



**FEGP COMMITTEE
CONFIRMED NONCONFIDENTIAL MINUTES 18.09.2024**

Date:	26 June 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) John Mothersole, Chair of GB (Governing Body) and governor Peter Brooks, 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) James Smythe, Vice Principal Student Experience (VPSE) Anne-Marie Holdsworth, Director of Governance (Clerk) Emma Lake (Executive Administrator)	Action	
		by whom	by when
24/2/1	Welcome, introduction and apologies		
1.1	The meeting started at 8.30am and was quorate. It was noted that there were 2 confidential items to discuss on the agenda.		
1.2	Apologies were given from David MacDougall, Holly Anderson and Mark Pearson.		
24/2/2	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.		
24/2/3	Confidential Items (Items 3.1 to 3.5 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.		
24/2/4	People Update		
4.1	<p>Paul Simpson, Executive Director People (EDP) presented the People Report including:</p> <ul style="list-style-type: none"> – The In-Year Term 3 Update 2023 – 2024 – Impact measures for the People priority areas – Employee Engagement Survey 2023-2024 – An update following a further review of the SMS Terms and Conditions Review (Confidential) <p>The EDP highlighted the following information:</p> <ul style="list-style-type: none"> • The time from vacancy creation to hire (start date) to 31 May was 62 days; down from 70 days at the time of the last report • the full staff engagement survey took place in March and showed increased engagement from 2023 • planning was in progress for the all-staff development days in July with over 90 events planned • the pay award for 2023/2024 had been concluded and implemented. A pay award for 2024/2025 was built into the 2024/2025 budget. <p>The EDP also commented that he was satisfied with many aspects of the report, specifically, recruitment and the fact that workforce diversity was continuing to improve. Additionally, attendance was positive and showed the college to be below sector average in terms of non-attendance. However, turnover was slightly higher than desired, but was being addressed through performance reviews, more regular meetings and improvements to the induction processes for new teachers. The EDP also informed the committee that the national pay claim for 2024/2025 was 10%.</p> <p>In terms of the Employee Engagement Survey, the EDP said that this ran over a shorter period this year and yet there had still been 629 respondents so there could be confidence in the results. Overall, there was a more positive picture which was pleasing to see. Teaching staff and curriculum support had both increased significantly. Communication had improved by 22pp, but of the different aspects of communication intra-team communication remained a focus for improvement. Some of the feedback from the survey, where scores were lower, related to resources. The EDP offered assurance to the committee that this was largely concerned with rooming and space and a lot of work had gone into business planning to improve this for the next academic year. In summary, the EDP said that he was pleased with the</p>		

	<p>improved scores on the survey and where there were areas which still needed more focus plans were in place to address those areas.</p> <p>SMS terms and conditions had been reviewed further. As part of the further review, the college had considered data related to the age of employees and had looked specifically at individual teams. Further work had been undertaken to look at the costs and implications of changing benefits for SMS staff. The proposed revised terms and conditions would be implemented from 1 August 2024. In short, the SMS board’s revised recommendations are that there should be changes to the terms and conditions to mirror those of The Sheffield College, relating to sick pay and holiday entitlement, but - as had previously been agreed - pension arrangements would not be altered.</p>		
4.2	<p>The committee received the report and the primary areas of discussion included:</p> <ul style="list-style-type: none"> – National Pay Award, a member queried the proposed national pay claim and a figure on P14 of the Finance report which stated an additional 19.4%. The EDF confirmed that the national pay claim was for 10% and this was a typo. The EDP said that there was a move to seek national pay bargaining from Trade Unions, and a desire to achieve parity of pay awards for teachers in the FE sector against those teachers in the school sector. – People Strategy, Members asked about the college’s recruitment and EDI statistics in comparison to those of Sheffield as a city. – Employee Engagement Survey, in terms of next steps, it was suggested that some of the proposed actions focused on very transactional matters and that perhaps the college could also look at the FREDIE+ values. The EDP confirmed that the college continued to promote FREDIE+ as a key part of the culture. Addressing some of the transactional matters raised would contribute towards perceptions in relation to FREDIE+ values. The committee also discussed the findings of the survey in terms of % in some areas and the fact that percentages could disproportionately reflect a matter if only a small proportion of people were in a team and had been questioned. The committee reflected that it was important to remember this when evaluating the data. One member also asked if the college had a suggestion box to aid with employee feedback and engagement and the EDP said that the college were considering an electronic version of this. 		

