



**GOVERNING BODY MEETING
APPROVED MINUTES**

Date:	11 December 2024	Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 2620 Email : jean.tracy@sheffcol.ac.uk
Venue:	Boardroom, City Campus	
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 Sol Miah Professor Sarah Pearson Paul Senior Phil Wymer (Staff Governor)	
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) Anne-Marie Holdsworth, Director of Governance (DG) Jean Tracy, Interim Director of Governance (IDG)	

		Action	
		by whom	by when
24/3/1	Welcome, introduction and apologies		
1.1	The meeting was quorate and started promptly at 8.30am.		
1.2	The Chair welcomed Adrian Abdullah, Meredith Dixon-Teasdale and Professor Sarah Pearson to their first Governing Body meeting. He informed the Board that David MacDougall had resigned from the Board because of personal reasons.		
1.3	Apologies were received from Peter Brooks (Vice Chair).		

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		by whom	by when
24/3/2	Declarations of interest		
2.1	Standing declarations of the staff governors and CEP were noted. There were no new declarations of interest to record.		
24/3-8	COMMITTEE REPORTS		
24/3/3	Report of Link Governors		
	- Safeguarding		
3.1	Matt Ainsworth provided the report to the Board and noted that he considered safeguarding to be very strong, with a high degree of confidence in the safeguarding team, the systems and processes.		
3.2	He had attended four Safeguarding Board meetings, noting that these had been very well attended with a high level of engagement. There was high engagement in safeguarding across the college, with safeguarding being well embedded. There was good challenge of policies and procedures, and a good focus in terms of staff training.		
3.3	The Board noted the low level of non-compliance in relation to the Keeping Children Safe in Education (KCSiE) mandatory training, though it was confirmed that the number was low and was in part due to staff absence. The college was following up with the relevant staff.		
3.4	The Chair of the Governing Body thanked Matt Ainsworth for his work and expressed his confidence that the training issue identified was being followed up by the college.		
3.5	The Chair of the Governing Body also thanked Matt Ainsworth for his report and work as Safeguarding Link Governor, noting that Kam Grewal-Joy would be taking on this role going forward and as per Item 7 – Report of the Chair of Staffing, Remuneration and Governance (SRG) Committee.		
	- Environmental Sustainability		
3.6	Stephan Hollingshead presented the report. He informed the Governing Body that the college was making good progress, that the strategy board and working group meetings were effective and well-attended. The decarbonisation plan and the environmental sustainability targets were noted and acknowledgement that delivery of the plans would necessitate significant investment going forwards. Understanding the scope of the emissions being generated (e.g. by staff travelling to work) was considered to be the key issue.		
3.7	A member of the Governing Body questioned the low level of student engagement, and the reasons for this. It was <u>agreed</u> that this would be included as an item for discussion at the Student Advisory Board.	PB/IDG	24/02/25

		Action	
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3.8	The Chair of the Governing Board thanked Stephan Hollingshead for his report and for his work as Environmental Sustainability Link Governor.		
	- Health and Safety		
3.9	Unfortunately Paul Senior had been delayed because of traffic, arriving at 08:43am. The report on the Curriculum Learning Visits was taken next in the agenda, but with the minutes for these two items being recorded in agenda item order.		
3.10	Paul Senior provided the report to the Governing Body. He had attended both the strategic board meetings and operational committee meetings, and confirmed that new initiatives were being introduced and that where issues had been identified, plans were in place to rectify.		
3.11	The Chair of the Governing Board thanked Paul Senior for his report and work as Health and Safety Link Governor.		
	Curriculum Learning Visits (November 2024)		
3.12	The Director of Governance updated the Governing Body on the Curriculum Learning Visits which had taken place to The Sheffield Sixth Form, Catering and Food Technologies and Health, Care and Health Technologies.		
3.13	Feedback from Governors was positive – they were able to directly observe and engage in conversation with students, to gain a better understanding of the resources needed for a particular curriculum area, and noted the positive relationships between staff and students. Governors had been able to witness the planned accessibility arrangements and the positive way in which English and maths was integrated into curriculum delivery.		
3.14	In terms of future visits, it was suggested that providing Governors with suggested questions/areas prior to the visit, which they could then learn about would be helpful. Follow up visits to the same area was also suggested.		
3.15	The Chair of the Governing Board commented that it was pleasing that Governors were engaged in wider contact in the college, and thanked those involved for the time given.		
24/3/4	Report of the Chair of Student Advisory Board		
4.1	In Peter Brook's absence, it was <u>agreed</u> that the Chief Executive and Principal (CEP) would present the report.		
4.2	The CEP explained that Student Advisory Board (SAB) was a new initiative, its first meeting being held on 6 December 2024. In order to engage students in the work of the Board, it had been agreed that three		

