

Kirklees College Corporation

Minutes of the meeting of the Corporation Board held on Friday 6 October 2017 at 3pm at the Waterfront, Huddersfield centre

Present:	Mrs J Bracewell	Independent member (Chair)
	Mrs C George	Independent member
	Mr A Hawley	Independent member
	Mr G Hetherington	Independent member (Vice Chair)
	Mrs L Holdsworth	Staff member
	Prof C Jarvis	Independent member
	Mr D Keeton	Independent member
	Mr Z Pervais	Independent member
	Mr J Royle	Independent member
	Mr N Taylor	Staff member
	Prof J Thompson	Independent member
	Mrs S Weston	Independent member
	Dr A Williams	Independent member
	Mr J Williams	Independent member (Vice Chair)
	Ms M Gilluley	Principal and Chief Executive
Apologies:	Ms I Khalid	Student member
	Mr N McCann	Student member
	Ms J Nowacki	Independent member
Attendance:	15/18 = 83%	[KPI 80%]
Quorum:	15/20 = 75%	[Minimum 40% required = 8]
In attendance:	Mr D Winward	Clerk to the Corporation
	Ms M Brooke	Deputy Principal
	Ms C Gonzalez-Eslava	Vice Principal
	Mrs R Meara	Director of Finance
	Mr C Tupling	Director of Quality, Student Experience and HE
	Mr A Riley	Director of MIS, IT and Risk

1. Apologies for absence

Apologies for absence were received as listed above.

2. Declarations of Interest

Mrs Weston declared an interest in the discussion on the College's financial stability in view of her employed position with Kirklees Council.

3. Minutes of the previous meeting

(a) The minutes of the meeting of the Corporation Board held on 14 July 2017 were agreed as a correct record.

(b) **Matters arising not elsewhere on the agenda:**

(i) Appointment of Staff member. The Clerk reported that following the resignation of Mr Pitchforth, an election of the academic staff had taken place. Two nominations had been received and a ballot held. The successful candidate was Mr Nick Taylor of the Construction department. The Clerk had confirmed Mr Taylor's eligibility to serve as a governor.

RESOLVED: to appoint Mr N Taylor to the Board for a 4 year term to 31 July 2021.

Members congratulated Mr Taylor and welcomed him to the Board.

(c) Update on agreed actions

The Board received an update on previously agreed actions, all of which were cleared.

It was agreed to take the following item out of agenda item order.

4. Vocational Focus

Mr Stothard, Head of Construction, was in attendance for this item. He and Mr Riley, Director MIS, IT and Risk, made a presentation on new provision called Vocational Focus. The aim of this was to offer an alternative route for 16 to 18 learners who had decided to withdraw from their original course and might otherwise leave the College. It would provide a wide-ranging, participative, flexible course allowing learners to try various aspects of the curriculum offer at different College locations / centres.

The full course would be 3 hours a day over 5 days a week and would lead to a Certificate or Diploma, depending on when the learner joined the course. Maths and English would be included throughout the course, with two full dedicated weeks at the end.

The target was for between 50 and 150 to go through the programme. Figures up to 6 October 2017 showed that there had been significantly fewer withdrawals than for the same period in the previous year.

Members welcomed this initiative, congratulated the College on the additional support and opportunities that this provided for students and looked forward to receiving future reports.

RESOLVED: to receive the report.

5. Principal's Report

The Principal presented a comprehensive report of her recent activity including external developments, College priorities and her personal focus.

She highlighted:

- the introduction of a new performance management process;
- the decentralised approach for English & maths delivery which provided dedicated staff in each department;
- the successful move of Performing Arts from Highfields to the Waterfront;
- enrolment for 2017 had been very well-organised and overall recruitment was ahead of the previous year, despite there being significantly less funding available. However, recruitment at Dewsbury had been disappointing;

- [* declared confidential]
- the College's excellent performance on apprenticeships and the possibility of further contracts following the new tender process;
- the outcome of the Association of College's national pay negotiations;
- the final performance against the Business Critical Performance Indicators (BCPIs) for 2016/17.

