



**FEGP COMMITTEE NONCONFIDENTIAL MINUTES Confirmed
20.11.2024w**

Date:	18 September 2024	Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 2620 Email : anne-marie.holdsworth@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 David MacDougall, governor Angela Foulkes, Chief Executive and Principal and governor Holly Anderson, staff governor (from 8.50 am onwards)		
In attendance:	Andrew Hartley, Deputy Chief Executive and Director of Commercial and Operations (DCE) Paul Simpson, Executive Director People (EDP) Anne-Marie Holdsworth, Director of Governance (Clerk)	Action	
		by whom	by when
24/3/1	Welcome, introduction and apologies		
1.1	The meeting started at 8.30am and was quorate. It was noted that there were 2 confidential items on the agenda which would be taken before the staff governor joined the meeting.		
1.2	Apologies were given from Martin Harrison (EDF) and from Mohammed Alshemari, student governor.		
24/3/2	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	There were no new declarations of interest.		
	Confidential Items		
2.3	Confidential Items 2.3 to 2.5 were 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.		

	Consent Agenda Items (The staff governor joined the meeting at 8.55am for this and all remaining items on the agenda)		
24/3/3	Minutes of the last meeting		
3.1	The following item was 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 item as presented: <ul style="list-style-type: none"> • Minutes of the last meeting <ul style="list-style-type: none"> – Members to approve the un-confidential minutes of the meeting held on Wednesday 26 June 2024. 		
3.2	The CEP requested that the minutes be amended in respect of sensitive data as follows: <ul style="list-style-type: none"> • to provide a summary of H&S incidents • Incident referenced be limited to a description without naming it to protect those involved 		
3.3	Members approved the un-confidential minutes of 26 June 2024 subject to the above amendments being made.		
24/3/4	Matters arising and action record		
4.1	The following item was 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 item as presented: <ul style="list-style-type: none"> • 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. 		
4.2	Members noted and approved the updated action tracker.		
	ACTION: <ul style="list-style-type: none"> • Amend the un-confidential minutes of 26 June 2024 to provide a summary of H&S incidents and to remove one sensitive case name 	DG	ASAP
	People		
24/3/5	People Report		
5.1	The Executive Director People (EDP) presented the People Report including: <ul style="list-style-type: none"> • KPI end of year performance • Development days • Taking teaching further (TTF) • Key people projects 		

	<p>The EDP highlighted the following information:</p> <ul style="list-style-type: none"> – The majority of KPIs were on target. Continuing areas of focus were sickness absence and the recording of Go Further Review completion – development days in October, December and July had a rating of 3.4 out of 4 for overall impact – a successful approach had been co-ordinated to secure Taking Teaching Further (TTF) to support the development of new teachers direct from industry – a suite of projects including a competency framework, succession planning tool and career maps had progressed in-year and would support the Go Further Review process in maximising performance and progression – in 2023/2024 the staff induction process was enhanced through the launch of the iTrent Development plan feature, which supported colleagues working through key elements of their induction process in a pathway and also enabled managers to view the progress of colleagues. Capturing this in iTrent would enable improved reporting and data relating to engagement with induction and the quality of the experience. 		
5.2	<p>The committee received the report, and the primary area of discussion related to:</p> <ul style="list-style-type: none"> – Talent attraction, specifically in relation to turnover, members asked at what point would this be considered a concern. The EDP said that up to 20% would be considered ok and therefore the current figure of 16% was not a cause for concern. However, the EDP did acknowledge that ongoing work to improve teacher induction could positively impact upon this figure. – Talent attraction, again in relation to turnover, members asked about the figures including the subsidiary companies which showed a higher turnover of 26% of which 19% was voluntary. Members sought to understand if 7% of staff were therefore being dismissed. The EDP and CEP clarified that the 7% figure included those who were naturally at the end of a fixed term contract, such as progress coaches. 		
5.3	<p>The committee <u>received</u> the People Update report for assurance and <u>noted</u> the key activities and project updates, along with the good progress being made against the People Plan.</p>		
24/3/6	<p>Health and Safety Report</p>		

