

Kirklees College Corporation

Minutes of the meeting of the Corporation Board held on Friday 26 January 2018 at 3pm at the Dewsbury centre

Present:	Mr P Berthaut	Student member
	Mr A Conn	Independent member
	Mrs C George	Independent member
	Mr G Hetherington	Independent member (Chair)
	Mr D Keeton	Independent member
	Ms C Pinder	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:	Prof C Jarvis	Independent member
	Ms I Khalid	Student member
	Ms J Nowacki	Independent member
	Mr Z Pervais	Independent member

Attendance: 13/17 = 77% [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

36. Apologies for absence

Apologies for absence were received as listed above.

37. Declarations of Interest

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

Mr Taylor, as a Staff member, declared an interest in the item on the Financial Recovery Plan and restructuring proposals.

Dr Williams declared an interest in the item relating to the sale of the Highfields centre as he was associated with one of the bidders, Musica.

38. Appointment of Staff Member

The Clerk reported that following the end of Mrs Holdsworth's term of office, an election had been held for a replacement staff governor. Two nominations had been received and a ballot of Business Support staff held. Ms Lydia Precious had received the most votes. The Clerk had confirmed Ms Precious's eligibility.

RESOLVED: To appoint Ms Lydia Precious as a Staff member for a term to expire on 25 January 2022.

39. Minutes of the previous meeting

(a) The minutes of the meeting of the Corporation Board held on 8 December 2017 were agreed as a correct record.

(b) Matters arising not elsewhere on the agenda
None.

(c) Update on agreed actions

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

The Principal reported that earlier in the day the Finance Committee had received updated KPIs following feedback from governors at the November 2017 development day. The Committee had approved the purchase of the Dynistics Active Dashboards software which would improve management information at all levels across the College.

It was reported that the ESFA Director, Paul Williamson, had accepted an invitation to meet with governors at the Special Meeting of the Corporation arranged for 16 February 2018.

40. 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.

She highlighted:

- the significant amount of work that had been undertaken to develop the recovery plan and this had been major focus of the Senior Leadership Team over the past few weeks;
- that an inspection visit by Ofsted within the next few weeks remained a distinct possibility;
- the disappointing allocation for non-levy Apprenticeships and her frustration at the across-the-board cut, despite the excellent quality rating of the College's submission.

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. She highlighted:

Subject to confirmation

- that although the rating for 16-18 study programmes was Red, the College was currently delivering to 55 learners over and above the currently funded level, payment for whom would be received in 2018/19;
- that the information reported for work placements was incorrect and this would be updated and circulated to governors. (Corrected figures: 1050 students placed with an estimated 1987 remaining). Some learners were not suitable for work placements and so a 100% target was unrealistic.

Members noted the Principal's comments regarding the current pressures on the SLT and whilst mindful of incurring additional costs, questioned whether additional resources were required or whether a dedicated project team should be set up. The Principal responded that the delivery of the recovery plan was to be reviewed and the proposed Transformation project would look at the model of operations and the streamlining and efficiency of college processes.

RESOLVED: to receive the report.

41. FE Commissioner's Recommendations and Financial Recovery Plan

RESOLVED: to declare minute 41 as confidential under Clause 17(2)(d) of the Instrument of Government.

42. Annual Accounts 2016/17 and Going Concern Assessment

RESOLVED: to declare Minute 42 as confidential under Clause 17(2)(d) of the Instrument of Government.

43. West Yorkshire Consortium of Colleges (WYCC)

The Principal provided an update on the progress made by the WYCC, following her attendance at a recent meeting of the consortium's 7 directors. The prime objective of the WYCC was to achieve income from European Social Fund projects. The College made a subscription as a member of the consortium.

The consortium had been very successful in bidding on contracts, which provided significant potential for future income and the Principal was now more confident about the success of the consortium's work.

Governors noted the previously-expressed concerns of the WYCC's overheads and wished to have on-going sight of costs and benefits. It was suggested that College staff at risk of redundancy could be offered job vacancies in the consortium.

RESOLVED: to receive the report.

44. Estates Report

RESOLVED: to declare Minute 44 as confidential under Clause 17(2)(d) of the Instrument of Government.