In discussion, members:

- questioned how best practice on English & maths would be shared between departments under the new arrangements. I was reported that Programme Quality Leads were in place who co-ordinated best practice and quality assurance;
- [* declared confidential]
- [* declared confidential]

RESOLVED:

- to receive the report;*
- to declare elements of the discussion of the Principal's Report marked * as confidential under 17(2)(d) of the Instrument of Government.*

6. Achievement Rates 2016/17

Mr Tupling presented a report on indicative achievement rates for 2016/17. In advance of finalisation of the data, this showed the worst-case and best-case scenarios for achievement rates. He highlighted:

- For Education and Training for all ages: 81% / 84% (worst/best case), a significant (4% / 7%) improvement on 2015/16, compared to the National Rate (NR) of 81%;
- For 16-18 Study Programmes including English & maths: 82% / 84%, a significant improvement of 8% / 10%, and 4% / 6% above NR;
- For 16-18 vocational programmes: 83% / 86%, an increase of 0% / 3%, compared to the NR of 84%;
- Adult performance remained below NR of 84%, at 80% / 83%. This was attributed to retention for English & maths and a high volume of ESOL provision;
- Overall achievement on Apprenticeships at 74% / 78%, compared to the NR of 69%. Timely achievement was 74% / 76%, compared to NR of 60%.

Members applauded the College for the improvements and noted the importance of measuring progress as well as achievement.

The Principal emphasised the importance of understanding the impact of including English & maths within study programmes on students' vocational achievement.

Further analysis would be presented to the forthcoming meeting of the Quality, Performance and Standards Committee.

RESOLVED: to receive the report.

7. GCSE English & Maths Achievement 2016/17

Mr Tupling presented this report, which set out the context, volumes and achievement rates for English and maths. He highlighted:

- For GCSE English for all ages, achievement at grades 9-1 was 85% and 25% at grades 9-4. This represented increases of 2% and 9% respectively;
- For GCSE Maths for all ages, achievement at grades A-G was 82% and 17% at grades A*-C, increases of 4% and 0% respectively;
- Functional skills achievement rates of 69% / 67% (best / worst case) compared to 59% in 2015/16;
- A 16% increase in 16-18s Free Standing Maths Qualification (FSMQ);
- The College's continuing focus on improvements which included employing fewer agency staff, a larger number of November resits and a drive to improve attendance.

Members welcomed the improvements and noted that many students had not been successful through their time at school and that the relatively low achievement must be seen in that context.

The Chair wished to thank all staff and congratulate them on the improvements made.

RESOLVED: to receive the report.

Mr Pervais left the meeting at this point, 4.30pm

8. Performance Monitoring

The Vice Principal presented a report on a new system of Performance Monitoring called Performance Evaluation and Enhancement Review (PEER). The new system was designed to go beyond assessing performance and to increase focus on overall performance, aspirational standards and progress. The frequency and depth of reviews would increase and a broader set of accessible data would be used as part of the meetings.

Members welcomed the new process and sought an indication of the additional time resource that was required. It was noted that time would be required to implement actions prior to the next round of reviews. Ms Gonzalez-Eslava responded that the time resource was more than double that under the previous system, but it was regarded as effective in identifying and prioritising improvements. This would avoid the need for remedial actions and interventions which would otherwise require additional resources. There would be no impact on delivery to students.

RESOLVED: to receive the report.

9. Dewsbury Curriculum

The Deputy Principal provided a report outlining the new curriculum planned for full-time learners at the Springfield Sixth Form Centre for 2018/19. The new provision was based on the findings of market research and engagement with schools and was consistent with LEP priorities.

A Dewsbury Learning Quarter 16-18 prospectus / publication was available and a CGI walk-through of the Springfield Centre had been developed.

Ms Brooke reported that there had been positive reaction to the decision to name Springfield as a Sixth Form Centre.

RESOLVED: to receive the report.

10. Financial Position Update

RESOLVED: to declare Minute 10 as confidential under Clause 17(2)(d) of the Instrument of Government.

