

Kirklees College Corporation

CORPORATION

Minutes of a meeting held at 15.00 on 13 December 2019 in Room B.05.006, Huddersfield Centre, Waterfront Quarter, Manchester Road, Huddersfield HD1 3LD

Present:	Mr G Hetherington	Independent Governor (Chair)
	Mr B Blank	Student Governor (from minute 12x)
	Dr A Conn	Independent Governor
	Ms C George	Independent Governor
	Ms M Gilluley	Principal & Chief Executive
	Mr H Linn	Independent Governor
	Ms L Precious	Staff Governor
	Mr J Royle	Independent Governor
	Dr A Williams	Independent Governor
	Mr J Williams	Independent Governor

Attendance: 13/14 = 93% KPI 80% Quorum: 8 (40%)

In attendance:	Mr M Bennington	Vice Principal Corporate Operations
	Ms M Carabine	Observer
	Ms C Gonzalez-Eslava	Vice Principal Curriculum, Performance & Innovation
	Ms J Green	Clerk to the Corporation
	Mrs M Jakhrani	Student Governor Elect
	Mrs B Meara	Executive Finance Director

The meeting was proceeded by a presentation from the Special Educational Needs & Disability Team.

Item

Action/ Synopsis Item

PRELIMINARY ITEMS		
0	WELCOME AND INTRODUCTIONS	
i	The Chair welcomed everyone, in particular the student nominees for Student Governor Ben Blank and Mehwish Jakhrani and guest observer Marie Carabine. Introductions were made.	
ii	Due notice having been given and a quorum being present, the Chair declared the meeting open.	
1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	Apologies were received from Staff Governor Mr N Taylor, Independent Governors Prof S Donnelly, Mr M Varyani and Ms S Weston, and Assistant Principal Ms P Harrow. Independent Governor Dr A Conn said he would have to leave at 5.30pm.	
ii	The resignation of Independent Governor Mr D Keeton on 1 November 2019 was formally acknowledged and the Clerk was instructed to record the Corporation's thanks for his service to the College.	
iii	Action: The Chair to write to Mr Keeton on behalf of the Corporation, thanking him for his contributions.	GH
iv	In terms of disclosures of interests, the Chair's prior disclosures regarding the	

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	Holmfirth Adult Education Centre were acknowledged. All confirmed that, apart than this and other matters previously disclosed, they had no direct or indirect interest in any way in the business to be transacted at the meeting which they were required to disclose.	
2 i	<p>APPROVAL OF MINUTES OF THE PREVIOUS MEETING</p> <p><u>RESOLVED:</u></p> <p>(i) To approve the 25 October 2019 minutes as an accurate record.</p>	
2(i) i	<p>MATTERS ARISING NOT ON THE AGENDA</p> <p>There were no matters arising not on the Agenda.</p>	
2(ii) i ii iii iv v vi vii viii	<p>UPDATE ON AGREED ACTIONS</p> <p><u>Approval of ESFA Regularity questionnaire</u></p> <p>This had been actioned per Corporation instructions.</p> <p><u>Whistleblowing Policy</u></p> <p>The Clerk had received a mobile phone a few days ago and would now complete her work on the policy.</p> <p>Action (rolled over): Whistleblowing Policy to be published and promoted.</p> <p><u>Clerk's access to Corporation Chair's College email address</u></p> <p>This had been actioned per Corporation instructions.</p> <p><u>Revised Instrument and Articles of Government and Standing Orders</u></p> <p>The revised Instrument and Articles had been placed on the College Website; the Clerk said the Standing Orders would be uploaded next week.</p> <p>Action (rolled over): To attend to the publication of the revised Standing Orders.</p> <p><u>Publication of revised Search & Governance Committee Terms of Reference</u></p> <p>This had been actioned per Corporation instructions.</p> <p><u>Governors' Corporation Self-Assessment Survey responses by 25 November</u></p> <p>This had received an adequate response.</p>	<p>JG, JS</p> <p>JG</p>
SEARCH GOVERNANCE COMMITTEE REPORT		
12 i ii	<p>GOVERNOR APPOINTMENTS</p> <p>The Chair reported that he had agreed to this item being taken out of time.</p> <p><u>Independent Governor Appointment: Farkhanda Hussain-Butt</u></p> <p>The Search & Governance Committee was recommending Ms F Hussain-Butt for appointment. She satisfied the essential criteria for the role, having the skills and experience specified by the Corporation as appropriate for Governors to have.</p>	

