

Kirklees College Corporation

CORPORATION

Minutes of a meeting held at 15.00 on 27 March 2020 by Microsoft Teams videoconference

Present:	Mr G Hetherington	Independent Governor (Chair)
	Mr B Blank	Student Governor
	Ms M Carabine	Independent Governor
	Dr A Conn	Independent Governor
	Prof S Donnelly	Independent Governor
	Ms C George	Independent Governor
	Ms M Gilluley	Principal & Chief Executive
	Ms F Hussain-Butt	Independent Governor
	Mr H Linn	Independent Governor
	Miss M Jakhrani	Student Governor
	Ms L Precious	Staff Governor
	Mr J Royle	Independent Governor
	Mr N Taylor	Staff Governor
	Mr M Varyani	Independent Governor
	Dr A Williams	Independent Governor
	Mr J Williams	Independent Governor

Attendance: 16/16 = 100% KPI 80% Quorum: 8 (40%)

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

Item

Action/ Synopsis Item

PRELIMINARY ITEMS		
0	WELCOME AND INTRODUCTIONS	
i	The Clerk confirmed that due notice of the meeting had been given, that the requirement for all persons participating to be able to communicate with one another was satisfied and that the meeting was quorate. It was noted that the meeting had been initiated from the home address of Corporation Chair Mr G Hetherington.	
ii	The Chair welcomed everyone and declared the meeting open at 15.10. He outlined how the meeting would proceed and explained that there would be a further opportunity to discuss the impact of the coronavirus pandemic at a special online briefing and Q&A session on Monday at 13.00.	
1.1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	The resignation of Independent Governor Ms S Weston on 27 January 2020 was acknowledged and the Clerk was asked to record the Corporation's thanks for her service to the College. The Chair had already written to her along those lines.	
ii	The Chair invited disclosures of interests and repeated his prior disclosures regarding the Holmfirth Adult Education Centre. He also had an interest in Item 1.2 and Independent Governors Mr J Royle ("JR") and Mr J Williams ("JW") each had an interest in Item 11(iii). It was agreed that each should remain in the meeting during the relevant discussion.	

Item		Action/ Synopsis Item
iii	All confirmed that, except as disclosed, they had no direct or indirect interest in any way in the business to be transacted at the meeting which should be disclosed.	
1.2	APPOINTMENT OF CORPORATION CHAIR	
i	Mr Williams took the Chair during this Item.	
ii	The Clerk advised that Mr G Hetherington, nominated by Independent Governors Prof S Donnelly and Mr J Williams, was the only nominee for the office of Chair.	
iii	Search & Governance Committee had recommended that the Corporation review its limits on the maximum terms of office the Vice Chair and Chair could serve, suggesting that a maximum of 'two terms of four years' be adopted, with a formal review after two years. This was in line with the Code of Good Governance for English Colleges. The Clerk said if Governors were minded to make the change, it should be actioned prior to the secret ballot for the reappointment of the Chair, so that there would be no doubt that the change would apply to his second term of office, should he be reappointed.	
iv	<p><u>RESOLVED:</u></p> <p>(i) To amend Standing Order 3.1 by the deletion of the words “two years” and the substitution of the word “four years, with a formal review after two years”.</p>	Synopsis Item 1
v	Action: Standing Orders to be updated and republished.	
vi	A secret ballot for the appointment of the Chair was held via www.surveymonkey.co.uk and the Clerk confirmed that Mr Hetherington had been re-appointed for a second term. It was agreed that his appointment would take effect from the end of his first term.	JG
vii	<p><u>RESOLVED:</u></p> <p>(i) To reappoint Mr G Hetherington as Corporation Chair for a second term of office duration four years, with effect from the end of his first term of office.</p>	Synopsis Item 2
2	MINUTES OF THE 24 JANUARY 2020 CORPORATION MEETING	
i	<p><u>RESOLVED:</u></p> <p>To approve the 24 January 2020 minutes as an accurate record.</p>	
2.1	MATTERS ARISING NOT ON THE AGENDA	
i	Executive Finance Director Beccy Meara (“BM”) said (in respect of Synopsis Item 2 in the 24 January minutes), the College’s Integrated Financial Model submission was sent on time.	
2.2	UPDATE ON AGREED ACTIONS	
i	<u>Governor Appointment Administration:</u> This had been actioned per instructions.	
ii	<u>Office for Students monitoring & intervention and reportable events guidance:</u> This had been actioned per instructions.	
iii	<u>Formal reporting of Equality, Diversity & Inclusion matters to the Corporation:</u> This was not due until December 2020.	
iv	Action (rolled over): By December 2020, Search & Governance Committee to advise on the formal reporting of Equality Diversity & Inclusion matters to Corporation.	JG, S&G