6.1	<p>The Executive Director People (EDP) presented the Health and Safety report with an update on Health & Safety priorities, specifically covering:</p> <ul style="list-style-type: none"> • the 2023/2024 annual report • the 2024/2025 in-year update • fire assessment external risk improvements <p>The EDP further drew the committee’s attention to the following:</p> <ul style="list-style-type: none"> – In 2023/2024 the number of reported incidents were similar to the previous year. The college was promoting the use of near miss recording and was focused on issuing reminders of good practice following each half-term as noticeably this was where there were spikes in reported matters – in 2024/2025 the health and safety functions were already delivering enhanced value, notably through support for learners at Peaks, and the risk assessment of learners' medical needs. The audit plan was showing strong positive development along with the monitoring of follow-up actions – the 2024/2025 fire risk assessment review had been completed across all sites with the report issued on 28 May and classified as ‘moderate’. Significant progress had been made with 93% of actions being completed. It was noticeable that actions this year were at a considerably lower level allowing for more rapid pace in actioning. 		
6.2	<p>The committee received the report and commented as follows:</p> <ul style="list-style-type: none"> – Reporting, members agreed that reports were much improved and clearer – Fire Risk Assessment, one member asked for clarification regarding the meaning of ‘moderate’ in relation to the classification of the Fire Risk Assessment external report. Another member explained that he thought the focus was not on the likelihood of a fire happening but rather on the likelihood of a system failure when arriving at classification. Whilst it was acknowledged that the actions identified were all low level, members commented that they felt that ‘lots of little jobs dispersed across lots of areas’ could link to staff turnover, as previously discussed in the meeting, and being able to achieve consistency with new people coming into the organization. 		
6.3	The committee <u>noted</u> the assurance provided.		
24/3/7	Learner Recruitment Update		

7.1	<p>The Deputy Chief Executive/Executive Director Commercial and Operations (DCE) introduced the Learner Recruitment Update. The report provided the committee with an update on learner recruitment for the academic year 2024/2025 and covered the following:</p> <ul style="list-style-type: none"> • Figures for enrolments to 16-24 ESFA funded provision against allocation were very good however there had been mixed recruitment to T Level routes • figures for enrolments to Adult Skills Fund (ASF) funded provision (formerly the Adult Education Budget) were in line with forecasts for this point in the year • figures for enrolments to Advanced Learner Loan funded provision were significantly lower than target • figures for enrolments to HE programmes within UC Sheffield were lower than desired • a higher number of enrolments had happened earlier than in previous years • it was too early to report on apprenticeships enrolment as the bulk of these take place in September and October. 		
7.2	<p>The committee noted the report and commented as follows:</p> <ul style="list-style-type: none"> – HE Programmes, members asked for clarification of the position regarding enrolments in relation to previous years. The CEP said that the picture had remained the same for the last few years although it had been higher in 2018. The CEP mentioned that some universities had managed to reach their undergraduate numbers but only by lowering their tariff which is the entry points score for university courses. Members further discussed the TSC offer for HE and felt a close eye needed to be kept on this in terms of future planning of provision. The CEP assured the committee that this would be monitored by the TLQSE, who would review curriculum and qualification reforms to plan accordingly. – T-Levels, a committee member asked if the pattern was the same elsewhere in terms of which courses were doing well and which not as well. The CEP said that the T-Level in Animal Management had been new this year nationally, but not so for Laboratory Sciences. 		
7.3	<p>The committee <u>received</u> the report and welcomed the assurance provided.</p>		
24/3/8	Commercial & Business Development Update		
8.1	<p>The Deputy Chief Executive/Executive Director Commercial and Operations (DCE) presented the Commercial & Business Development update and covered the following:</p> <p>Apprenticeships:</p>		