	<ul style="list-style-type: none"> – SMS Review of Terms and Conditions, Members discussed how best to take forward recommendations to support the change of terms and conditions. They were reminded that this had been a decision of SMS as the decision-making body for the company, but that FEGP had been in support of the previous revisions to terms and conditions and would recommend to GB that they were in support of the latest revisions. Members also discussed how the changes would be communicated to staff and the EDP said that there would be a communication strategy to provide appropriate information at different levels and to different groups. – The Chair of GB informed the group that he had received an anonymous letter conveying concerns regarding the terms and conditions for SMS members and that he hoped the changes would be welcomed by whoever submitted the request for consideration. Committee members unanimously agreed that the changes were very positive for SMS staff. 		
4.3	<p>The committee <u>received</u> the People Update report for assurance and <u>noted</u> the progress towards achieving priority areas.</p> <p>The committee received the SMS recommendations to further revise terms and conditions for SMS staff. The committee noted that the SMS Board were resolved not to return to the matter as the question of pension was the only matter not revised, and this would be too costly for the college to address.</p>		
4.4	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Typo on P14 of the Finance Report to be amended to read 10% national pay rise request rather than 19.4% 	EDF	Imed.
24/2/5	Health and Safety Reports		
5.1	<p>Paul Simpson, 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"> • In-year update on incidents in Term 3 of 2023-2024, with comparator data for previous years. • Insurer, Fire Assessment External Risk Improvements – all actions completed from the 2023 Fire Risk Assessment (FRA). The 2024-2025 FRA had just been completed and a summary of the actions required was provided. • Health, Safety and Welfare Strategy (updates and impacts) - significant improvements via the strategy objectives were being delivered via the TSC Health and Safety Management Team. <p>The EDP further drew the committee’s attention to the following:</p>		

	<ul style="list-style-type: none"> • Accident reporting, details of injury causing incidents and business continuity incidents were provided. There were no major matters to note, and all matters had been dealt with appropriately. • Fire Risk Assessment, all actions on the 2023/2024 fire risk assessment were completed by the required date. There were a few behavioral matters to address regarding people and practice rather than anything from a building's perspective. • the 2024/2025 fire risk assessment review was completed across all sites with the report issued on 28 May 2024 and classified as “moderate”. <p>The EDP informed the committee that the H&S accident reporting was slightly higher than in previous years but was not unduly concerned by this as there were more students on site and most issues reported had been of a minor nature. Additionally, it was good to see that near misses were declining slightly in number. In terms of business continuity incidents, the college had experienced a small number, but these had been dealt with effectively and had been a positive experience in terms of the testing of procedures and to use to inform practice. Additionally, the EDP pointed to work of a Health and Safety audit and development of a well-being strategy which was ongoing to improve practice.</p>		
5.2	<p>The committee received the report and commented as follows:</p> <ul style="list-style-type: none"> – Fire Risk Assessment, members commented that whilst acknowledging most actions were minor, only 12% of them had been completed on the report presented and that this was concerning given that the due date was end of June. The EDP assured the committee that the report had been produced considerably in advance of the meeting and that many of the actions had now been completed. – Business Continuity, members asked for clarification regarding a social media name used pertaining to an individual giving rise to an incident, which the EDP explained. – Well-being, members asked for clarity regarding when they could expect to see the well-being plan. The EDP confirmed that a summary of the plan’s priorities would be brought to the next committee meeting. 		
5.3	<p>The committee <u>noted</u> the assurance provided and that they had no concerns.</p>		