45. Equality, Diversity and Inclusion Annual Report and Gender Pay Gap Report 2016/17

The Deputy Principal presented the Equality, Diversity and Inclusion Annual Report 2016/17, which included a Gender Pay Gap report.

The reports showed that there were no equal pay issues within the College as equal pay was provided regardless of gender. However a gender pay gap existed as many of the lower paid jobs in the College were done by women.

Members welcomed the very good and comprehensive reports, which raised some important issues. It was reported that all required actions would feature in an Equality Action Plan which would be monitored through the EDI Strategic Group.

RESOLVED: to approve the EDI Annual Report 2016/17.

46. HE Annual Quality Review

The Vice Principal presented this comprehensive report on the College's Higher Education provision. This had been previously presented at the November 2017 meeting of the Quality, Performance and Standards Committee.

Mrs George, Chair of the QPS Committee, informed the Board that the report had been discussed at length by the Committee.

The Deputy Principal reported that a Quality Assurance Agency (QAA) visit was expected in April 2018, preparations for which were well underway.

RESOLVED: to receive the report and to ratify the decision of the QPS Committee to approve the HEFCE Annual Quality Assessment Return.

47. Apprenticeships Update

The Vice Principal presented a report on the performance and development of apprenticeships. This included: recruitment against target; achievement rates; an update on the apprenticeship reforms and progress on the new standards; and sub-contracting.

Work with levy-paying employers was continuing but following a lower-than-expected allocation (by £1m) for non-levy apprenticeships, the College would be faced with some serious decisions about future delivery. The matter had been raised with the ESFA Director and a response was awaited.

Members questioned why the College would consider continuing to deliver something it would not get paid for. The Principal responded that there was risk of not getting paid for the excess delivery, but there was but also a risk of stopping. In previous years, the ESFA had always paid for apprenticeships in excess of allocation as these were a clear governmental priority.

Members congratulated the College on the excellent achievement rates for apprenticeships.

RESOLVED: to receive the report.

48. Pay Award

The Deputy Principal presented a report on the national pay position. Provision for a 1% award had been made in financial plans but given the College's current position, no recommendation was being made as yet, pending further consideration.

RESOLVED: to receive the report.

49. Letters from ESFA Chief Executive and Minister of State

The Principal referred to the letters to college Principals from Peter Lauener dated 17 November 2017 on his retirement as ESFA Chief Executive and from the Minister Anne Milton dated 17 January 2018.

The latter included an invitation to colleges to apply to deliver T-levels. However, it was reported that the College was not eligible to apply due to its current status as financially inadequate.

RESOLVED: to note the letters.

50. Use of Corporation Seal

The Clerk presented a report on the use of the Corporation Seal in respect one a document relating to the land at Bradford Road, Dewsbury.

RESOLVED: to ratify the use of the Corporation Seal.

51. Corporation Committee Membership

The Clerk presented a revised Committee membership list following recent changes to membership of the Corporation.

RESOLVED: to approve the revised Committee memberships.

52. Committee Minutes

The Board received the minutes of the following committee meetings:

- i. Quality, Performance & Standards, 16 October and 27 November 2017
- ii. Finance Committee, 17 November 2017
- iii. Audit Committee, 4 December 2017
- iv. Search & Governance, 8 December 2017
- v. Financial Recovery Task & Finish Group, 14 December 2017 and 9 January 2018
- vi. Governor Development Day, 12 January 2018

RESOLVED to accept the minutes and the recommendations therein.

53. Chair and Vice Chair Reports

The Chair and Vice Chair reported on the significant amount of meetings they had attended over the past few weeks, primarily related to the Financial Recovery plans.

54. **Publication of papers and Declaration of Confidentiality**

RESOLVED: that the papers on estates, FE Commissioner's Recommendations and Recovery Plan, Pay Award and elements of the Principals report relating to finances be treated as confidential under Clause 17(2)(d) of the Instrument of Government.

55. **Date of next meeting**

Friday 16 February 2018, 3pm, at the Huddersfield Centre.

The meeting closed at 6.05pm