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iii	The Chair of the Search & Governance Committee, Mr G Hetherington, said Ms Hussain-Butt had a background in secondary education and shared Governors' belief in the transformative power of education. She had business experience, being Sales and Marketing Director at (local firm) Shire Beds Limited, and had gained additional corporate governance experience on the board of the National Bed Federation and as chair of its Marketing Committee. She had excellent links to the Dewsbury local community but did not appear to have any conflicts of interest that could not be easily managed.	
iv	It was noted that Ms Hussain-Butt had previously attended a Corporation meeting as an observer and had met with the Principal to discuss the College context. The Clerk had undertaken due diligence checks and had nothing of concern to report.	
v	Governors discussed Ms Hussain-Butt's suitability for the role and agreed as follows:	
vi	<p><u>RESOLVED:</u></p> <p>(i) Farkhanda Hussain-Butt is appointed as an Independent Governor with effect from her first attendance at a Corporation meeting, until 31.03.23.</p>	Synopsis Item 1
vii	<p>Action: Clerk to notify Ms Hussain-Butt of her appointment, notify her of upcoming meeting dates and attend to relevant paperwork.</p> <p><u>Student Governor Appointments: Benjamin Blank and Mehwish Jakhrani</u></p>	JG
viii	The student body had nominated Mr B Blank ("BB") (L4 BTEC HNC in Animal Management) and Ms M Jakhrani ("MJ") (L3 Extended Diploma in Health & Social Care) for appointment to the Corporation as Student Governors.	
ix	Satisfactory due diligence checks had been completed for BB but the Clerk was waiting to receive MJ's personal information. Governors therefore agreed as follows:	
x	<p><u>RESOLVED:</u></p> <p>(i) Benjamin Blank is appointed as a Kirklees College Student Governor with immediate effect until 31 March 2022.</p> <p>(ii) Mehwish Jakhrani is appointed as a Kirklees College Student Governors with effect from the date of receipt by the Clerk of the personal data required to undertake relevant due diligence checks, such date to be notified by email from the Clerk to the Chair of Corporation.</p>	Synopsis Item 2 Synopsis Item 3
xi	Action: MJ to provide completed paperwork to the Clerk for completion of pre-appointment due diligence.	MJ, JG
PRINCIPAL'S REPORT		
3	PRINCIPAL'S REPORT	
i	<p>Ms M Gilluley ("MG") spoke to her report, updating Governors as follows:</p> <ul style="list-style-type: none"> ➤ The Education & Skills Funding Agency ("ESFA") had requested substantial information ahead of the 15 January case conference, with a particular focus on the risks around the completion of the Dewsbury Learning Quarter project. ➤ The Further Education Commissioner ("FEC") stocktake report was still awaited; ➤ The College had had some success in filling the engineering vacancies. Additional support had been put in place for the new starters; 	