		Action	
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4.3	<p>items would be considered at the first meeting – Student Experience, including Support; Teaching, Learning and Resources; and Environmental Sustainability and the Estate, the reports being as considered at TLQSE and FEGP.</p> <p>The students had been divided into three groups, each being asked to consider one of the papers. In the first group, the questions had covered the TAP register system, tutorial support, how information is received. The students at the meeting were very supportive of the paper and in agreement with what was being done. Good conversations had taken place in the second group on mandatory and non-mandatory placements. The need to raise awareness of environmental sustainability was discussed in the third group, included the need for greater creativity, inclusion in the tutorial programme, embedding environmental sustainability in the curriculum and how to increase energy efficiency.</p>		
4.4	The Student Governor had attended the meeting and noted that the groups of students had worked well together and had interacted well with the college staff. It was suggested that having the same students attend future meetings would help in continuity.		
4.5	A discussion then took place on how the Board acknowledged the points raised at the SAB. This included ‘You said, we did’ with curriculum design and communication changes being dealt with internally by the college and reported to the Board or relevant Committee.		
4.6	For the benefit of new members, the Chair of the Governing Board explained that the reports from the Committee Chairs were intended to give assurance to the Board and to bring to the Board any key issues arising from those Committees.		
24/3/5	Report of the Chair of TLQSE Committee		
5.1	Kam Grewal-Joy, Acting Chair of Teaching, Learning, Quality and Student Experience (TLQSE) Committee provided a detailed report on the meetings held on 16 October 2024 and 4 December 2024.		
5.2	Reports from the TLQSE Committee meetings had been included in the Consent Agenda Item 12c for information and included those policies, etc. which had received Committee approval under delegated authority.		
5.3	The Acting Chair informed the Governing Body that careers education was strong across the college; further improvements in attendance were a priority for the college, the TAP register system having been brought in to assist in this; earlier intervention was having a positive		

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	impact on the number of student withdrawals and disciplinary interventions. Particular note was made of the work-related activity and EDI strategies being implemented to improve student outcomes.		
5.4	The Governing Body was informed of the continued focus on ensuring improvements in the Sixth Form and English and maths programmes, and on those areas of concern in terms of recruitment. Areas of underperformance continued to be a key focus for the Committee.		
5.5	The Committee had received updates on Higher Education, Apprenticeships, T Levels and Access to Teacher Education.		
5.6	The Governing Body <u>received</u> for assurance the minutes of the meeting held on 16 October 2024 and <u>noted</u> the Chair's report on this meeting and that held on 4 December 2024, on the key points of discussion, assurance and risks.		
5.7	The Chair of the Governing Body thanked the Acting-Chair of TLQSE Committee for her report, noting the central role of the Committee in the work of the Governing Body.		
24/3/6	Report of the Chair of FEGP Committee		
6.1	Stephan Hollingshead reported on the key issues and risks arising from the meetings of Finance, Employment and General Purposes (FEGP) Committee on 18 September 2024 and 20 November 2024.		
6.2	In terms of the Key Performance Indicators (KPIs), it was noted that most were on target, with staff turnover being a slight concern. The Governing Body noted that the iTrent Recruitment and Onboarding Modules would come online in January 2025.		
6.3	In relation to health and safety matters, the Governing Body was informed that the number of students with mental health issues was a slight concern. Ways in which attendance at Health and Safety meetings could be improved were being looking at, and the Governing Body noted that the number of health and safety incidents were in line with the previous year.		
6.4	The annual review of marketing had been considered, and the in-year finance update had included the pensions statement. There had been no radical changes to the policies which had received Committee approval (as at Item 12e). The Governing Body noted the Committee's recommendations re the approval of those items listed at Item 12d.		
6.5	The Committee had considered reports relating to Estates, with the problems in relation to the completion of the Advanced Technology Centre, the successful handover re barbering, etc. and ongoing		

