FEGP COMMITTEE NON-CONFIDENTIAL MINUTES

Date:	**20 November 2024**	Clerk to the Corporation Granville Road
Venue:	**New Boardroom, City Campus**	Sheffield, S2 2RL Tel: 0114 260 2620 Email : anne-marie.holdsworth@sheffcol.ac.uk

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 8.40 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) Anne-Marie Holdsworth, Director of Governance (Clerk) Jean Tracy, Interim Director of Governance Ian Falconer (Chair of ARAC) Stuart McKay, (Partner at MHA – External Auditors) (from 8.40am onwards)

		Action	
		by whom	**by when**
24/4/1	**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 for David MacDougall and Mohammed Alshemari, student governor.		
1.3	Jean Tracy, Interim Director of Governance and Ian Falconer, Chair of ARAC were welcomed as observers to the meeting.		
24/4/2	**Declarations of interest**		
2.1	The committee noted the following standing interest: • 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.		
24/4/3	**Confidential Items**		

3.1	Confidential Items 3.2 to 3.4 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.		
24/4/4	**Consent Agenda Items** (The staff governor and the External Auditor from MHA joined the meeting at 8.40am for this and all remaining items on the agenda)		
4.1	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: • **Minutes of the last meeting** − Members to approve the non-confidential minutes of the meeting held on Wednesday 18 September 2024. • **Matters arising and action record** − Members to consider any matters arising and updated action items not included on the agenda and approve removal of completed items.		
4.2	Members confirmed the non-confidential minutes of 18 September 2024.		
4.3	Members noted and agreed the updated action tracker and approved removal of completed actions to the completed actions log.		
24/4/5	**People Report**		
5.1	The Executive Director People (EDP) presented the People Report providing: • an update on current performance • an in-year update on People priority developments The EDP highlighted the following information: ▪ **KPI update:** the majority of KPIs were on target, turnover remained higher in subsidiary companies, sickness absence and GFR completion remained a priority. ▪ **In-year update:** ITrent Recruitment and Onboarding Modules were being developed to streamline processes, with an expected launch date in January 2025. The Competency Framework continued to be embedded with work progressing on the leadership framework. The time from vacancy creation to hire (start date) for the 12 months up to 31st October was lower than for the same period last year. An Inclusion focused Development Day took place on 23 October 2024. Ongoing employment tribunals were scheduled. 2024/2025 pay award meetings had begun.		

5.2	The committee received the report, and the primary area of discussion related to: − **Low staff sickness rates,** these were commended by members − **The increase in foundation living wage,** members clarified the impact of this and how it would be handled − **Staff turnover,** members clarified new starter turnover against annual turnover figures − **Employment tribunal cases,** the EDP confirmed legal advice regarding these was very positive and the college had strong cases			

5.3	The committee received the People Update report and noted the assurance therein.			
24/4/6	**Health and Safety Report**			
6.1	The Executive Director People (EDP) presented the Health and Safety report with an update on Health & Safety priorities, specifically covering: • In-year Update 2024/2025 • Incident data YTD • Fire Assessment External Risk Improvements The EDP further drew the committee's attention to the following: • **Strategic priorities:** the Student Medical Process, the Health and Safety Audit, Well-Being plan to be brought to the March 2025 meeting. • **In-year update:** To date there had been a minor number of incidents and no RIDDOR injuries, the 2024/2025 Fire Risk Assessment review had been completed across all sites. The report issued on 28 May 2024 was classified as "Moderate". Significant progress had been made in respect of this, with 94% of actions being completed.			
6.2	The committee received the report and commented as follows: − **Declared medicals,** members enquired how the introduction of this had been received amongst students. The EDP confirmed the introduction of this measure had run smoothly and was a positive step to support students. − **H&S Working Group,** attendance at this needed to improve. The EDP said that focus would be kept on this through performance reviews, but was confident the picture was improving. Members suggested that the link governor for H&S should join the FEGP committee to ensure direct feedback.			