<p>ii</p> <p>iii</p> <p>iv</p>	<p>➤ The report discussed initiatives around student safety and site security in light of the growing risk of violent crime. Following a positive meeting with the West Yorkshire Violence Reduction Unit, the College had put in a funding bid for a project to run January to March 2020. The College's recent input to an Association of Colleges ("AoC") conference breakout session on the topic had been well received.</p> <p><u>Performance against Business Critical Performance Indicators ("BCPIs")</u></p> <p>Governors discussed the BCPIs, noting that four out of six learner income targets were RAG rated 'Amber' and the Higher Education ("HE") income target was RAG rated 'Red'. MG said the College remained ahead of target for Advanced Learner Loans but there had been some attrition since the report was circulated.</p> <p>MG distinguished between the 16-18 budget target and the more aspirational BCPI target, explaining that the lagged learner number used to calculate the College's allocation for 2019-20 had been exceeded. Vice Principal Ms C Gonzalez-Eslava ("CGE") said growth in science had not quite matched expectations but enrolments had increased for the second year running and the trend was expected to continue.</p> <p><u>Transformation Project Update</u></p> <p>Governors received an update on the Transformation Project, which it noted was going to plan. With the Chair's consent, a 'for information' update paper was tabled.</p>	
QUALITY AND CURRICULUM ITEMS		
<p>4</p> <p>i</p>	<p>QUALITY, PERFORMANCE & STANDARDS ("QPS") COMMITTEE REPORT</p> <p><u>Minutes of 14 October 2019 and report from 9 December 2019</u></p> <p>The minutes of the 14 October 2019 meeting were received and their contents noted. The minutes of the 9 December 2019 meeting were not yet available but Committee chair Mrs C George ("CG") reported as follows:</p> <ul style="list-style-type: none"> ➤ The Committee undertook validation of the Self-Assessment Report ("SAR"), providing challenge with the support of a former HMI inspector who had joined the validation panel to provide external input; ➤ The SAR was benchmarked against the new Education Inspection Framework in which more emphasis was placed on the substance of education, with the removal of the 'outcomes' judgement and the introduction of a new 'quality of education' judgment focused on curriculum intent, implementation and impact; ➤ The Committee was satisfied that the SAR was sufficiently detailed and provided the level of assurance the Corporation needed in terms of the monitoring of the learning experience and the availability of appropriate learning resources. Acting as the validation panel it had made recommendations around the inclusion of Progress 8 scores and prior attainment data for other subjects, as well as the need for an executive summary and for more focus on evidence of impact of behaviour strategies, to strengthen the report; ➤ The Committee concurred with the management grade judgements and recommended that the College self-assess as grade 2 ("Good") overall; ➤ In terms of the HE provision, the Committee was pleased to report that, according to the outcome of the Annual Provider Monitoring Review, the College continued to meet quality and standards requirements; and ➤ The Committee had reviewed a new Compliments and Complaints policy and this was recommended for Corporation approval, subject to the addition of a mechanism to deal with complaints concerning the Principal. 	

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ii	<p><u>RESOLVED:</u></p> <p>(i) To accept the recommendation of the Quality, Performance and Standards Committee in respect of the proposed Compliments and Complaints policy and, subject thereto, to adopt it with immediate effect.</p>	Synopsis Item 4
	<p><u>Self-Assessment Process</u></p>	
iii	<p>CGE introduced the SAR and outlined the process by which it was compiled and validated, saying it would be uploaded to the Ofsted portal by the end of January. There was agreement that more external input to the process would have been useful but Governors acknowledged the pressure that the FEC visit dates had put on the timetable and noted that a former HMI Inspector who had supported the validation.</p>	
iv	<p>CGE reminded Governors that, in 2018, the College had self-assessed as grade 3 (“Requires Improvement”) following an overall drop in achievement rates of 2%, and said the QPS Committee had challenged management to explain why a grade 2 (“Good”) was now appropriate, given that overall achievement had not improved.</p>	
	<p><u>College Self-Assessment Report (“SAR”)</u></p>	
v	<p>The findings of the College’s self-assessment were discussed and Governors agreed that a grade 2 was justified given the focus of the new national framework and the College’s improved vocational achievements and bearing in mind the high proportion of students doing English and maths compared to the overall student population and the impressive progress that they had made despite low entry points. They emphasised that there was still work to do but congratulated management on progress so far.</p>	
vi	<p>CGE said the data showed that taking English and maths seemed to inhibit learner progress on their vocational programmes, with those taking English and maths doing less well on their vocational programmes than their contemporaries who were just studying vocational subjects.</p>	
vii	<p><u>RESOLVED:</u></p> <p>(i) To approve the 2018-19 College Self-Assessment Report for submission to Ofsted, subject to amendments discussed at the validation panel. To note its contents and thank all involved in its production.</p>	Synopsis Item 5
1555	<p><i>A 10 minute comfort break was taken, following which the meeting reconvened with the same persons present and in attendance.</i></p>	
GOING CONCERN – MATTERS OF FINANCE, REGULATION, LEGAL ISSUES		
5	<p>FINANCE COMMITTEE AND EXECUTIVE DIRECTOR OF FINANCE REPORTS</p>	
	<p><u>Finance Committee Minutes of 22 November 2019</u></p>	
i	<p>Committee Chair Mr J Williams presented the minutes of the 22 November 2019 Finance Committee meeting and the ‘items of report’ were noted.</p>	
	<p><u>Executive Finance Director Reports: Current Financial Position and Estates Update</u></p>	
ii	<p>Executive Finance Director Mrs B Meara (“BM”) presented the 1 August 2019 to 31 October 2019 financial report, highlighting that while the key headline performance measures were RAG rated green, there had been some over-performance and under-performance at the more granular level.</p>	
iii	<p>BM had introduced a ‘Level of Concern’ flag to the report, to better guide Governors</p>	