PRINCIPAL'S REPORT		
3	PRINCIPAL'S REPORT	
	<u>Release from Intervention</u>	
i	Governors were delighted to hear that the College had been removed from formal intervention. They warmly congratulated Ms M Gilluley ("MG") and the staff team. MG said the letter from the Education & Skills Funding Agency ("ESFA") had arrived on Wednesday, confirming the position and advising that the Notice to Improve would be moved to the 'closed' section of the .Gov webpage when it was next updated. As the College had been assessed as having low 'Requires Improvement' financial health, it was now classified as having early intervention status ¹ .	Synopsis Item 3
ii	Action: The Chair to write to the external members of the original Finance Task & Finish Group, sharing the good news of the College's removal from formal intervention and thanking them for the part they played.	JG, GH
	<u>CKMA Project</u>	
iii	The work with Calderdale College and CKMA to address serious skills shortages in Engineering and STEM had been making good progress up until the virus struck.	
	<u>Workforce Development Approach to Tackling Youth Violence</u>	
iv	The West Yorkshire Violence Reduction Unit project had also made good progress but additional funding for it had not yet been released. The College was to be mentioned in a report coming out of the Unit in March or April 2020.	
	<u>Performance against Business Critical Performance Indicators ("BCPIs")</u>	
v	Governors discussed the BCPIs, noting that four out of six learner income targets were RAG rated 'Amber'. MG said Higher Education ("HE") performance would not now improve but the Advanced Learner Loans outcome remained above target and the workforce indicators were satisfactory, with staff costs being closely monitored.	Synopsis Item 4
	<u>College Response to the Coronavirus</u>	
vi	An update paper was tabled with the Chair's permission and the contents were noted. Governors had numerous questions about the College pandemic response and the impact on staff and learners. They were pleased to hear that tutors were in touch with learners, most were able to work remotely, and engagement was being tracked on the Virtual Learning Environment. The majority of staff were also working remotely and managers had been asked to keep in touch with their teams. Where home working was impossible, as in the catering/cleaning staff teams, it might be necessary to furlough.	Synopsis Item 5
vii	Staff Governor Mr N Taylor ("NT") praised his own team's response, saying staff had coped admirably and were in contact with every single learner to ensure that learning continued. He said his department was in no way unique; innovative virtual teaching was being delivered across the College. Governors welcomed his perspective and commended the diligence and commitment of the staff team.	
viii	MG said a separate briefing session would take place on Monday afternoon for anyone wishing to better understand the likely impact of the pandemic. Governors were already being copied into staff update bulletins and this was agreed to be helpful.	

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832042/College_Oversight_document_Aug_19.pdf

