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| Learn Sheffield Board of DirectorsThursday 11 October 2018, 4.00 pm– 5.30 pm Learn Sheffield Training & Development Hub MINUTES |

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

**Attendees:**

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| **Name** | **Position** |
| Andy Bainbridge | SCC Nominee Director – from 4.15 pm |
| Stephen Betts | Learn Sheffield Chief Executive |
| Chris French | Secondary School Director |
| Andrew Hartley | FE Director |
| James Henderson | SCC Nominee Director |
| Christopher Holder | Primary School Director |
| Antony Hughes | Co-opted Director and Vice Chair |
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| Morag Somerville | Learn Sheffield Strategic Business Director – from 4.10 pm |
| Val Struggles | Clerk to the Board |
| Andy Wynne | Learn Sheffield Operations Director |

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| **Minute** |  | **Action** |
| **18/10/01** | **Apologies for Absence**  Apologies were received from Angela Lant, Primary School Director, Judith Smith, Special School Director and Darren Tidmarsh, Co-opted Director |  |
| **18/10/02** | **Chair’s opening remarks**  The Chair drew Directors’ attention to the report of the Management Accounts as at 31 August 2018 circulated shortly before the meeting (and tabled) confirming that these would be discussed in detail as a substantive item. |  |
| **18/10/03** | **Declarations of Interest**  No known or potential conflicts of interest were declared. |  |
| **18/10/04** | **Minutes of the previous meeting held on 7 September 2018**  The confidential minutes were approved as an accurate record. |  |
| **18/10/05** | **Record of the Away Day held on 7 September 2018**  The record of the Away Day held on 7 September 2018 was received for information and action arising will be reported under agenda item 7. |  |
| **18/10/06** | **Matters Arising (Meeting Notes refer)**  1 Minute 18/9/04.3: Development of Services and Future Transfer  It was reported that the contract has been agreed and is currently with SCC Officers for their final review following which it will be available for signature.  2 Minute 18/9/05: 2018/19 Budget – Educator Assessment Tracker  A detailed paper on the contractual arrangements will be prepared for consideration at the next Finance and Audit Committee meeting prior to reporting back to the Board (Minute 18/9/05.2 F&A Committee 26 September 2018 refers).  3 Away Day – 7 September 2018 – Nomination of a Secondary School Director  The timetable for the nomination of a Secondary School Director was noted. The call for nominations will be issued on 15 October 2018 i.e. shortly before the Secondary Partnership meeting arranged for 18 October 2018. It was noted that some verbal expressions of interest have been received already. | **CEO bf F&ACtte 21.11.18**  **Clerk** |
| **Strategic Matters** | | |
| **18/10/07** | **Planning for Growth**  1 Workforce arrangements (Confidential Meeting Notes refer)  The Chief Executive highlighted issues for Directors to set the context for their discussion of the 2017/18 and 2018/19 budgets (Minutes 18/10/08.3 and 18/10/08.4 below refer). Details are recorded in a separate confidential minute. A detailed report will be available for the Board’s January meeting.  2 Feedback from meetings with Sheffield City Council including the development of services and SCC Cabinet paper (Confidential paper – SCC Commission and Growth Discussion; annotated confidential draft Commission for the Provision of Services and Confidential Meeting Notes refer)  The Chief Executive reported to Directors the outcome of the meeting he and the Chair attended on 8 October 2018 with SCC Officers, People Services Portfolio (Jayne Ludlam, Executive Director, John Doyle, Director of Business Services and Pam Smith, Head of Primary and Targeted Intervention). Details are recorded in a separate confidential minute. Further reports will be provided at future meetings as discussions with SCC progress. | **CEO bf 31.1.19**  **CEO** |
| **Financial Matters** | | |
| **18/10/08** | **Minutes of the Finance and Audit Committee meeting held on 26 September 2018 and Matters Arising**  1 Minutes of the meeting (Confidential)  The Minutes of the meeting had been circulated and actions arising were noted.  2 Risk Register updated following the meeting on 26 September 2018 (Confidential Paper and Meeting Notes refer)  Subsequent to the meeting the ratings of two risks had been amended to reflect the Committee’s comments. Further details are recorded in a separate confidential minute.  The Chair emphasised the confidentiality of the next two reports. Details of the issues discussed and action points are recorded in a separate confidential minute.  3 Draft 2017/18 out-turn / Monthly Management Accounts – 31 August 2018 (Confidential paper circulated and tabled)  The summary draft out-turn had been prepared following initial discussions with Hart Shaw who were presently undertaking the 2017/18 year-end audit.  4 2018/19 Budget – income and expenditure profile / cash flow (Confidential paper circulated and tabled)  The report was received and Directors noted the position at the end of September 2018. |  |
| **Operational Matters** | | |
| **18/10/09** | **Performance Outcomes 2017/18**  The latest version, which will form the basis of a presentation to SCC Scrutiny Committee, had been circulated. This incorporated elements of the presentation considered at the September Away Day. Subject to the availability of national data, further revisions will be made prior to more detailed discussion by the Board at its December 2018 or January 2019 meeting.  The first report on Performance Outcomes 2018/19 will be prepared later in the term for discussion at the next Board meeting. The Board was informed that the outcome of recent Ofsted inspections were as anticipated. | **CEO bf**  **13/12/18 or 31/01/19**  **CEO bf 13/12/18** |
| **18/10/10** | **Recruitment of Director of Strategy and Delivery**  1 Person Specification and process (Confidential papers circulated and Meeting Notes refer)  Based on comments received from Directors, the revised application pack and advertisement had been circulated together with a proposed media schedule. Details of the issues raised in discussion are recorded in a separate confidential minute.  2 Arrangements for the interim (Confidential Meeting Notes refer)  As previously requested the Chief Executive presented options for interim arrangements should these be required. Details are recorded in a separate confidential minute. |  |
| **18/10/11** | **Any other business**  1 Risk Register  The item of business raised in relation to the Risk Register is recorded under Minute 18/10/08.1 above  2 Knowsley visit  The Board was informed of the request from Christine Gilbert, Chair of the Education Commission, Knowsley, for Learn Sheffield to host a visit. This is likely to be arranged in two phases, the first involving a meeting with the Chief Executive, the date of which will be circulated for information and the second possibly co-inciding with a scheduled meeting of the Board. | **CEO** |
| **18/10/12** | **Future agenda items**  Performance Outcomes 2018/19 – 1st report – 13 December 2018  Performance Outcomes Annual report for 2017/18 – 13 December 2018 or 31 January 2019  Revised Risk Register – F&A Committee – 21 November 2018 (and standing item for future meetings)  Educator Assessment Tracker – contractual arrangements – F&A Committee 21 November 2018, Board 13 December 2018  Workforce Arrangements – Board 31 January 2019  SCC Commission and development of services – standing item for the Board  Audit of the 2017/18 Financial Statements (including detailed analysis of income and expenditure) – F&A Committee 21 November 2018, Board 13 December 2018  2018/19 Budget monitoring including cash flow – F&A Committee 21 November 2018  Director of Strategy and Delivery recruitment / options for interim arrangements (if required) – Board 13 December 2018 |  |
| **18/10/13** | **Schedule of meetings**  Thursday 13 December 2018, 4.00 pm Thursday 31 January 2019, 4.00 pm followed by the AGM  Thursday 21 March 2019, 4.00 pm Thursday 16 May 2019, 4.00 pm Thursday 11 July 2019, 4.00 pm. |  |

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