

Kirklees College Corporation

## SPECIAL CORPORATION

### Minutes of a special meeting held at 14:00 on 10 June 2020 via Microsoft Teams videoconference

Present:

Mr G Hetherington	Independent Governor (Chair)
Mr B Blank	Student 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
Ms L Precious	Staff Governor (to XX:XX)
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: 14/16 = 88%

KPI 80% Quorum: 7

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 R Meara	Executive Director of Finance

Item

Action/  
Synopsis Item

PRELIMINARY ITEMS		
<b>0</b>	<b>WELCOME AND INTRODUCTIONS</b>	
i	The Chair welcomed everyone to the Special meeting, noting that its purpose was to scrutinise and, if thought appropriate, approve the proposed plan for the reopening of the College following lockdown (the "Plan"), as required by Department for Education ("DfE") guidance published on 29 May 2020 (the "Guidance").	
ii	The Clerk confirmed that due notice of the meeting had been given, the requirement for all persons participating to be able to communicate with one another was satisfied and the meeting was quorate. The meeting had been initiated from the home address of Corporation Chair Mr G Hetherington.	
<b>1</b>	<b>APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</b>	
i	Apologies were received from Independent Governor Ms M Carabine and Executive Director of Human Resources Ms J Simpson ("JS"). It was noted that Staff Governor Ms L Precious would have to leave the meeting early.	
ii	All confirmed that they had no direct or indirect interest in any way in the business to be	

Item	Action/ Report Item
transacted at the meeting, which they were required by the Instrument of Government to disclose, other than those matters that had previously been disclosed.	
<b>COVID-19 MONITORING ARRANGEMENTS</b>	
<b>2 GOVERNANCE AND LEADERSHIP ARRANGEMENTS</b>	
i	The Principal, Ms M Gilluley (“MG”) referred to a recommendation in the Guidance that further education corporations should consider establishing COVID-19 governance and leadership groups to monitor their board-approved plans for learners’ return to college and consider any required adjustments and/or circumstances that may require an immediate policy response. New guidance was published almost daily, so it was a fast moving picture.
ii	MG and the Clerk proposed that, in lieu of a sub-group, an additional channel might be established on the Corporation’s Microsoft Teams site, to provide an online forum for discussion, information sharing and scrutiny and as a repository for COVID-19 guidance documents and the Plan. All Governors and senior leaders would have access and this would provide oversight in line with DfE expectations. The channel would complement and support the existing communication and scrutiny arrangements without getting in the way of fast-paced and dynamic operational decision-making.
iii	Governors reflected on the governance and leadership arrangements the College had adopted during lockdown to date and agreed that there had been appropriate communication and scrutiny thus far. Four Governor briefing sessions had been held since the end of March and regular E-bulletins had been shared by email. The Principal was in constant communication with the Corporation Chair and Governors with relevant expertise had liaised with appropriate managers.
iv	It was acknowledged that the pandemic risks and related decision-making merited close scrutiny but there was agreed to be a high level of confidence in the management team and Governors expressed concern that an additional layer of governance between the Corporation and the Senior Leadership Team (“SLT”) might impede corporate agility during the crisis. It was felt that a Microsoft Teams channel would provide adequate oversight and ensure the visibility of risks that may require Corporation input.
v	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To establish a Microsoft Teams COVID-19 leadership and governance channel, to provide an online forum for discussion, information sharing and scrutiny, and as a repository for COVID-19 guidance documents and the Plan.</b></p>
vi	<p><b>Action:</b> The Clerk to add Governors and relevant SLT members to a new channel in Microsoft Teams to facilitate oversight of the College response to the risks arising from the pandemic, the pandemic lockdown and the eventual coordinated return to college. Management to update the channel with regular updates and information.</p>
14.14 Mr H Linn joined the meeting.	
<b>3 APPROVAL AND MONITORING OF PLAN FOR ENABLING SOME 16-19 LEARNERS IN KEY ASSESSMENT YEARS TO ATTEND COLLEGE AND REVIEW OF ASSOCIATED RISK ASSESSMENT</b>	
i	MG led Governors through the Plan, which mirrored the planning checklist contained in the Guidance. The Chair noted that the Corporation must satisfy itself that the proposed approach was practicable, safe and met, as far as is possible, the needs of learners, staff and wider community.
ii	MG said the complexity of the College context made orchestrating a return under social