QUALITY AND CURRICULUM ITEMS		
4.1	There was no Item 4.1.	
4.2	QUALITY IMPROVEMENT PLAN	
i	Ms C Gonzalez-Eslava, Vice Principal Curriculum (“CGE”), spoke to the quality improvement paper, saying overall, the College was making good progress towards the actions identified in the quality improvement plan (“QIP”). She said the paper shared only the high-level detail; comprehensive action plans underpinned each of the eight Areas for Improvement (“Afl”).	Synopsis Item 6
ii	Of the eight Afl, four were RAG rated ‘green’ and two ‘amber’. CGE said it was too early to rate the other two. Governors agreed that progress was satisfactory and commented positively on the format of the QIP, commending it as a useful tool.	
iii	In discussion, a Governor challenged the ‘green’ RAG rating for Afl 5 (increasing the range, quality and take-up of extra-curricular activities offered to students), saying it seemed to be based only on having increased the activity offer. The Governor suggested that if Afl 5 remained part of the QIP going forwards, performance might be measured by take-up, rather than offer. This was agreed.	
iv	Risks were noted around: <ul style="list-style-type: none"> ➤ the increase in the number of students with no English and maths qualifications; ➤ the lack of growth in the HE provision during 2019/20; and ➤ the slow pace of development of new programmes for 2020/21. 	
4.3	STUDENT PROGRESS CHECKS	
i	CGE spoke to slides prepared by Head of Faculty Mr S Harrison (“SH”), saying the second round of progress checks had completed. While overall there had been less improvement than she would have liked, the College had moved on a long way in terms of its understanding of its weaknesses, many of which might have gone undiscovered under the old framework. The new process was extremely rigorous, leaving “no stone unturned”. There was testing at the granular level, just as Ofsted would do, and triangulation of data from a range of sources, including employer and parent feedback.	Synopsis Item 7
ii	Governors discussed the outcomes of the recent checks, noting that, of fourteen departments, seven had been graded ‘good’ or ‘outstanding’, four ‘requires improvement’ and three ‘inadequate’.	
iii	A Governor sought clarity on the grading criteria. CGE said the grades were based on an assessment of the progress learners were making at the time of the check, so if a department was graded ‘good’, it meant that, when the checks were completed, learners were making good progress by Ofsted standards (i.e. focusing on behaviour, attitude, personal and skills development).	
iv	Several Governors had taken part in the departmental student progress checks. In discussion, they agreed it had been a positive, informative experience, as well as a good use of their time. One said the learners they had met were impressive young people, undaunted by the intrusion into their lessons and happy to speak to visitors and share their experiences.	
v	CGE said Governor participation in the process had been well received by staff; Governors had asked insightful questions and shared useful good practice, helping management refine the progress check process, as well as to improve the provision. Independent Governor Mr A Conn, visiting the engineering department, had identified	

vi	<p>some health and safety issues on a learning walk, which were instantly rectified. Mr Conn told the meeting he was very impressed with the provision, particularly the learning resources the College provided, but had been concerned to notice health and safety issues. He had since volunteered to take on the Health & Safety Link Governor role vacated by (former Independent Governor) Mr D Keeton and this was welcomed.</p> <p>Student Governor Mr B Blank remarked on the value of attending events and taking an interest. He said learners had been very impressed when Governors attended a recent student voice meeting and he witnessed confidence in the leadership grow.</p> <p>The Chair thanked SH and his team for their work in organising the Governor visits and commended their hard work in designing and delivering the new process.</p>	
4.4	<p>CELEBRATING SUCCESS</p>	
	<p><u>Early College Transfer Programme</u></p>	
i	<p>Governors heard that the Early College Transfer Programme enabled Year 10 and 11 pupils at risk of permanent exclusion and/or for whom mainstream school was no longer deemed the right environment to use the College as alternative provision, completing individualised vocational programmes. Now in its second year following a successful pilot, the programme was expected to generate £90k income in 2019/20. It had extended its reach to 12 schools and had already made a positive impact in reducing the number of NEET (not in education, employment or training) young people.</p>	
ii	<p>In response to a question, it was confirmed that there was a rigorous pre-referral risk assessment process for the programme. CGE said although many referrals were due to serious behavioural issues, in about 50% of cases those were resolved by the move to the new environment. This was not always the case however; some participants were returned to school.</p>	
iii	<p>A Governor commended the programme but highlighted the risk of inadvertently giving other school pupils the impression the College was where those with behavioural issues were sent. The Governor said many youngsters in local schools were not getting the vocational opportunities they needed and perhaps the College could look at extending the programme to include them. CGE said expanding the programme in that way was already being discussed.</p>	
	<p><u>Pre-Apprenticeship Programme</u></p>	
iv	<p>CGE outlined the aims and achievements of a new, innovative programme for highly vulnerable young people which the College was delivering in partnership with Kirklees Neighbourhood Housing, Calderdale & Kirklees Careers and Kirklees Council. She said of an initial cohort of ten, two individuals had already been supported into employment, while a further seven were on target for a guaranteed apprenticeship interview on successful completion of the programme.</p>	
v	<p>CGE said it was hard to capture in a paper how hard-won the successes of the programme had been. She praised the 'sheer determination' of College staff and said they had been fantastic. NT agreed, saying staff saw the programme as a fantastic initiative and fully supported it. Delivery had been a roller coaster ride but it had been life-changing for the participants, who had travelled so far in such a short time.</p>	
	<p><u>Faculty of Engineering and Science - Good News</u></p>	
vi	<p>The strategy to turnaround the fortunes of the faculty was bearing fruit in terms of staff recruitment to hard-to-fill roles, new and repeat business, and projected income growth for 2020/21. CGE said recent feedback from learners had been very positive.</p>	