11. West Yorkshire Consortium of Colleges (WYCC)

RESOLVED: to declare Minute 11 as confidential under Clause 17(2)(d) of the Instrument of Government.

12. Estates Report

RESOLVED: to declare Minute 12 as confidential under Clause 17(2)(d) of the Instrument of Government.

13. Health & Safety Annual Report

The Deputy Principal presented the Annual Health & Safety Report for 2016/17, which sought to assure governors that the College was complying with key legislative requirements and that appropriate policies were in place and regularly under review.

The risk-rated report confirmed that there were no major areas of non-compliance. The areas rated as medium risk were not significant and were expected to be completed before the end of the year. The newly-appointed Health & Safety Manager would be looking to review the report and provide an update mid-year.

It was noted that some governors had attended the terrorism incident response training and suggested that the Stay Safe training material should be issued to all governors.

RESOLVED: to receive the Annual Health & Safety Report 2016/17.

ACTION: Ms Brooke to issue the Stay Safe training to governors.

14. Review of Strategic Roadmap and Key Performance Indicators (KPIs) 2017/18

The Principal presented the proposed revisions to the Strategic Roadmap and KPIs following consultation with governors at the Governor Development Day on 11 September 2017.

The proposals included reporting on revised Business Critical Performance Indicators (BCPIs) in a dashboard format which would be accessible to all staff and governors.

In discussion, members:

- welcome the single page summary proposals for the BCPIs but noted that the top level page did not indicate movement. The Principal responded that there would be a facility to drill down to show greater detail and movement;
- suggested greater clarity should be given on latest status (e.g. whether progress was on track, where a target was not yet met);
- suggested the inclusion of the previous year's achievement. It was reported that this would be covered in a trend report.

RESOLVED:

- i. to receive the report;*
- ii. to approve the proposed changes to the 2020 Vision, Strategic Roadmap, Strategic Objectives and, in principle, the draft Business Critical Performance Indicators.*

15. Corporation Standing Orders and Committee Terms of Reference for 2017/18

The Clerk presented for approval the Corporation's Standing Orders and Committee Terms of Reference for 2017/18.

The Standing Orders had been updated to reflect the Board's decision to continue with two Vice Chair positions. Each committee had reviewed its Terms of Reference.

RESOLVED: to approve Corporation's Standing Orders and Committee Terms of Reference for 2017/18.

16. Governor Development and Governance Self-Assessment Review

The Clerk presented a report on development opportunities available for individual governors and the Board as a whole. Immediately prior to this meeting a session had been held for governors as an update and preparation for an impending Ofsted inspection.

The report included the self-assessment of governance carried out at the Governor Development day on 11 September 2017 using a questionnaire based on one provided by the Institute of Directors. A report on governor attendance at Corporation and committee meetings during 2017/18 was also included.

RESOLVED:

- i. to receive the report;*
- ii. to confirm the Corporation's attendance key performance indicator as 80%.*

17. Minutes of Committee meetings

The minutes of the Search & Governance Committee meeting held on 28 September 2017 were presented by Mrs George. This meeting had included an interview with Mr Alistair Conn, site manager of Syngenta Huddersfield and the Committee wished to recommend his appointment to the Corporation Board.

RESOLVED: to accept the minutes and to approve the recommendation to appoint Mr Alistair Conn to the Corporation Board for a term to expire 31 March 2021.

18. Chair and Vice Chairs' Report

The Chair reported on her attendance with Mr Williams in recent SAR validation meetings. She noted the strength of challenge in this robust process.

She also reported that the 6-month probationary review of Principal had taken place.

RESOLVED: to receive the report.

19. Publication of papers and Declaration of Confidentiality

RESOLVED: that the papers on estates, financial report and elements of the Principals report relating to finances be declared confidential under Clause 17(2)(d) of the Instrument of Government.

20. Date of next meeting

Friday 8 December 2017, 3pm, at the Huddersfield Centre.

The meeting closed at 5.40pm.