	<ul style="list-style-type: none"> • Apprenticeship sales performance in 2023/2024 has been below target due in part to lower market demand and the shift to degree apprenticeships • lower apprenticeship numbers and over-accruing income in 2022/2023 has resulted in reduced apprenticeship income for the year • a Director of Business Development was recruited in the year to address the sales shortfalls with anticipated improvements in 2024/2025 • SYMCA funded South Yorkshire Apprenticeship Hub continues to make good progress. <p>Other areas of Commercial & Business Development:</p> <ul style="list-style-type: none"> • Enrolments on ESOL and employability programmes had increased from the previous year • more Sector Work Academy Programmes (SWAP) had been delivered for unemployed people compared to the previous year • £2.3m of capital and revenue funding has been secured through the bids and tendering activity with 100% success rate • as part of South Yorkshire Colleges Partnership collaborative bids, the college was successful in securing £1.7m of funding from the DfE's Local Skills Improvement Fund and its Higher Technical Education Skills Injection Fund. 		
8.2	<p>The committee received the report, and the primary area of discussion related to:</p> <ul style="list-style-type: none"> – Apprenticeships, committee members commented that whilst there had previously been some concerns regarding apprenticeship numbers, they now felt that these issues were more engrained, and closer attention was needed in respect of the issues – one committee member commented that he felt that the budget set for apprenticeships was ok in terms of sales targets but it had been set too high due to the level of risk – committee members discussed where the college should ideally place itself in the market against the shifts seen with national and SME employers and the move away from L2 to degree apprenticeships. It was agreed that more detailed figures should be brought to a governor session to aid discussion and the decision-making process. 		
8.3	<p>The committee received and noted the report.</p>		
	<p>ACTION:</p> <ul style="list-style-type: none"> • Apprenticeships' performance to be an item for the next Governing Body strategy event in January. DG to include on 	DCE/DG	22/01/25

	agenda and DCE to provide detailed figures regarding performance		
24/3/9	Finance		
9.1	The Chief Executive and Principal (CEP), presented the Finance Update report, as the Accounting Officer and in the absence of the Executive Director Finance (EDF). The report included the following:		
9.2	<ul style="list-style-type: none"> One confidential item which is recorded in a separate confidential minute. 		
9.3	<ul style="list-style-type: none"> HE Tuition Fee Policy 2025/2026, Further to a review of the current policy, for 2025/2026 entrants the college did not propose making any further changes to the fees charged in 2025/2026, and there were no other significant changes proposed for 2025/2026 Travel and Subsistence Policy, there were some minor amendments to the policy, most notably those relating to using the iTrent HR System for the request, approval and processing of claims Modern Slavery and Human Trafficking Policy and Statement, there was a change to the new policy format and additional comments added regarding suppliers adhering to the SLA and training minimum for all budget holders Reserves Policy, this had been reviewed and the calculations updated for the latest outturn and forecasts 		
9.4	The committee <u>received</u> the report. It <u>approved</u> the HE Tuition Fee Policy and Travel and Subsistence Policy without question. It <u>recommended</u> to GB for approval the Modern Slavery and Human Trafficking Policy and Statement, along with the Reserves Policy.		
9.5	<p>Angela Foulkes, Chief Executive and Principal (CEP) presented the Accounting Estimates paper which covered the following:</p> <ul style="list-style-type: none"> identifying the significant accounting estimates and areas of judgement made by management in preparing the college's management and the group's statutory accounts detail of the method(s) selected to make these significant accounting estimates explanation of the areas of complexity, subjectivity and other inherent risk factors associated with each significant accounting estimate to provide assurance that the accounts were free from material misstatement. 		
9.6	The committee <u>received</u> the report and <u>recommended approval</u> to the GB the accounting estimates used in the Financial Statements for 2023/2024, which the Chair commented had not radically changed from the previous year.		