viii	<p><u>Project Search</u></p> <p>The College had partnered with Kirklees Council and others to run a Project Search programme from Dewsbury District Hospital. CGE said there were plans to expand the programme, which provided young people with learning disabilities or autism with opportunities to gain work skills and obtain paid employment. She said of twelve students enrolled on the programme so far, nine had progressed into employment.</p>	
ix	<p>The Clerk commented that the projects and programmes described in the Celebrating Success report were good examples of charitable public benefit, which could be reported in the year-end Members' Report. This was noted.</p>	
5	<p>There was no Item 5.</p>	
GOING CONCERN – MATTERS OF FINANCE, REGULATION, LEGAL ISSUES		
6	<p>There was no Item 6.</p>	
7.1	FINANCIAL POSITION AND MID-YEAR BUDGET REVIEW	
i	<p>The Corporation considered the Executive Finance Director's report on the mid-year College budget review. BM said although her proposed revised budget did not reflect budget pressures arising as a result of COVID-19, it would add value by mitigating the risk of financial loss and providing an accurate baseline to measure the financial impact of the pandemic against.</p>	
ii	<p>BM reminded Governors of the need to maintain the EBITDA² target. She said on the revised budget figures, the forecast EBITDA position was consistent with the original budget at £2.8m and the forecast financial health score was 150, exactly where the College had initially expected to be.</p>	
iii	<p>Governors noted that there had been significant adjustments across budget lines, which reflected the risks to some of the income lines reported earlier in the year. BM had adjusted the cost base accordingly. As with every budget, she had adopted a 'worst case scenario' position – but she emphasised that this was pre-pandemic.</p>	
iv	<p>A Governor referred to new ESFA guidance, which specified that bursary income must be disregarded in calculating the staff-to-income ratio. The Governor asked if the staff to income ratio might be a risk, given that the College was in early intervention. BM reassured the Governor, saying she would not regard it as a key risk and she expected the ratio to come down naturally in any case. She reiterated that the EBITDA position was the thing to focus on, as it impacted on the financial health score.</p>	
v	<p>There was discussion about the potential financial impact of the COVID-19 pandemic. MG said while the ESFA had indicated that the 16-19 grant funding would still be paid, there was a key risk around apprenticeship funding as, under current rules, unless the College could evidence that learning was taking place, it was required to put apprentices on a break in learning, during which funding would stop. The potential impact could be £400k per month, which would put a considerable strain on cashflow, particularly if the lockdown continued for an extended period.</p>	
vi	<p>BM said she had mooted with the ESFA the possibility of a loan repayment holiday and would put in a formal request if the Corporation wished to pursue this. She emphasised that this was merely a precaution, as part of the pandemic response; cashflow was where it should be.</p>	

² Earnings Before Interest, Tax, Depreciation and Amortisation (EBITDA) is a measure of a business's operating performance which is used by the College in its financial planning and reporting.