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<p>iv</p> <p>v</p>	<p>on risk levels. She gave the example of the risk of 'pay costs remaining within budget', which was RAG rated green but was flagged as an increasing risk due to the income shortfall effectively having cancelled out the pay savings the College had recently achieved. BM said the 'staff to income ratio' being 4.5% higher than profile had triggered meetings with Faculty Heads, who had been challenged to bring costs back in line with income. The meetings were triggered at a very early stage, which should ensure that the necessary savings were made.</p> <p><u>Estates Report</u></p> <p>The Estates report was taken as read and the areas of risk and concern were noted. Governors were pleased to note that the sale of the Wheelwright Centre had completed and there had already been some interest in the Halifax Road site. BM said, as described in the report, the Pioneer House project was still in delay; there would be further reporting as matters progressed.</p> <p><u>RESOLVED:</u></p> <p>(i) To note the content of the Financial Update Report, including the status of the various estates projects.</p>	<p>Synopsis Item 6</p>
<p>6</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>AUDIT COMMITTEE REPORT</p> <p><u>Minutes of 2 December 2019</u></p> <p>Committee Chair Dr A Williams ("AW") presented the minutes of the 2 December 2019 meeting. These were discussed and the items of report noted. AW said the key focus had been the Financial Statements, which were recommended for approval.</p> <p>AW referred Governors to an item of report in the Audit Committee minutes (item 1 on page 10) and this was discussed.</p> <p><i>This matter is considered confidential at this stage and therefore the discussion is recorded in a confidential annex at the end of this document and marked Annex 1.</i></p> <p><u>Annual Report of the Audit Committee</u></p> <p><u>RESOLVED:</u></p> <p>(i) To receive the annual report of the Audit Committee and note its contents.</p>	<p>Synopsis Item 7</p>
<p>7</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>ANNUAL HR REPORT</p> <p>MG spoke to the report, noting that it was slightly out of date as it was prepared for the last Corporation meeting and deferred due to the evacuation of the meeting.</p> <p>Governors congratulated management on an excellent report, noting in particular the work underway to respond to concerns raised in the January 2019 staff survey, which had an excellent return rate of 85% of the workforce. They commented on the College's underspend of its own apprenticeship levy and the challenge of obtaining reliable information about the reasons staff leave the College. It was noted that staff welfare was one of the College's 'Three Pillars' and that numerous initiatives were in place to support health and wellbeing. Sickness absence was low at 3.24% against a 4% target.</p> <p>170 of 917 staff (17.09%) were from an ethnic minority background and 67 (7.33%) had declared a disability. 13 had declared an LGB sexual orientation and 3 that they were transgender or had undergone/were undergoing gender reassignment.</p>	

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<p>iv</p> <p>v</p>	<p>A Governor asked in what circumstances the College used agency staff and MG replied that there were no fixed rules; reasons for engaging agency staff included specialism seasonality and flexibility in the workforce.</p> <p>Governors were pleased to hear that compliance with mandatory training was very good across the organisation.</p> <p><u>RESOLVED:</u></p> <p>(i) To receive the Annual HR report and note its contents.</p>	<p>Synopsis Item 8</p>
SAFEGUARDING		
<p>8</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>1650</p>	<p><u>Safeguarding Committee minutes of 8 November 2019</u></p> <p>The Committee Chair, Mrs C George (“CG”) presented the minutes of the 8 November meeting and their contents were noted. She praised the Safeguarding team, saying the work that went on in the College was absolutely outstanding.</p> <p><u>Annual Safeguarding Report</u></p> <p>The Annual Safeguarding Report was received and Governors took note of how the Corporation’s safeguarding duties had been discharged over the past twelve months. In particular, it was noted that the College’s s175 safeguarding audit had indicated full compliance with statutory requirements, providing Governors with a high level of assurance. Pre-employment checks were undertaken for all new employees and regular and comprehensive staff training was delivered on safeguarding, child protection and the Prevent duty, in line with the College’s duties as a provider of regulated activity.</p> <p>Governors discussed the risks and challenges facing the College and its students. The Safeguarding team had dealt with 908 referrals in 2018-19, a 28% increase on the previous year and, despite this, learner retention had increased by 11.09%. Mental health remained the dominant category for referrals, with physical assault, suicidal ideation, drugs and homelessness featuring prominently.</p> <p><u>RESOLVED:</u></p> <p>(i) To receive the annual safeguarding report and note its contents.</p> <p><i>Ms M Carabine left the meeting.</i></p>	<p>Synopsis Item 9</p>
2018-19 FINANCIAL STATEMENTS APPROVALS		
<p>9</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>(i) <u>Financial Statements Auditor’s Letter of Engagement</u></p> <p>This had been approved at the 25 October Corporation (minute 5a(iii) 20.10.19).</p> <p>(ii) <u>Financial Statements and Regularity Audit Findings</u></p> <p>The External Auditor Grant Thornton (“GT”)’s report had been considered by the Audit Committee at its 2 December meeting. Governors noted that GT was issuing an unqualified, unmodified opinion.</p> <p>(iii) <u>Governor Assessment of Going Concern</u></p> <p>The Chair reminded the Corporation of its responsibility to assess the College’s ability to continue as a ‘going concern’ for 12 months from the date of signing the financial statements. BM’s ‘2018-19 Financial Statements Approvals’ paper (which</p>	