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6.6	discussions at the Committee on other estates matters being mentioned. The first comprehensive sustainability report had also been considered by the Committee.		
6.7	The Chair of the Governing Body noted that the impact of the changes to National Insurance contributions was being evaluated by the college.		
6.8	The Governing Body <u>received</u> for assurance the minutes of the meeting held on 18 September 2024 and 20 December 2024 and <u>noted</u> the Chair's report on the key points of discussion, assurance and risks.		
	The Chair of FEGP Committee was thanked for his report.		
24/3/7	Report of the Search, Remuneration and Governance (SRG) Committee		
7.1	The Chair of the Governing Body, as Chair of SRG Committee presented the report.		
7.2	Appointments of committee chairs and link governor were noted, with Board approval being taken following the report.		
7.3	The Chair of SRG Committee informed the Board that the appointment of a co-opted Committee member was being looked at, and it was noted that Peter Brooks would step down as a member of TLQSE Committee in order to take on the role of Chair of the SAB.		
7.4	The Committee had looked at the Governor's annual training programme and had agreed that there would be no increase in the number of mandatory training, but that it may mandate attendance at a particular training event or require that online training be completed. The Governance Development Plan had been approved, with comments made on emphasis and wording to make sure that it was a Plan and not a monitoring document.		
7.5	The Committee had also approved the Annual Assessment Report and Succession Plan.		
7.6	The Board noted that the recruitment process regarding the three Governing Body vacancies would be mobilised in the new year, with a Search Panel being arranged to oversee the process. The Director of Marketing, Communications and Learner Recruitment would circulate the final documentation/advert to members of the Governing Body and asked that these be shared on LinkedIn, etc.	DMCLR /GB	Beg Jan 2025
7.7	The Governing Body <u>received</u> for assurance the minutes of the meeting held on 6 November 2024 and the Chair's report on key decisions, assurance and risk. Noting the recommendation of SRG Committee,		

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7.8	<p>the Governing Body <u>approved</u> the appointment, with effect from 5 December 2024, of:</p> <ul style="list-style-type: none"> - Ian Falconer as Chair of TLQSE Committee - Matt Ainsworth as Chair of ARA Committee - Kam Grewal-Joy as Safeguarding/SEND Link Governor <p>It was noted that the appointment of Kam Grewal-Joy as Vice Chair of TLQSE Committee would be taken by written resolution, this item not having been included in the agenda.</p>	IDG	ASAP
7.9	Ian Falconer then updated the Governing Body on the Senior Post Holders' Remuneration Report, it being noted that should the Board have any questions, the meeting would move into confidential and the CEP, Staff and Student Governors, and college staff would need to leave the meeting.		
7.10	The minutes of this part of the meeting would be recorded separately, classified as confidential and not for publication.		
24/3/8	Report of the Chair of Audit and Risk Assurance (ARA) Committee		
8.1	Ian Falconer, Chair of ARA Committee presented the key issues and risks from the meetings of ARA Committee on 2 October 2024 and 20 November 2024.		
8.2	The meeting held on 2 October 2024 had considered the regular review of the Strategic Risk Register and Board Assurance Summary, with note being made of the latest changes to the strategic risk profile.		
8.3	The implementation of previous Internal and External Audit recommendations were all on track. The Governing Body was informed that the Internal Audit Annual Report 2023/2025 had concluded that the college had an adequate and effective framework for risk management, corporate governance and internal controls, with a clean opinion, including that 'the board can take substantial assurance in relation to the design, effectiveness and application of the control frameworks in place'. The Chair informed the Governing Body that the college had received a Grade 1 rating from RSM, the only FE client to do so this year.		
8.4	Other positive assurances had come in relation to MHA: Teachers' Pension Scheme (TPS) and Turing Scheme and from other internal annual reports such as Anti-Fraud, Anti-Bribery and Anti-Corruption.		
8.5	First drafts of the ESFA Regularity Questionnaire and the Committee's Annual Report had also been considered.		

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8.6	The second meeting, held on 20 November 2024, had begun with a joint session with FEGP Committee. Detail on this was provided after the update on the ARA Committee only items.		
8.7	Key themes included the regular review of the Strategic Risk Register and Board Assurance Summary, the implementation of previous internal and external audit recommendations and consideration of the control issues summarised in MHA’s Audit Findings Report (Item 08a). The Chair of ARA Committee highlighted the recommendations made in MHA’s Report, noting that none were fundamental, and confirmed that the Committee was satisfied that proper audit had been completed, that it was to budget, and the auditor’s independence.		
8.8	The Committee had finalised and adopted the Annual Report 2023/2024 which included the five formal opinions required by the Audit Code of Practice (ACOP).		
8.9	Information on the focus for next year was provided. The Governing Body was invited to receive the ARA Committee Annual Report (Item 08e), noting that the document had been amended for style and brevity, but the substance remained unchanged.		
8.10	A Staff Governor raised a point in relation to Sparks Managed Services (SMS). The Chair of the Governing Body confirmed that this had previously been covered by the Governing Body which had accepted the assurances that it was not acting unlawfully. The risk of strike action had been included in the Risk Register; this being discussed as necessary by ARA Committee and was being managed.		
8.11	The Chair of ARA Committee then provided an update on the joint meeting with FEGP (20 November 2024).		
8.12	Consideration of MHA’s External Audit Highlights Report had been given, the 10 key risk areas of focus being noted. An explanation was provided on the position in relation to related party transactions and its resolution, subject to which and to other standard Management Representations that were required, an unmodified (clean) opinion on the financial statements of the college and its subsidiaries was proposed, in addition to a clean regularity opinion. The Chair also informed the Governing Body that following the decision of Sparks Solutions Limited (SSL) to make the company dormant, MHA had proposed that its audit report would be modified to include an emphasis of matter paragraph.		
8.13	The Chair of ARA Committee then drew the Governing Body’s attention to the five strands of the Financial Statements – key personal and strategic report; Statement of Corporate Governance and Internal Control, statement of regularity, propriety and compliance; statement		