6.3	The committee <u>noted</u> the assurance provided.		
6.4	**Action:** • Succession planning to consider that the link H&S governor sit on the FEGP committee in future as additional governors are recruited and could take his position on ARAC	DG	ASAP

24/4/7	**Marketing Update**		
7.1	The Deputy Chief Executive/Executive Director Commercial and Operations (DCE) introduced the Marketing Update, covering marketing, communications and priorities for 2024/2025 and highlighting key progress.		
7.2	The committee noted the report and discussed the following: - **Communication,** a discussion was held regarding use of social media platforms and the need to consider moderation as a key factor in deciding which platforms to engage with		
7.3	The committee <u>received</u> the report and welcomed the assurance provided.		
24/4/8	**Finance**		
8.1	The Executive Deputy Finance (EDF), presented the Finance Update report including the following: • In-Year Update Term 1 including ESFA Governor Dashboard • Pensions Statement 2023/2024 • Student Union Accounts 2023/2024 • Year-End Financial Statements and Members Report 2023/2024 • Treasury Management Policy		
8.2	The EDF highlighted the following information in respect of the report: • **In-Year Update Term 1:** this point was marked as Confidential and is recorded in a separate confidential minute. • **Pensions Statement 2023/2024:** the service contribution rate for 2025/2026 was increasing to 18.6%, although it was hoped that this might be reduced. • **Student Union Accounts 2023/2024:** had been prepared and to note that it was anticipated that there would be increased involvement with Governance due to the new arrangements in place.		

	• **Year-End Financial Statements and Members Report 2023/2024:** the report was covered under Item 15 of the Joint Agenda. • **Treasury Management Policy:** the policy had transferred to the new policy template and included updates relating to the ONS reclassification. There was also clarity on specific arrangements in place and changes to job titles/responsibilities. Sustainable strategic priorities had been included at Appendix A of the Finance Update report as the Treasury Management Policy was to ensure that the college was able to make secure maximisation of funds to support its objectives.		
8.3	The committee <u>received </u>the In-Year Update Term 1, commenting that it was the clearest finance report seen to date.		
8.4	The committee <u>approved</u> the Pensions Statement 2023/2024, the Student Union Accounts 2023/2024, and the Treasury Management Policy.		

24/4/9	**Non-Confidential Estates' Update**		
9.1	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. • **Peaks Campus**: the formal opening launch event took place with positive feedback. Work was still progressing in relation to planning phase 2 of the refurbishment work. • **Advanced Technology Centre:** the handover schedule is delayed due to subcontractor issues. The new extension would be opened to students in the New Year, with the formal opening of the centre planned for March 2025. • **Other Estates' Matters:** T level projects in catering and barbering had been handed over, and the lease documents for Pennine 5 had been signed. A major incident was declared due to an incident in the atrium of the City Campus and temporary safety precautions had been installed, whilst a permanent solution was being investigated. Planning had commenced on potential investment projects for 2025/2026.		

9.2	The committee received the report, and the main comments were as follows:
	
	   – **Capital projects,** the committee sought to understand whether the projects were on track given the volume of projects that had begun in 2023/2024. The DCE said that the projects funded through T-levels had been completed. The largest project was the Advanced Technology Centre. Most of the capital which had been available had been deployed, and the college was now waiting to see what other funding would become available.
	   – **City Campus Incident,** the committee sought reassurance that there were no similar issues at the rest of the City Campus. The DCE assured members that the whole of the building had been scanned to ensure that there were no other problems.		

9.3	The committee <u>noted</u> the assurance from the non-confidential estates' strategy update.		
24/4/10	**Environmental Sustainability Report**		

10.1	The Deputy Chief Executive/Executive Director Commercial and Operations (DCE) introduced the Environmental Sustainability Report. The main items to note from the five themes were as follows:
	
	   • **Partnership and engagement:** the college had been nominated for a green gown award in the 'Tomorrow's Employees' category and had received a commendation.
	   • **Data Collection and reporting:** the streamlined Energy and Carbon Reporting (SECR) report for 2023/2024 was included in the papers. The report showed that more data was now being captured and as a consequence reported emissions were higher. The DCE advised that this would continue for some time yet as a picture was built up. It was intended that the report be published on the college website. The DCE said that next steps were to monitor performance against the 2024/2025 key targets.		

10.2	The committee received the report and commented as follows:
	
	   – **Data benchmarking,** the committee asked whether a new baseline would be set to report against once all the data had been collected for the SECR report. The DCE confirmed that it would.
	
	   – Data collection, given that the SECR reporting was a new form of data collection for the college, the committee questioned whether independent assurance that systems are robust and consistent being considered for the Board in future. The DCE confirmed that he would discuss this with the internal auditors. Members agreed that they were satisfied that the current data systems were all robust.		

10.3	The committee <u>noted </u>the assurance given.		

24/4/11	**Review of Meeting and Closing Remarks**		
12.1	Members commented that it had been a good meeting and that including the strategic priorities would keep future meetings anchored and focused. The meeting ended at 9.30am		

24/4/12	**Date and Time of Next Meetings**		
13.1	− 12 March 2025 08:30-10:30, The Boardroom, City Campus − 18 June 2025 08:30-10:30, The Boardroom, City Campus		