iv	<p>had been discussed in detail at the Finance and Audit Committee meetings) outlined the case for this; the management advice was that the 'going concern' method of accounts preparation should apply. Governors noted the contents of the paper and the advice of the Finance and Audit Committees and agreed that the accounts should be prepared on the 'going concern' basis.</p> <p><u>RESOLVED:</u></p> <p>(i) Having taken advice from management and its Finance and Audit Committees, the Corporation is satisfied that the College is able to continue as a 'going concern' for at least the next twelve months and that the accounts should be prepared on the 'going concern' basis.</p> <p>(iv) <u>Approval of Strategic Report and Financial Statements 2018-19 for signature</u></p>	Synopsis Item 10
v	<p>The audited <i>Strategic Report and Financial Statements</i> (the "Report"), together with BM's summary report, were received and discussed, along with the advice of the Finance and Audit Committees. BM said GT had reported an unqualified audit opinion, with no requirement for an 'emphasis of matter' on 'going concern'.</p>	
vi	<p>Members clarified as follows:</p> <ul style="list-style-type: none"> ➤ The EBITDA outturn position was better than budget and July forecast due to the continued focus on both increasing income and reducing cost; ➤ The accounts included a reversal of the impairment made on the Wheelwright Centre following its sale in October 2019; and ➤ Restructuring Fund grant monies and loan monies shown in the accounts settled the exceptional financial support liability in the 2017/18 financial statements. 	
vii	<p>Following discussion, it was agreed that the Report did an effective job of accounting to stakeholders for the College's performance and prospects and demonstrated its compliance with statutory and regulatory requirements.</p>	
viii	<p><u>RESOLVED:</u></p> <p>(i) To approve the Strategic Report and Financial Statements 2018-19 for signature.</p> <p>(v) <u>Approval of Statement of Corporate Governance & Internal Control for signature</u></p>	Synopsis 11
ix	<p>The Statement of Corporate Governance & Internal Control (the "Statement") was discussed. It was noted that it was recommended for approval by the Audit Committee, which had reviewed it in detail at its meeting, as per its minutes.</p>	
x	<p>Following discussion, Governors agreed that the Statement accurately described the Corporation's governance arrangements and delegations and contained a fair and accurate assessment of the risk arrangements that were in operation.</p>	
xi	<p><u>RESOLVED:</u></p> <p>(i) To approve the Statement of Corporate Governance & Internal Control for signature.</p> <p>(vi) <u>Approval of Statement of Regularity, Propriety & Compliance for signature</u></p>	
xii	<p>Governors acknowledged their responsibility to ensure compliance with the funding agencies' financial memoranda and regard was had to the Regularity Audit findings.</p>	