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	of responsibilities of members; and financial statements, including notes. These were <u>approved</u> by the Governing Body as per the recommendation of ARA Committee, FEGP Committee and the joint ARA/FEGP Committee.		
8.14	The Chair of ARA Committee informed the Governing Body of the MHA requirements to release opinions, these being the Annual Report and Financial Statements, Management Representation Letters and that the statement on Regularity, Propriety and Compliance be signed by the Chair of the Governing Body and the CEP.		
8.15	The Governing Body <u>received</u> for comment, <u>noted</u> and <u>approved</u> and <u>authorised for signature</u> on behalf of the Governing Body: <ul style="list-style-type: none"> a) Year End External Auditor's Report to the Governing Body – received b) Annual Financial Statements and Annual Members' Report – approved c) Subsidiary Company Accounts and Management Representation Letters – noted d) TSC Management Representation Letter – approved e) Annual Report of ARA Committee 2023/2024 – received 		
8.16	The Chair of ARA Committee wished it to be noted that the audit had gone smoothly and that both ARA and FEGP Committees recognized the hard work involved in the final account process and recorded their thanks to the Executive Director Finance and his team.		
8.17	There was a short comfort break at 10:12am, the meeting resuming at 10:22am.		
	CORPORATE PERFORMANCE		
24/3/9	Report of the Chief Executive and Principal		
9.1	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, Sustainability, Partnerships and People. These were noted by the Governing Body.		
9.2	The CEP then covered the college Strategy 2025/2030, noting that there had been no particular changes to the wording made as a result of recent requests for feedback/discussions with the appropriate persons. Strategy Days would cover the underpinning process, including on how it matched to the Strategic Risk Register.		
9.3	The Executive Director Strategy & Systems Improvement then went through the Strategy in more detail. The Strategy had been updated to take account of the changes since its production for 2021/2025. The		

		Action	
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9.4	four strategic pillars remained, with the strategic aim statements having been simplified and tested.		
9.5	After consideration, the Governing Body <u>approved</u> the college Strategy 2025/2030.		
9.6	The CEP presented the report covering an overview of the Corporate Priorities 2024/2025 and on those which would sit at Board level. The Governing Body was asked to and <u>confirmed</u> its agreement with this approach, and the additional report to be presented to future FEGP meetings led by the EDSSI. In answer to a question from a member of the Governing Body, the CEP confirmed that information to assist the Board/Committees would be available via the dashboard.		
9.7	The CEP confirmed that the information provided on page 16 provided a summary of what had been agreed in September, with an update on the progress made in Term 1 being included at pages 17 and 18. The final section of the CEP's report provided the Governing Body with information on local, regional and sector updates.		
9.8	The Chair of the Governing Body asked whether the college knew what actions had brought about improvements, it being important that the college was aware of what works. He also commented on the need for good reporting and monitoring mechanisms to be in place.		
9.9	The Governing Board then considered the local, regional and sector updates section, it being noted that the information in the local update provided a snapshot and not a list of all activities.		
9.10	In terms of the regional update, the college noted the work to be done on part of the college's offer in order to benefit from the additional UK Shared Prosperity Funding (UKSPF).		
9.11	An update on the October 2024 Budget was included at page 22. The Governing Body noted the opportunities for the college in relation to the investment being put forward by the government, and that the college was being proactive in the curriculum development opportunities that such funding would provide. It was <u>agreed</u> that FEGP Committee would then, where relevant, look at the areas of potential investment identified in the budget and what would need to be done to bring it about.		
9.12	The final section of the CEP's report provided a summary of the Get Brian Working White Paper.		
	The Chair of the Governing Board thanked the CEP and Executive Team.		