Item	Action/ Synopsis Item	
vii	<p><u>RESOLVED:</u></p> <p>(i) To note the contents of the Executive Finance Director’s mid-year budget review report and the appendix to the report, and to note the mitigating actions to achieve the original EBITDA forecast position.</p> <p>(ii) To approve the revised budget, as presented to the meeting.</p> <p>(iii) As a precautionary measure only, in light of the possible risk to cashflow due to the COVID-19 lockdown, to authorise the Executive Finance Director to submit a formal request to the ESFA for a loan repayment holiday.</p>	Synopsis Item 8
7.2	<p>APPROVAL OF FEES POLICY</p> <p>i BM’s report on the proposed fees policy was received and the contents noted.</p> <p><u>RESOLVED:</u></p> <p>ii (i) To approve the proposed fees policy.</p> <p>16.40 A comfort break was taken. When the meeting resumed, all re-joined the meeting.</p>	Synopsis Item 9
7.3	<p>ESTATES UPDATE</p> <p>i BM’s report highlighted as follows:</p> <p><u>Halifax Road</u></p> <p>ii Since the site went out to market there had been significant interest, with offers already received and more expected by the end of March. A Governor emphasised the need to risk assess prospective buyers and this was agreed.</p> <p><u>Holmfirth</u></p> <p>iii An update was provided. It was noted that the Corporation would need to meet separately in its capacity as the charity’s trustee, to progress the matter.</p> <p><u>Other Matters</u></p> <p><i>These matters are 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>	
9	There was no Item 9. It was agreed that Item 8 would be taken as the final Item.	
SAFEGUARDING		
10	<p>12 MARCH SAFEGUARDING COMMITTEE MINUTES</p> <p>i The Safeguarding minutes were received and the items of report were noted. The meeting Chair, Ms C George, observed that the risk referred to in Report Item 1 had crystallised, as the College had since closed due to the pandemic.</p> <p>ii There was discussion about Governor DBS checks and training. A Governor who had had trouble accessing the College’s online training reminded the Clerk to follow up with the IT team. Another Governor asked the Clerk to check whether Governor DBS checks needed to be re-done periodically and this was agreed.</p> <p>iii Action: Clerk to refer Governor queries about training and DBS checks for a response.</p> <p>iv Action: Clerk to circulate the Committee’s Terms of Reference and Schedule of Business for approval by written resolution.</p>	JG JG

GOVERNANCE		
11	SEARCH AND GOVERNANCE COMMITTEE REPORT	
i	Committee Chair Mr G Hetherington (“GH”) presented the minutes of the 20 March meeting. They were received and the items of report for Corporation were noted.	
ii	The meeting discussed the need for a succession plan, both in terms of the Corporation’s membership and also key leadership roles such as Chair and Vice Chair, Audit Chair and Link Governors. The Clerk said in a previous role, the internal audit service had advised her to put in place a written succession plan, incorporating controls such as annual Governor development review meetings.	
iii	Action: Clerk to share a draft succession plan with Search & Governance Committee.	JG
11.1	CODE OF CONDUCT APPROVAL	
i	The Search & Governance Committee had reviewed proposed amendments to the Code of Conduct, which reflected changes to the external legal and regulatory framework. GH said the Committee felt the review had been thorough and recommended that the amendments be approved.	
ii	A Governor drew attention to an error message at page 10 of the document which read “Appendices 0 and Error! Reference source not found”. Similar issues were identified in the appendices. The Clerk said she would revisit those sections and insert the correct references.	
iii	RESOLVED: (i) To approve the proposed amendments to the Governors’ Code of Conduct, subject to the formatting errors in the draft being corrected, and to adopt the new version with immediate effect.	Synopsis Item 10
11.2	COMMITTEE SCHEDULE OF BUSINESS	
i	RESOLVED: (i) To approve the amended Schedule of Business for the Search & Governance Committee and adopt it with immediate effect.	
11.3	GOVERNOR REAPPOINTMENTS	
i	The Search & Governance Committee had considered whether Independent Governors Mr J Royle and Mr J Williams should be reappointed for further terms, each having already served in office for the Association of Colleges recommended maximum period: two four-year terms.	
ii	While due consideration was given to the risks of over-extending Governor appointments, it was agreed that the risk of loss of skill and experience, combined with the pandemic lockdown and the uncertainty around how long it might continue, amounted to exceptional circumstances in which it would be in the College’s best interests to retain experienced Governors, rather than trying to recruit and induct new ones while not being able to hold physical meetings. It was noted that re-appointments beyond eight years were now limited to one year at a time.	
iii	RESOLVED: (i) To reappoint Independent Governor Mr John Royle for a further term of one year, concluding at the end of his current term of office.	Synopsis Item 11