24/310	Non-Confidential Estates Update		
10.1	<p>The Deputy Chief Executive/Executive Director Commercial and Operations (DCE) presented the update. The report included an update on progress on the Estates Strategy strategic developments specifically Peaks campus and the Advanced Technology Centre at Olive Grove, plus an update on other estates matters.</p> <ul style="list-style-type: none"> • Peaks Campus, Phase 1 of the refurbishment works had been completed and handover had taken place, with students now being taught there. Phase 2 would be planned and scheduled in time for September 2025 • Advanced Technology Centre, the works were progressing at pace, however, student induction had had to be delayed by one week due to an over-run on the schedule of works. Full hand-over was planned for October half-term with a launch planned soon after • Other Estates Matters, the summer works projects had largely been completed (T Levels in Catering and Barbering, Pennine 5, City Refectory). The 3g pitch at Hillsborough had been installed. The Forging & Forming Accelerator initiative was being progressed by the industry lead (Forged Solutions Group) who had engaged with some potential private investors. The college had confirmed, with First Bus, ongoing interest in relation to the plot of land adjacent to the Olive Grove site. Following a firm valuation of the land, a meeting would be convened to take the discussions further. Northern Power had acknowledged receipt of the independent surveyor’s valuation letter regarding the granting of an easement at Hillsborough. There had been no further communication from Northern Power at this stage. 		
10.2	<p>The committee received the report, and the main comments were as follows:</p> <ul style="list-style-type: none"> – It was commendable and a considerable achievement for the projects at Peaks and Olive Grove to have gone as smoothly as they did and in such a timely manner which was often difficult with large capital projects – Governors would like to see Peaks and the developments. The CEP thought it might be possible to facilitate this through holding the March GB at the campus and would look into this with the DG. – How did the works contribute to the college’s environmental sustainability plan? The CEP said that the new kitchen installed at City had no gas and fully met with criteria. Chefs were keen to trial its use and if successful it would be a model for the rest of the college. 		

10.3	The committee <u>noted</u> the assurance from the non-confidential estates strategy update and thanked the DCE.		
10.4	ACTION: <ul style="list-style-type: none"> • Venue for March GB to be re-arranged to be held at the Peaks Campus, if possible 	DG	26/03/25
24/3/11	Environmental Sustainability Report (including KPI 2024-2025)		
11.1	<p>The Deputy Chief Executive/Executive Director Commercial and Operations (DCE) introduced the first stand-alone Environmental Sustainability Report organized across 5 themes. The main items to note were as follows:</p> <ul style="list-style-type: none"> • Section 1: Leadership and Governance, the Environmental Sustainability (ES) Board and the Working Group were becoming embedded and meeting on a regular basis with the ES Board last meeting on 4 September 2024 • Section 2: Estate and Operations, The Heat Decarbonisation report had been completed by the external consultant, Salvis. A decarbonisation plan including a programme of investment over the next 5 years was being developed for Executive oversight and consideration. The Travel Plan had been drafted and is ready for discussion and approval by the Executive Team • Section 3: Teaching and Learning, the basis of a Sustainability in Learning framework had been presented to the ES Board. A working group was now being set up to develop and implement the framework. The college planned to support the national Green Careers Week in November 2024 • Section 4: Partnerships and Engagement, the college had been shortlisted for a Green Gown award in the 'Tomorrow's Employees' category • Section 5: Data Collection and Reporting, two thirds of the actions outlined in the ES Action Plan had either been completed or were in progress. The Streamlined Energy and Carbon Reporting (SECR) report for 2023/2024 was being prepared as the reporting year had now concluded. 		
11.2	<p>The committee received the report and commented as follows:</p> <ul style="list-style-type: none"> – With regard to Section 2 and the funding for the Heat Decarbonisation programme, committee members asked if it was an investment programme. The CEP confirmed that it was, and the ES board had received this. 		
11.3	The committee <u>noted</u> the assurance given.		
24/3/12	Review of Meeting and Closing Remarks		

12.1	Members commented that the meeting had been very positive in terms of the discussion and in terms of the way in which the college was seeking to be sustainable in the future.		
------	--	--	--

24/3/13	Date and Time of Next Meetings		
13.1	20 November 2024 08:30-11:00, The Boardroom, City Campus (joint meeting with the Audit and Risk Assurance Committee) 12 March 2025 08:30-10:30, The Boardroom, City Campus 18 June 2025 08:30-10:30, The Boardroom, City Campus		