5.4	<p>ACTION:</p> <ul style="list-style-type: none"> Well-being plan – a summary of the plan’s priorities to be brought to the first FEGP meeting of the academic year 2024/2025 	EDP	Next committee meeting
24/2/6	Subcontracting Annual Report		
6.1	<p>The DCE introduced the Subcontracting annual report and update on the college’s subcontracting arrangements for its main funding streams. The report covered the following:</p> <ul style="list-style-type: none"> Subcontracting provision for 2023/2024 was forecast to generate a slight reduction (£0.1m) from the previous year 2022/2023. This was due to the move away from national managed service agreements the college has met recruitment forecast year-to-date (April 2024) with 18 subcontractors (a decrease of 11 since last year) across 3 income streams: <ul style="list-style-type: none"> 16-19 Study Programme Adult Skills Budget (ASB) –South Yorkshire Mayoral Combined Authority Apprenticeships. The Subcontracting Supply Chain Retained Funding and Charges Policy 2024/2025 had been reviewed and some minor amendments to the policy were required to meet the changes in the subcontracting funding rules for 2024/2025 no changes were undertaken in 2023/24. <p>The DCE informed the committee that the policy was reviewed every year and would be published on the college website subject to their approval.</p>		
6.2	<p>The committee <u>received</u> the report and commented that they were encouraged to see that the volume of sub-contracting was reducing. The committee <u>approved</u> the policy.</p>		
6.3	<p>ACTION:</p> <ul style="list-style-type: none"> DCE to arrange publication of the Subcontracting Supply Chain Retained Funding and Charges Policy 2024/2025 on the college website. 	DCE	Imed.
24/2/7	Finance		
7.1	<p>Martin Harrison, Executive Director Finance presented the Finance Update report, including:</p>		

	<ul style="list-style-type: none"> – An update on the financial forecast, a financial forecast and capital update (Appendix 1) was provided based on P9 performance reviews and April 2024 data. This showed a positive position when compared with budget. – An update from the ESFA financial forecasts, an update was provided from the ESFA financial dashboards (Appendix 2) which are based on the returns provided by the college. These showed a positive position for the college judged Outstanding on its financial health. – CFFR, key financial statements were provided and statutorily the college was obliged to submit this by the 31 July 2024. – VAT update, an update was provided in relation to the latest VAT position including the protective assessment received for the funds paid to the college in relation to the Brockenhurst claim. The EDF said that there was a protective assessment in place but at some point, the college would be able to release funds in their accounts. – Tuition Fee Policy update, following publication of ESFA guidance and SYMCA guidance; there were no changes. – Financial Regulations update, with minor amendments and some strengthening of areas. 		
7.2	<p>The committee received the report and the main points for discussion were as follows:</p> <ul style="list-style-type: none"> • The draft college budget and CFFR, members discussed the proposed budget with particular attention to potential pay negotiations and pay awards, challenges posed by the Adult Skills Fund remaining static. • Members queried the planned apprenticeships recruitment numbers and related. The EDF assured the committee that a prudent approach had been taken for 2024/2025; additionally, there had been investment in the operation of apprenticeships. • Members discussed investment required for potential projects and sought reassurance that initial explorations would not leave the college 		

	<p>financially exposed. The EDF assured the committee that the college would ensure that risk mitigations included consideration of financial exposure.</p> <ul style="list-style-type: none"> • Members also noted that the TPS contributions had risen by 5.68% which was a considerable increase in costs albeit offset by an increase in DfE grant funds associated. • Members also considered whether enough investment was being made in systems to support development of refined operating mechanisms within the college. The EDF said that investment was considered on a rolling programme. 		
7.3	<p>The committee <u>noted</u> the assurance given in respect of the In-year Term 3 Update 2023-24 including the financial forecast, ESFA dashboard and VAT position.</p> <p>The committee <u>recommended</u> the approval of the budget and CFFR to GB.</p> <p>The committee <u>approved</u> the updates/changes to the Tuition Fee Policy and to the Financial Regulations.</p>		
24/2/8	Learner Support Fund Policy		
8.1	<p>James Smythe, Vice Principal Student Experience presented the report to seek approval for the proposed 2024/2025 Student Support Fund policy.</p> <p>The VPSE highlighted the main changes to the policy as follows:</p> <ul style="list-style-type: none"> • Policy moved to new policy template. • Page 8: Purpose, Scope, Aims and Objectives have been reworded to fit the new policy template. • Page 9 – 13: Age groups (31st Aug 2024) updated to reflect new academic year on all support fund tables. • Page 9 – 13: Carer support added to support available in 16-19, 19+ and ALL student groups, this was a result of the equality impact assessment. • Page 13: The following cohorts have been added under the eligibility criteria for the HE Support fund: <ul style="list-style-type: none"> ○ Young Parents ○ Children of service personnel ○ Jewish students ○ Commuter students <p>Changes to Procedure:</p> <ul style="list-style-type: none"> • Page 14: New links for all paper-based application forms added. • Page 14: New section added on college attendance expectations. 		