Item	Action/ Synopsis Item	
	(ii) To reappoint Independent Governor Mr John Williams for a further term of one year, concluding at the end of his current term of office.	
11.4	CORPORATION ENGAGEMENT ACTIVITIES	
i	Governors acknowledged that almost all engagement activity would need to be put on hold for the time being but agreed that preparations should be made for when normal activity recommenced. MG had put forward some suggestions to refresh the College approach and Governors welcomed the proposed changes, in particular the aim of being flexible and facilitating visits around Governor availability.	
ii	It was agreed that the Link Governor roles should be reviewed and role descriptions produced for each one. This would help manage expectations for both managers and Link office holders and also help those who may be interested in assuming Link roles to gain an understanding of what they would be taking on. The draft role descriptions would be illustrative rather than fixed; they could be tailored to suit the individuals occupying them.	
iii	Action: MG to arrange for all Governors to receive a list of College departments and service areas, to help them identify their interests.	MG
iv	Action: Clerk to produce draft role descriptions for the existing Link Governor roles.	JG
11.5	EXECUTIVE EMPLOYMENT COMMITTEE TERMS OF REFERENCE	
i	The Search & Governance Committee recommended that the Executive Employment Committee be given a formal delegated authority to ratify the target setting and performance management decisions of the Principal (in respect of the other senior post holders) and the Chair and Vice Chair (in respect of the Clerk and the Principal).	
ii	<u>RESOLVED:</u> (i) To approve the amended Terms of Reference for the Corporation's Executive Employment Committee and adopt them with immediate effect.	
12	GOVERNANCE DEVELOPMENT REPORT	
i	The Clerk highlighted the need to make changes to the Audit Committee membership, reminding the meeting that Staff Governor Ms L Precious had joined the Committee on a temporary basis when Independent Governor Mr D Keeton resigned. As new Independent Governor Ms M Carabine had expressed an interest in joining the Committee, it was proposed that she be appointed in place of Ms Precious.	
ii	<u>RESOLVED:</u> (i) To appoint Independent Governor Ms M Carabine to the Audit Committee with immediate effect. (ii) To note the resignation of Staff Governor Ms L Precious from the Audit Committee and record the Corporation's thanks for her service.	Synopsis Item 12
iii	Governors noted the need to complete mandatory training.	
13	CORPORATION MEETING DATES 2020/21	
i	The Clerk explained that the process of meeting planning had been delayed due to the need to prioritise other work. She had decided not to circulate indicative dates, as this could potentially cause confusion.	

Item		Action/ Synopsis Item
ii	MG clarified that the intention was to continue on the agreed meeting cycle until the end of the year, rather than to continue to collapse Committee meetings.	
14	PUBLICATION OF AGENDA PAPERS	
i	<p><u>RESOLVED:</u></p> <p>(i) All items marked with an asterisk on the Agenda, together with the confidential minutes of the previous meeting, shall be deemed confidential and excluded from publication in accordance with clause 18.2 of the Instrument of Government. The coronavirus briefing paper shall be published.</p>	
CHAIRS' REPORTS		
15	CHAIR AND VICE CHAIR'S REPORTS	
i	The Chair had attended the ESFA case conference and had recorded a video to open the staff development day. This had been shared despite the event being cancelled.	
PAPERS FOR ASSURANCE/INFORMATION PURPOSES ONLY		
16	ESTATES STRATEGY ADVISORY GROUP MINUTES	
i	The minutes were received and the contents noted.	
17	SEARCH & GOVERNANCE COMMITTEE MINUTES 15 JANUARY 2020	
i	The minutes were received and the contents noted.	
18	USE OF CORPORATION SEAL	
i	The report was received and the contents noted.	
ii	<p><u>RESOLVED:</u></p> <p>(i) To ratify the use of the seal.</p>	
19	USE OF THE WRITTEN RESOLUTION PROCEDURE	
i	The report was received and the contents noted.	
20	QUALITY, PERFORMANCE & STANDARDS MINUTES 3 FEBRUARY 2020	
i	The minutes were received and the contents noted.	
21	T LEVELS	
i	The report was received and the contents noted.	
22	APPRENTICESHIP FRAMEWORKS TO STANDARDS TRANSITION RISKS	
i	The report was received and the contents noted.	
23	CURRICULUM INTENT – AN INTRODUCTION	
i	The report was received and the contents noted.	
24	CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE	
i	The report was received and the contents noted.	