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9.13	The Governing Body <u>received</u> the report and <u>noted</u> the information therein.		
	ITEMS REQUIRING BOARD DISCUSSION		
24/3/10	Consent Agenda Items notified by Members as requiring discussion		
10.1	There were no items notified by Members as requiring discussion		
10.2	It was <u>agreed</u> that Consent agenda items, Chair's action and Application of the Corporation Seal would be taken next, the minutes being recorded in the order of consideration.		
24/3/12	CONSENT AGENDA ITEMS		
12.1	The following items were Board business for note or approval by consent:		
12.2	a) Minutes of the last meetings – Members <u>approved</u> the minutes of the meeting held on Wednesday 10 July 2024 and the meeting notes on the Governor Strategy Event 25 September 2024.		
12.3	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.		
12.4	c) TLQSE Reports for Information – Student Experience Annual Report 2023/24 – Safeguarding Policy – Complaints Annual Report 2023/2024 – Observation of Teaching, Learning and Assessment Policy – Self-Assessment Report (SAR) 2023/2024 and Quality Development Plan (QDP) 2024/2025 – UC Sheffield Self-Evaluation Document (SED) 2023/2024 – HE Student Protection Plan – HE Appeals Policy – HE Recognition of Prior Learning Policy – HE Assessment Extenuating Circumstances and Support Guidelines, Policy and Procedure		
12.5	d) FEGP Reports for GB Approval – Finance Record 2023/2024 – Modern Slavery and Human Trafficking Policy and Statement – Reserves Policy – Accounting Estimates Paper 2023/2024		

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12.6	<p>e) FEGP Reports for Information</p> <ul style="list-style-type: none"> – Commercial and Business Development Annual Report 2023/2024 – People Annual Report 2023/2024 – Health and Safety Annual Report 2023/2024 – Finance Update (November 2024) including Pensions Statement 2023/2024 and Students’ Union Accounts 2023/2024 and Treasury Management Policy – Higher Education Tuition Fee Policy 2023/2024 – Travel and Subsistence Expenses Policy 		
12.7	<p>f) ARAC Reports for GB Approval</p> <ul style="list-style-type: none"> – Risk Management Strategy/Policy – External Audit Highlights – Annual Report of the Internal Audit Service 		
12.8	<p>g) ARAC Reports for Information</p> <ul style="list-style-type: none"> – Regularity Self-Assessment Questionnaire 2023/2024 – Fraud Strategy Update, Action Plan – Internal Audit Annual Report 2023/2024 – Anti-Fraud Policy – Anti-Bribery and Anti-Corruption Policy 		
12.9	<p>h) SRG Reports for GB Approval</p> <ul style="list-style-type: none"> – External Board Summary for publication on website – Governance Self-Assessment Annual Report 2023/2024 – Senior Post Holders’ Remuneration Report 2023/2024 <p>Confidential</p>		
12.10	<p>i) SRG Reports for Information</p> <ul style="list-style-type: none"> – Membership Report – Recruitment of Director of Governance – Governance Update including Induction Plan, Meeting and Training Calendar, Governance Development Plan (and External Governance Review 2024 Outcomes) – Appointment and Re-Appointment of Governing Body Members Policy and Governance Recruitment and Induction Procedures 		
12.11	The GB <u>noted</u> and <u>approved</u> all items without further question.		
24/3/13	BOARD BUSINESS NOT REQUIRING DECISION		
	Chairs’ Action since the last meeting		
13.1	The Governing Body noted that the Chair had the Chair had <u>approved</u> the appointment of Professor Sarah Pearson as a member of the Governing Body and as a member of ARA Committee, her appointment being from 3 September 2024 for an initial period of two years.		

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24/3/14	APPLICATION OF THE CORPORATION SEAL		
14.1	The Governing Body <u>noted</u> that the Corporation Seal had been applied to the following document: Lease and Licence for Alterations Level 3, Black 5, The Pennine Centre, Tenter Street, Sheffield between RBH Devco Ltd and The Sheffield College.		
24/3/11	Review of Meeting and Closing Remarks		
11.1	There were no comments to record against the Review of Meeting.		
11.2	The Chair of the Governing Board noted that it was the Director of Governance's last meeting. He thanked her for her contribution, noting the support she had provided, her good humour and calmness. He wished her well for the future and presented her with a small gift in appreciation.		
24/1/13	Date & time of next meetings		
13.1	Wednesday 26 March 2025, 08.30 – 11.00 Wednesday 09 July 2024, 08.30 – 11.00 Both meeting would be held in the Boardroom, City Campus. The meeting closed at 11:20am.		