

Kirklees College Corporation

Minutes of the meeting of the Corporation Board held on Friday 14 December 2018 at 3pm at the Huddersfield Centre

Present:	Mr G Hetherington	Independent member (Chair)
	Mr J Adam	Student member
	Dr A Conn	Independent member
	Ms C George	Independent member
	Prof S Donnelly	Independent member
	Mr D Keeton	Independent member
	Mr H Linn	Independent member
	Mr N Taylor	Staff member
	Prof J Thompson	Independent member
	Ms R Thornton	Student member
	Mr J Williams	Independent member
	Dr A Williams	Independent member
	Ms M Gilluley	Principal and Chief Executive
Apologies:	Ms E Hainsworth	Independent member
	Ms L Precious	Staff member
	Mr J Royle	Independent member
	Mr M Varyani	Independent member
	Ms S Weston	Independent member
Attendance:	13/18 = 72%	[KPI 80%]
Quorum:	13/20 = 65%	[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 A Riley	Director of MIS, IT and Risk
Apologies:	Mr C Howarth	ESFA

21. Apologies for absence

Apologies for absence were received as listed above.

22. Declarations of Interest

Mr Hetherington repeated his declaration of interest regarding the sale of the Holmfirth centre.
Mr Williams declared an interest in the item on Election of Vice Chair.

23. Appointment of Student Members

The Chair introduced Jacob Adam and Rebecca Thornton, who had been elected by the student body as Student Union President and Student Governor respectively.

RESOLVED: to appoint Mr Adam and Ms Thornton as Student members of the Corporation for a period until replacements are elected or until they leave the College.

24. Minutes of the previous meeting

- (a) The minutes of the meeting of the Corporation Board held on 5 October 2018 were agreed as a correct record.
- (b) The minutes of the Special Meeting held on 16 November 2018, subject to insertion of the word 'not' to read: "In the event that the College could not meet the repayment profile...." (3rd paragraph of Minute 3).

(c) Matters arising not elsewhere on the agenda

None

(d) Update on agreed actions

There were no outstanding actions.

25. Annual Safeguarding Report

Ms Harrow-Wright presented the Annual Safeguarding Report for 2017/18, which had been discussed by the Safeguarding Committee at its meeting earlier in the day.

Ms George, as Chair of the Safeguarding Committee, reported that the Committee had reviewed the report in detail and had suggested that some of the rather alarming content of the report should be shared with politicians and the FE Commissioner. The Principal assured members that whilst she would take this suggestion forward as requested, the increase in the number of referrals was common in many colleges and symptomatic of a reduction in support services available in the community across the country.

Members welcomed this very illuminating report which was regarded as a reflection of the issues faced by many young people in society today. A member suggested that it would be helpful to know how many were self-referrals by students, those from staff and those which were external referrals. It was also suggested that there should be comparative percentages by curriculum and ethnicity, in addition to absolute numbers, and comparisons between N and S Kirklees. The reporting of the linkages between measures taken and outcomes was also suggested for future reports.

RESOLVED: to receive the Annual Safeguarding Report 2017/18.

26. Principal's Report and Business Critical Performance Indicators

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

The report highlighted:

- the progress on the College's application for support from the Restructuring Fund;
- the recent senior staff appointments;
- her attendance at the Association of College's (AoC) conference;
- the recent visit to the College by the Minister for Skills;

- the events and achievements of students and staff as reported in KC Chronicle, which was included with the papers and the sterling work of the marketing team in facilitating these events.

The Principal also presented an update of performance against each of the Business Critical Performance Indicators (BCPIs) identified by Governors for review by the Corporation, including the Red, Amber, Green (RAG) status of each. Some aspects were reported in detail elsewhere within the meeting and to Corporation committees.

Members sought information on the actions being taken by the College to promote good attendance. The Vice Principal reported the range of initiatives being taken, with the focus being on reward and positive encouragement.

RESOLVED: to receive the report.