	<ul style="list-style-type: none"> Page 18: New section added and flowchart for curriculum course costs and CAST team responsibilities. <p>In addition, a new procurement procedure had been added for curriculum course costs.</p>		
8.2	The committee <u>received</u> the report and <u>approved</u> the policy without further question.		
24/2/9	College Strategy 2025-2030		
9.1	<p>In the absence of Mark Pearson, Executive Deputy Strategy & Systems Improvement, the CEP presented the item on the draft People and Sustainability ambition statements. The draft statements were as follows:</p> <p>Draft People Ambition Statement, to be a great place to work Draft Sustainability Ambition Statement, to be a responsible and sustainable organisation</p> <p>The CEP explained that each ambition statement is underpinned by 5 strategic aim statements.</p>		
9.2	The committee discussed the draft statements and provided feedback to the CEP, with the main comments being that they were happy with the People statement but would like to see some further work regarding the sustainability statement, especially regarding the wording ‘anchor institution’.		
24/2/10	Committee Self-assessment, Terms of Reference review and workplan 2024-2025		
10.1	<p>Anne-Marie Holdsworth, Director of Governance, presented the report covering:</p> <ul style="list-style-type: none"> FEGP Committee self-assessment 2023/2024, members were asked to confirm or amend the statements highlighted in yellow on the assessment and to consider any actions or themes arising to be prioritised in 2024/2025 FEGP Committee Terms of Reference 2024/2025, the ToR for 2024/2025 remained substantially unchanged but included two new references, one being a statement in respect of adhering to the new AoC Code of Good Governance adopted by GB from January 2024, and the other a statement to comply with the College Financial Handbook launched by the DfE and in force from 1 August 2024 Committee workplan 2024/2025, the committee workplan had been through an internal process and reviewed by ELT at the beginning of June to agree necessary changes. Minor amendments had been made, including: 		

	<ul style="list-style-type: none"> ○ The removal of the naming of specific policies to allow for more fluid planning as the overarching policy matrix is reviewed ○ Removal of the terminology Commercial and Business Development in-year report to be replaced by Marketing report; Community Engagement report; and Subcontracting Annual Report ○ The addition of the committee self-assessment at the end of the year 		
10.2	The committee <u>approved</u> the self-assessment for 2023/2024; <u>approved</u> the work plan and improvement actions for 2024/2025; and <u>recommend approval</u> to Governing Body of the FEGP terms of reference for 2024/2025 without significant comment but did ask that the committee would continue to focus significantly on sustainability with the possibility of increasingly detailed data/KPIs to be brought to the committee in 2024/2025.		
24/2/11	Consent Agenda Items		
11.1	<p>The following items were board business not requiring a decision and which formed part of the Consent Agenda; however, the DG 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 meeting held on Wednesday 13 March 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. <p>The Committee <u>noted</u> and <u>approved</u> all items as appropriate without further comment or question.</p>		
24/2/12	Review of Meeting and Closing Remarks		
12.1	Members commented that they thought the Employee Engagement Survey was extremely positive in terms of the improvements seen from the responses; furthermore, members felt that the survey had been focused well on staff in terms of the nature of the questions which had been changed very slightly from the previous year.		

	The committee also felt that there had been a positive outcome in agreeing a resolution to the matter of SMS terms and conditions.		
24/2/13	Date and Time of Next Meetings		
13.1	18/09/2024, 08.30 - 10.30 in the Boardroom, City Campus		