plan 2025/2030 – Apprenticeship Update – Accountability | | |
| 14.6 | <p>d) FEGP Reports for GB Approval</p> <ul style="list-style-type: none"> – None | | |
| 14.7 | <p>e) FEGP Reports for Information</p> <ul style="list-style-type: none"> – People Update – Health and Safety Update – Partnerships/Community Engagement Update – Finance Update – Estates – Environmental Sustainability Update – Sustainability Priorities Update | | |
| 14.8 | <p>f) ARAC Reports for GB Approval</p> <ul style="list-style-type: none"> – Re-appointment of External Auditors for 2024/25 financial statements audit | | |
| 14.9 | <p>g) ARAC Reports for Information</p> <ul style="list-style-type: none"> – None | | |
| 14.9 | The GB <u>noted</u> and <u>approved</u> all items without further question. | | |
| 24/3/15 | WRITTEN RESOLUTIONS | | |
| 15.1 | <p>The Governing Body <u>noted</u> the Board approval of the written resolutions:</p> <ul style="list-style-type: none"> a) Appointment of Kam Grewal-Joy as Vice Chair of TLQSE Committee b) Ratification of the term of office of Bee Yee Gan as co-opted member of TLQSE Committee c) Appointment of Director of Governance | | |
| 15.2 | The Chair informed the Governing Body, that Rebecca Bage (Director of Governance) would start on 28 April 2025, working with the Interim Director of Governance on a handover. | | |
| 24/3/13 | Review of Meeting and Closing Remarks | | |
| 13.1 | Governors agreed that the meeting had been purposeful and data driven, with detailed information being provided in the reports. | | |

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| 13.2 | The Vice Chair of TLQSE Committee was reassured that the comments from SAB aligned with what had been reported to the committee. | | |
| 13.3 | The Chair thanked all those present for their attendance and contributions. | | |
| 25/1/16 | Date & time of next meetings | | |
| 16.1 | <p>Wednesday 09 July 2024, 08:30 – 11:00 Wednesday 10 December 2025, 08:30 – 11:00 tbc Wednesday 25 March 2025, 08:30 – 11:00 tbc Wednesday 08 July 2025, 08:30 – 11:00 tbc</p> <p>All meetings would be held in the Boardroom, City Campus.</p> <p>The meeting closed at 10:50.</p> | | |