27. College Self-Assessment Report (SAR)

The Vice Principal presented the draft College SAR for 2017/18, which had been prepared following a thorough and robust process of challenge within the College. The proposed key judgements were:

- Overall effectiveness: 3 (Requires Improvement)
- Leadership & Management: 3
- Quality of Teaching Learning and Assessment: 2 (Good)
- Personal Development, Behaviour and Welfare: 2
- Outcomes for Students: 3
- Adult Learning Programmes: 3
- Apprenticeships: 2
- Provision for students with high needs: 2

Ms George as Chair of the Quality, Performance and Standards Committee and Dr Williams who had participate in the validation process, reported on the discussions at the Committee meeting and the Validation Panel.

A discussion ensued on the actions to be taken as documented in the Quality Improvement Plan and the importance maintaining focus on the priority actions. Mr Taylor explained how each curriculum area had its own individual improvement plan and that these were actively progressed and regularly monitored.

RESOLVED: To approve the College Self-Assessment Report 2017/18.

28. Student Union Annual Report and Financial Accounts 2017/18

The Vice Principal presented this report, which included an update on student voice activity throughout the 2017/18 year, together with the student union accounts which had been prepared by the College's Finance department. The budget of £9003 was underspent by £120.

RESOLVED: to receive the Student Union Annual Report and Accounts 2017/18.

29. Higher Level Skills Strategy

The Vice Principal presented an update on the current position on Higher Education and the short, medium and longer term plans for a new focus on the College's higher skills offer at Level 4 and above.

The Principal reported on the proposals for HE collaboration with Wakefield and Calderdale colleges, as recommended by the West Yorkshire Area Review, and the wider 'Go Higher' initiative across the region.

A member questioned whether any colleges were bucking the national trend of falling numbers of HE provision in FE. The Principal reported that this was very much dependent on the proximity of a university within a college's catchment area. In developing its future provision, the College would need to ensure it had a clearly differentiated offer for HE skills.

RESOLVED:

- i. to receive the report;***
- ii. to approve the proposed approach to the development of a higher level skills strategy.***

30. Estates Report

RESOLVED: to declare Minute 30 as confidential under Clause 17(2)(d) of the Instrument of Government.

31. Annual Accounts 2017/18

The Board was presented with a series of documents necessary for consideration of approval of the annual accounts.

a) Annual Report of the Audit Committee

Dr Williams presented the Annual Report of the Audit Committee which had been approved at the Audit Committee meeting on 3 December 2018. The report concluded with the Committee's recommendation to the Board to approve the Annual Accounts for 2017/18.

RESOLVED: to receive the Audit Committee Annual Report 2017/18.

b) Letter of Engagement

This outlined the terms of the external audit engagement.

RESOLVED: to approve the Letter of Engagement.

c) Financial Statements (FS) Auditors' Report

The Director of Finance (DoF) presented the FS Auditors' Report which had been considered in detail by the Audit Committee at the meeting 3 December 2018.

She reported that the outstanding actions listed in paragraph 1.1 of the report had been completed, with the exception of the confirmation of ESFA funding. Whilst a letter had been received from the ESFA, this included incorrect information regarding the apprenticeship levy (by £400k) and a corrected letter had been requested. The DoF assured the Board that figures stated in the accounts were the correct ones.

RESOLVED: to receive the FS Auditors' Report 2017/18.

d) Letter of Representation

The Board considered the draft Letter of Representation for Kirklees College.

RESOLVED: to approve the Letter of Representation.

e) Going Concern Assessment

The DoF presented a report which sought to inform the governing body's consideration of the appropriateness of the going concern basis of preparation of the accounts. The FS auditors had agreed with the College's conclusion in that regard.

RESOLVED: to approve the going concern basis for the preparation of the accounts.

f) Members' Report and Financial Statements

The DoF presented the draft Members' Report and Financial Statements for 2017/18. Earlier versions of these had been considered by the Finance Committee and the Audit Committee. Both committees recommended approval by the Board.

RESOLVED: to approve the Members' Report and Financial statements 2017/18.