Item		Action/ Synopsis Item
25	RETENTION AT R06	
i	The report was received and the contents noted.	
26	EQUALITY, DIVERSITY & INCLUSION STRATEGIC GROUP MINUTES	
i	The minutes were received and the contents noted.	
27	HIGHER EDUCATION & SKILLS REPORT	
i	The report was received and the contents noted.	
28	DATES OF NEXT MEETINGS	
i	Friday 15 May 2020 at 3pm; 1pm on Monday 30 March for the coronavirus briefing.	
	<i>17.20 Mr G Hetherington left the meeting.</i>	
8	AGREEMENT TO CONVENE A MEETING OF THE TRUSTEE OF THE HOLMFIRTH ADULT EDUCATION CENTRE	
i	In GH's absence, the Vice Chair Mr J Williams took the Chair.	
ii	The following documents were produced to the meeting:	
	1. A notice convening a meeting of the trustee of the Holmfirth Adult Education Centre to approve an amendment to the terms and conditions of sale and purchase and to appoint a second trustee;	
	2. A meeting agenda and a copy of the draft minutes of 24 January 2020;	
	3. The approved Charity Commission Order and Scheme referred to in the agenda; and	
	4. A briefing report, outlining the current position and next steps.	
iii	The meeting was adjourned at 17.25 to allow the meeting of the trustee to be held. When it reconvened, it was reported that the minutes of the 24 January meeting had been approved, as had the proposed amendment of the terms and conditions of sale and purchase. The appointment of the second trustee had not been necessary.	
iv	There being no further business, the Chair declared the meeting closed.	

Synopsis

#	Details	Minute
1.	Governors approved an amendment to the Standing Orders, extending the maximum term of office of the Corporation Chair and Vice Chair from two terms of two years to two terms of four years, with a formal review after two years.	1.2(iv)
2.	Mr G Hetherington was reappointed as Corporation Chair for a second term of office duration four years.	1.2(vii)
3.	Governors were delighted to hear that the College had been removed from formal intervention and sent thanks and congratulations to the staff team. The College is now classified as having early intervention status.	3(i)
4.	Governors received a report on the College BCPIs.	3(v)
5.	Governors received a report on the College response to the coronavirus.	3(vi)
6.	Governors undertook monitoring of the College Quality Improvement Plan and agreed that progress was satisfactory.	4.2(i)
7.	Governors discussed the outcomes of the recent student progress checks.	4.3(ii)
8.	Following the regular mid-year review, a revised budget was approved. As a precautionary measure only, in light of the possible risk to cashflow due to the COVID-19 lockdown, the Executive Finance Director was asked to submit a formal request to the ESFA for a loan repayment holiday.	7.1(vii)
9.	A new College Fees Policy was approved.	7.2(ii)
10.	An amended version of the Governors' Code of Conduct was approved.	11.1(iii)
11.	Independent Governors Mr John Royle and Mr John Williams were reappointed for further terms of one year.	11.3(iii)
12.	Independent Governor Ms M Carabine was appointed to the Audit Committee in place of outgoing member Staff Governor Ms L Precious.	12(ii)