<p>xiii</p> <p>xiv</p> <p>xv</p> <p>xvi</p>	<p>The assurance advice from GT was noted and Governors resolved as follows:</p> <p><u>RESOLVED:</u></p> <p>(i) The Corporation is satisfied that, in all material respects, the expenditure disbursed and income received between August 2018 and 31 July 2019 were applied to purposes intended by Parliament and the financial transactions conformed to the authorities which governed them.</p> <p>(ii) To approve the Statement of Regularity, Propriety & Compliance for signature.</p> <p>(vii) <u>Statement of the Responsibilities of the Corporation for signature</u></p> <p><u>RESOLVED:</u></p> <p>(i) To approve the Statement of the Responsibilities of the Corporation for signature.</p> <p>(viii) <u>Approval of Grant Thornton's Letter of Representation for signature</u></p> <p>BM reminded the meeting that the Corporation was required to provide a signed copy of the Letter of Representation to GT, to confirm that, as far as it was aware, all information relevant to the preparation of the accounts had been provided and Governors understood the key assumptions contained within the accounts which had been discussed by both the Finance and the Audit Committees. She drew attention to items xiii and xvi, which concerned the LEP overage liability.</p> <p><u>RESOLVED:</u></p> <p>(i) To approve Grant Thornton's Letter of Representation for signature.</p>	
STUDENTS UNION REPORTS		
<p>10</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p>	<p>ANNUAL REPORT FROM THE STUDENTS' UNION</p> <p>The Corporation noted its Education Act 1994 responsibility to take reasonably practicable steps to secure that the Students' Union operated in a fair and democratic manner and was accountable for its finances. An annual report (the "Annual Report") had been provided as an assurance source in this regard.</p> <p>The Annual Report described the Students' Union governance arrangements, explaining the roles of student representatives and super representatives in amplifying the student voice within College. Student Parliaments had been held in 2018-19, as required by the Students' Union constitution. In response to a question, CGE said so far this year (2019-20) there had been no student voice events; one had had to be rescheduled.</p> <p>Action: Governors to receive dates of student voice events and attend if possible.</p> <p><u>RESOLVED:</u></p> <p>(i) To receive the Students' Union Annual Report for 2018-19 and note that it provided satisfactory assurance in respect of the fair and democratic operation of the Students' Union.</p>	<p>CGE, JG</p>

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11	<p>STUDENT'S UNION ACCOUNTS</p> <p>i As required by s22 Education Act 1994 and the Student Union's constitution, the annual accounts of the Students' Union for 2018-19 were received by the Corporation, having been prepared by the College's Finance Department.</p> <p>ii It was noted that the Corporation was required by law to ensure the financial affairs of the Students' Union were properly conducted and to monitor its expenditure. In this regard, Governors noted that the year-end surplus was £1,646. The College was the main funder, providing a budget of £9,000 for 2018-19, which was topped up with income from the sale of NUS (National Union of Students) cards. There had been no donations to external organisations during the accounting period.</p> <p>iii <u>RESOLVED:</u></p> <p>(i) To receive the Students' Union Annual Report for 2018-19 and note that it provided satisfactory assurance in respect of the fair and democratic operation of the Students' Union.</p>	
GOVERNANCE		
12A	<p>GOVERNANCE SELF ASSESSMENT REPORT</p> <p>i It was noted that the Corporation was required to review its own effectiveness to ensure continuous improvement, including assessing its performance against the values and principal responsibilities set out in the Code of Good Governance for English Colleges. This had been done and the Governance Self-Assessment Report for the 2018-19 academic year was received and approved.</p> <p>ii The importance of acting on the outcomes was emphasised and the areas for improvement were noted.</p> <p>iii <u>RESOLVED:</u></p> <p>(i) To approve the Governance Self-Assessment Report for 2018-19.</p>	
13	<p>GOVERNOR DEVELOPMENT REPORT</p> <p>i The Clerk presented the Governor Development Report and the contents were noted. In particular, attention was drawn to the fact that new guidance had been published by the Office for Students on <i>Monitoring and Intervention and Reportable Events</i>. She said this may need to be reflected in the College's policy framework and she would take a report to the Search & Governance Committee in due course.</p> <p>ii Action: Search & Governance Committee to receive a report on the Office for Students requirements around monitoring and intervention and reportable events.</p> <p>iii A new training course for Governors had been launched by the Education & Training Foundation. The Clerk had provided details of how to access the (mainly online) course, which was currently being offered for free.</p>	JG
14	<p>PUBLICATION OF AGENDA PAPERS</p> <p>i <u>RESOLVED:</u></p> <p>(i) The items marked with an asterisk on the Agenda, together with the confidential minutes of the previous meeting, shall be deemed</p>	

