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| Sheffield Board of Directors **Formal meeting followed by Away Day** Friday 7 September 2018 at 8.30 am to 4.00 pm  Learn Sheffield Training and Development HubAgenda / Programme |

**Chair:** Mike Allen – Co-opted Director

**Attendees/Invitees:**

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| **Name** | **Service** |
| Andy Bainbridge | SCC nominated Director |
| Stephen Betts | LS Chief Executive |
| John Doyle | Director of Business Strategy (SCC People Services Portfolio)  *(invited to Part C - Session D)* |
| Chris French | Secondary School Director |
| Andrew Hartley | FE Director |
| James Henderson | Director of Policy, Performance and Communications, SCC nominated Director  *(subject to Board approval)* |
| Christopher Holder | Primary School Director |
| Antony Hughes | Co-opted Director |
| Angela Lant | Primary School Director |
| Judith Smith | Special School Director |
| Pam Smith | Head of Primary & Targeted Intervention (SCC People Services Portfolio)  *(invited to Part C - Session D)* |
| Morag Somerville | LS Strategic Business Director  *(attending the formal meeting followed by Part B - Session A)* |
| James Sturdy | Propelo Recruitment Consultant  *(invited to Part B - Session C)* |
| Darren Tidmarsh | Co-opted Director |
| Kate Wilkinson | Data Analysis Service Lead  *(invited to Part B - Session B)* |
| Andy Wynne | LS Operations Director |

**PART A– FORMAL BOARD MEETING (Meeting Room: 8.30am – 9.30 am)**

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| **No** | **Item** | **Lead** |
| 1. | **Apologies for Absence** If you are unable to attend, please notify [val.struggles@learnsheffield.co.uk](mailto:val.struggles@learnsheffield.co.uk)  Apologies have been received from James Henderson | VS |
| 2. | **Declarations of Interest** |  |
| 3. | **Chair’s opening remarks** | Chair |
| 4. | **Minutes of the previous meeting – 5 July 2018 (attached)** To approve the confidential and non-confidential minutes | Chair |
| 5. | **Matters Arising –**  **5.1 Minute 18/7/05.1: Appointment of (SCC nominated) Director**  To approve the appointment of James Henderson, Director of Policy, Performance and Communications, SCC.  **Other matters arising will be deferred to the Board meeting on 11 October 2018** | SB |
| 6. | **Substantive Agenda item –**  **Approval of the budget for 2018/19 and indicative budget for September 2019 (to follow)** | SB/MS |
| 7. | **Date of next meeting**  Thursday 11 October 2018, 4.00 pm |  |
| **PART B – AWAY DAY Morning Session (Training Room 1: 9.30am – 12.15pm)** | | |
| **Session A - Growth and Development of the Company (9.30am – 10.30am)**  This session follows on from the budget setting conversation and the recommendations of the Peer Review Report. It will consider Learn Sheffield’s commercial strategy and explore the opportunities for service and product development ahead of the SCC stakeholder session. It will also consider the potential for sharing service provision, skills and capacity with other large organisations which was identified in the last board meeting.  *Papers – Business Development Strategy: starter for ten (to follow)* | | SB |
| **Session B - Performance Outcomes 2017/2018 (10.30am – 11.30am)**  This session will review the 2018 outcomes (Early Years through to Key Stage 5) and reflect on the impact of Learn Sheffield. The session should also consider the approach of Learn Sheffield to demonstrating progress and impact in the future.  *Papers – Outcomes Report (August 2018), Primary Data Briefing (July 2018) PowerPoint presentation, Provisional KS4 2018 report & Provisional KS5 2018 report (attached)* | | SB/KW |
| **PART B (cont) – AWAY DAY Morning Session (Training Room 1: 9.30am – 12.15pm)**   |  |  | | --- | --- | | **Session C – Recruiting a Director of Strategy & Delivery (11.30am – 12.15pm)**  A session with James Sturdy (Propelo) to discuss Learn Sheffield’s requirements in recruiting a Director of Strategy and Delivery. This discussion will include the person specification, the recruitment methodology and the timeline – see below.  *Papers – Propelo Recruitment Paper (attached)* | JS |   **PART C – AWAY DAY Afternoon Session (Training Room 1: 1.00pm – 4.00pm)** | | |
| **Session D – Working in Partnership to Grow Learn Sheffield (1.00pm – 3.00pm)**  This session will take account of the outcomes and recommendations of the Peer Review and the latest financial modelling of Learn Sheffield. The session will be an open discussion with Sheffield City Council to identify areas which could contribute to the growth of Learn Sheffield in the next three years.  *Papers – Peer Review Report, Learn Sheffield Business Development presentation (to be tabled) & ‘SCC Services to Consider’ (to be tabled if possible)* | | SB |
| **Session E - Future Strategy (3.00pm – 4.00pm)**  Reflecting on the stakeholder session with SCC and the morning session to consider strategic priorities and plan meeting items (for both the Finance & Audit Committee and Full Board) for the remainder of the year. This session will also consider the merits of establishing a task and finish group, as suggested at the last board meeting, to support the development of services and future transfers.  *Any papers to be tabled* | | Chair |

**Contact Officer: Val Struggles,** Clerk to the Board ([val.struggles@learnsheffield.co.uk](mailto:val.struggles@learnsheffield.co.uk))