Dr Conn left the meeting at this point, 5pm

32. Update on Recovery Plan

The Principal presented an update on the Recovery Plan, including feedback from the recent case conference with the ESFA and the proposed visit by the FE Commissioner's Team arranged for 6 and 7 February 2018. The report also provided information on the relevant estates issues, the completion of the Apprenticeship Review and progress on the Transformation Project which was being informed by the review being carried out by consultancy firm Tribal.

Members questioned how the outcome of the apprenticeship review had been received by staff. The Vice Principal reported that achieving consistency of the learner journey had been a prime aim of the review and changes had affected some areas more than others. A fuller report was to be made at the February meeting of the Corporation.

The DoF reported that the first loan and grant monies from the Restructuring Fund had been received and the focus was now on meeting the terms of conditions of loan, for which she reported the current position.

An issue had been identified with the release of security by the Local Enterprise Partnership (LEP) on Halifax Road and the college was currently working to resolve through two options documented in the report, which were currently under consideration by the LEP. The LEP had indicated that there was no risk that neither of these two options would be accepted.

RESOLVED:

- i. to receive the report;***
- ii. to approve both options presented;***

iii. to delegate to the Principal the signing of the reduced loan agreement or to cancel the loan agreement, whichever is considered the best way forward by the LEP.

33. Major Incident Planning

As requested by the Audit Committee, Mr Riley presented a detailed report on the College's progress towards developing a Major Incident Plan. Actions taken to date included the development of Business Continuity Plans, a Major Incident Response Plan, attendance at emergency planning events and a range of training activity.

Following a recent internal audit review of progress, 6 recommendations were being taken forward by management. These were listed in the report and progress on these would be monitored by the Audit Committee.

Members welcomed a suggestion for an awareness session for governors to be arranged in the spring term.

RESOLVED: to receive the report.

Ms George left the meeting at this point, 5.30pm.

34. Review of Strategic Plan

Following attendance by governors and members of the senior leadership team at the strategic planning workshop on 16 November 2018, the Principal presented a revised draft of the College's strategic plan, including 6 new strategic objectives and revised values and key performance indicators (KPIs).

Consultation with stakeholders would continue in line with the previously-agreed timetable, with a view to presenting a final version for approval by the Corporation in February 2019.

RESOLVED: to receive the report.

35. Election of Vice Chair of the Corporation

The Clerk reported that one nomination had been received in respect of Mr Williams as Vice Chair and sought the Board's approval for his re-appointment.

RESOLVED: to approve the appointment of Mr Williams as Vice Chair for a two-year term to 31 July 2020.

36. Use of Corporation Seal

The Clerk presented a report on the use of the Corporation Seal in respect of 4 documents.

RESOLVED: to ratify the use of the Corporation Seal as reported.

37. Corporation Business Planner 2018/19

The Clerk presented a revised version of the Corporation and Committee business planner 2018/19 for the Board's approval.

It was suggested that a specific report on the key issue of improving student attendance should be included for the Corporation.

RESOLVED: to approve the revised version of the Corporation and Committee business planner 2018/19, subject to the additional report suggested.

38. Minutes of Committee meetings

The Board received the minutes of the following meetings:

- i. Quality, Performance & Standards Committee, 15 October 2018 and 26 November 2018;
- ii. Finance Committee, 16 November 2018;
- iii. Audit Committee, 3 December 2018.

RESOLVED: to receive the minutes of the above Committee minutes and to approve the recommendations therein, including approval of the Office for Students Annual Quality Assessment Return.

39. Chair's Report

The Chair and Vice Chair reported on their recent activity within the College including their attendance at the Springfield Centre opening, College Outstanding Learner Awards evening (COLs) and meetings with LA colleagues.

RESOLVED: to receive the report.

40. Publication of papers and Declaration of Confidentiality

RESOLVED: that the papers on estates and restructuring fund be declared confidential under Clause 17(2)(d) of the Instrument of Government.

41. Date of next meeting

Friday 1 February 2018, 3pm, at the Oldroyd Centre, Dewsbury.

The meeting closed at 5.45pm.