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	confidential and shall be excluded from publication in accordance with clause 18.2 of the Instrument of Government.
CHAIRS' REPORTS	
15 i 1725	<p>CHAIR AND VICE CHAIR'S REPORTS</p> <p>The Chair had attended the AOC Conference. He had found this useful and an opportunity to make new contacts.</p> <p><i>Dr A Conn left the meeting.</i></p>
PAPERS FOR ASSURANCE/INFORMATION PURPOSES ONLY	
16A i ii	<p>ESTATES STRATEGY ADVISORY GROUP MINUTES</p> <p>It was agreed that items 16A, 17, 18, 19 and 20 should be taken ahead of Item 16.</p> <p>The minutes of the Estates Strategy Advisory Group's meeting were received and the contents noted.</p>
17 i	<p>CORPORATE HEALTH, SAFETY AND WELFARE MINUTES</p> <p>The minutes were received and the contents noted.</p>
18 i ii	<p>USE OF CORPORATION SEAL</p> <p>The report was received and the contents were noted.</p> <p><u>RESOLVED:</u></p> <p>(i) To ratify the use of the seal.</p>
19 i	<p>USE OF THE WRITTEN RESOLUTION PROCEDURE</p> <p>The report was received and the contents were noted.</p>
20 i	<p>DATE OF NEXT MEETING</p> <p>Friday 27 March 2020 at 3pm.</p>
EXECUTIVE EMPLOYMENT MATTERS	
16 i ii iii	<p>(i) <u>Involvement of Staff and Student Governors</u></p> <p>The Committee had met on 3 December 2019 and it was noted that the information it was to provide was information the disclosure of which would concern the personal affairs of the Principal, the Clerk and the senior post holders. It was agreed that the details of their performance were sensitive and should be known only to those who properly participated in the review processes.</p> <p>It was therefore agreed, pursuant to clauses 13.5(d) and 13.9(b) of the Instrument of Government, that all Staff and Student Governors should withdraw from the meeting, along with all non-Governors (pursuant to clause 17) except for the Clerk.</p> <p><u>RESOLVED:</u></p> <p>(i) To go into closed session, excluding all Staff Governors (pursuant to clause 13.5(d) of the Instrument of Government) and all Student</p>

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	Governors (pursuant to clause 13.9(b)) and all non-Governors, other than the Clerk (pursuant to clause 17).	
1730	<i>With the exception of the Clerk, all but the Executive Governor and the Independent Governors left the meeting.</i>	
iv	It was noted that the Principal and Clerk's probationary reviews had been conducted by Corporation Chair Mr G Hetherington, assisted by Vice Chair John Williams. The other Senior Post Holders' probationary reviews had been conducted by the Principal.	
v	There was discussion about the need to codify the procedure for the Principal's performance appraisal; there was an agreed procedure, based around the staff approach and this had been followed, but it was not written down.	
vi	The confidential minutes of the 3 December meeting were tabled with the Chair's consent and Governors took a moment to read in and note the items of report. <i>This matter is considered restricted and therefore the discussion is recorded in a restricted annex at the end of this document and marked Annex 2.</i>	
0	CLOSE	
i	There being no further business, the meeting closed. The Chair thanked everyone for their contributions.	

Synopsis

#	Details	Minute
1.	Farkhanda Hussain-Butt was appointed as an Independent Governor.	12 vi
2.	Benjamin Blank was appointed as a Kirklees College Student Governor.	12 x
3.	Mehwish Jakhrani is appointed as a Kirklees College Student Governor.	12 x
4.	A new Compliments and Complaints policy was approved and adopted.	4 ii
5.	The 2018-19 College Self-Assessment Report was approved for submission to Ofsted, subject to some amendments that had been discussed at the validation panel. Thanks were expressed to all involved in its production.	4 vii
6.	A financial report was presented and discussed.	5 v
7.	The annual report of the Audit Committee was presented and discussed.	6 iii
8.	The annual Human Resources report was presented and discussed.	7 v
9.	The annual Safeguarding report was presented and discussed.	8 iv
10.	Having taken advice from management and its Finance and Audit Committees, the Corporation was satisfied that the College was able to continue as a 'going concern' for at least the next twelve months and that the accounts should be prepared on the 'going concern' basis.	9 iv
11.	The Strategic Report and Financial Statements 2018-19 were approved for signature.	9 viii