Synopsis  
Item 1

JG, SLT

	<p>distancing rules no trivial task. The SLT had decided to take a 'small steps' approach, proceeding cautiously.</p> <p><b>Prioritisation of Learners</b></p>	
iii	<p>Vice Principal Ms C Gonzalez-Eslava ("CGE") outlined the approach the SLT had taken to determining who should return to face-to-face learning first. She said it had adopted an overriding objective of maximising learners' potential to progress (i.e. to successfully complete their programmes and progress into employment or further study). The approach was strongly endorsed by Governors, who agreed that those likely to be most detrimentally impacted by lockdown in terms of progress should be prioritised.</p>	
iv	<p>CGE said, applying this approach, highly vulnerable learners would return first, in particular those with an allocated social worker and those lacking access to IT and the Internet. In this regard, the College hoped to soon reopen its learning resource centres, to allow for independent study and access to facilities and specialist software. Governors noted that 85% of those expected to return the following week were apprentices who had been severely disadvantaged by lockdown due to the substantial practical elements of their programmes and their need for specialist facilities, resources and supervision. CGE said the Construction and Engineering faculties would reopen gradually over the next few weeks, initially with low overall numbers and a maximum of 3.9 learners per tutor.</p>	
v	<p>Governors sought and gained assurance that support workers for those with disabilities had been included in capacity planning; and that those entitled to meals allowances would receive appropriate funds while refectories were closed. In response to a question, MG said demand for laptop and dongle loans had hugely outweighed supply. The College had turned to its stakeholder partners for help, including Kirklees Council, but did not expect to procure more equipment, as it would likely be prohibitively expensive to do so.</p> <p><b>Staffing Issues</b></p>	
vi	<p>MG said in anticipation of a return to normal working, in-depth individual risk assessments were being carried out for all staff and a risk-profiling tool would be used to risk-assess responses so that appropriate mitigating action could be taken. The process was intended to be supportive and had been received positively by staff and trade unions.</p> <p><b>Operational Challenges</b></p>	
v	<p>Vice Principal Mr M Bennington ("MB") described the operational aspects of the Plan, confirming that adequate provision had been made for social distancing, hand washing and thorough deep-cleaning. In response to a question, he said the risk of groups congregating together once inside the College buildings would be controlled for as follows: everyone arriving on site would be briefed on the rules and required to agree to them. Learners would have staggered start and finish times and would go directly to their points of delivery, with progress coaches acting as stewards to ensure no bottlenecks formed. The car parks would also be supervised.</p>	
vi	<p>Executive Director of Finance Mrs R Meara ("RM") said the College's insurers had confirmed that the public and occupier's liability insurance policies would remain valid, as long as the College could evidence compliance with the Guidelines and relevant law.</p>	
vii	<p>In response to a question, MG said, should the risk level change, for example if the local R rate (currently 0.89) increased<sup>1</sup>, plans were in place for an orderly reduction in face-to-face activity as necessary. She said she continued to attend local Gold meetings.</p>	

<sup>1</sup> The "R" number is the reproduction number, and refers to the number of people an infected individual could pass a virus to.

Item	Action/ Report Item	
viii	Governors were reassured by management's detailed description of the arrangements for reopening, monitoring and responding to any changing circumstances. In particular, they were pleased to hear that the Health & Safety team had been heavily involved in the planning, undertaking onsite walkthroughs and producing site-specific risk assessments.	
ix	Being satisfied that the approach proposed by management was practical, safe and would meet, as far as possible, the needs of the learners, staff and wider community, the Corporation resolved as follows:	
x	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) Having had due regard to the Corporation's common law and statutory duties, including under relevant safeguarding and health &amp; safety legislation, and being satisfied that it is endorsed by the College Head of Health &amp; Safety and supported by a comprehensive associated risk assessment, to approve the College plan for the staged return of learners to College, recognising that it is a working document, to be kept under continuous review.</b></p>	Synopsis Item 2
<b>MATTERS TO NOTE AND ADMINISTRATION</b>		
<b>4</b>	<b>PUBLICATION OF AGENDA PAPERS</b>	
i	It was agreed that the Plan and MG's report should be regarded as commercially sensitive for the time being.	
ii	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) The papers and minutes of this meeting shall be deemed confidential for the time being and shall be excluded from publication in accordance with clause 18.2(d) of the Instrument of Government.</b></p>	
<b>5</b>	<b>DATE OF NEXT MEETING</b>	
i	Friday 10 July 2020.	

### Synopsis

#	Details	Minute
1.	The Corporation established a Microsoft Teams COVID-19 leadership and governance channel to provide an online forum for discussion, information sharing and scrutiny, and as a repository for COVID-19 guidance documents and the plan for return to College.	2(v)
2.	The Corporation approved a plan for the staged return of learners to College.	3(x)