

Kirklees College Corporation

## **SPECIAL CORPORATION**

### **Minutes of a special meeting held at 16:00 on 9 October 2020 via Microsoft Teams**

Present:

Mr G Hetherington	Independent Governor (Chair)
Mr H Aslam	Student Governor (from Item 2)
Mr B Blank	Student Governor
Ms M Carabine	Independent Governor
Dr A Conn	Independent Governor
Ms C George	Independent Governor
Ms M Gilluley	Principal & Chief Executive
Ms F Hussain-Butt	Independent Governor (from 16.20)
Mr H Linn	Independent 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: 15/16 = 94% 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  
 Ms R Meara Executive Director of Finance

**Item**

**Action/  
Synopsis Item**

<b>PRELIMINARY ITEMS</b>		
<b>0</b>	<b>WELCOME AND INTRODUCTIONS</b>	
i	The Chair welcomed everyone to the Special meeting, noting that the main item was the management proposal for the use of capital funding the College had been allocated.	
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.	
iii	The Chair acknowledged that the Principal, Ms M Gilluley ("MG"), had tendered her resignation and intended to leave around the end of the academic year. As she was planning to retire, she had agreed to be flexible around her end date. Governors reflected that the College had been fortunate to have had MG at the helm and agreed to place on record their thanks for her contributions.	
<b>1</b>	<b>APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</b>	
i	No apologies were received at the meeting. Independent Governor Prof S Donnelly sent apologies following the meeting.	

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ii	All confirmed that they had no direct or indirect interest in any way in the business to be 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>2</b>	<b>PROPOSED STUDENT GOVERNOR APPOINTMENTS</b>	
i	The student body had nominated Mr B Blank (“BB”) (Animal Management Level 5 HND) and Mr H Aslam (“HA”) (Supported Internship Programme) for appointment to the Corporation as Student Governors. BB was also the Students’ Union President for 2020/21 and both were elected members of the Students’ Union Student Parliament.	
ii	The Clerk said satisfactory due diligence checks had been completed for HA. BB was being proposed for re-appointment for a second term. Unusually, the re-appointment would shorten his time in office, due to changes to the Student Union Constitution.	
ii	The Chair welcomed BB and HA, who said they were pleased to have the opportunity to elevate the student voice. It was noted that BB would mentor HA in the initial months.	
iv	<p><b>RESOLVED:</b></p> <p>(i) <b>Mr Benjamin Blank is re-appointed as a Kirklees College Student Governor with immediate effect for a one-year term.</b></p> <p>(ii) <b>Mr Hashim Aslam is appointed as a Kirklees College Student Governor with immediate effect for a two-year term.</b></p>	Synopsis Item 1
<b>GOING CONCERN - MATTERS OF FINANCE, REGULATION, LEGAL ISSUES</b>		
<b>3</b>	<b>FURTHER EDUCATION CAPITAL ALLOCATION (“FECA”) PROPOSAL</b>	
i	The Executive Director of Finance Mrs R Meara (“RM”) reminded Governors that the College had been allocated a grant (the “FECA”) as part of a national programme of investment to support the upgrading of the Further Education sector estate. She said she was required to submit a reporting and monitoring return to the Department for Education (“DfE”) by 16 October accounting for any proposed spend and all grant funded activities were required to be completed and paid for by 31 March 2021.	
ii	RM explained that the FECA was intended to be used to fund improvements to substandard or deteriorating buildings allocated a condition grade B, C or D in the 2018 FE Condition Data Collection (“FE CDC”) survey report <sup>1</sup> or identified through the College’s own more detailed survey. She said this included investment in IT infrastructure where it had been identified as requiring remedial action in the FE CDC survey or the College’s own more detailed survey.	
iii	<p>MG said the FECA grant funding was extremely welcome and there was no shortage of things it could be spent on. Unfortunately, the conditions of funding were not specific in terms of what would and would not qualify to be claimed and this created a level of risk around the use of the funds, which Governors must decide whether to accept.</p> <p><i>This matter is considered to be 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>	
<b>GOVERNANCE</b>		
<b>4</b>	<b>PROPOSAL TO CONVENE AN ARTICLE 10 SELECTION PANEL</b>	

<sup>1</sup> The FE Condition Data Collection programme was a project undertaken by independent surveyors on behalf of the Department for Education in 2019/20, to collect data about the physical condition of the government maintained school and college estate in England. Condition grades were allocated A-D (good→bad).

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i  ii  iii	<p>It was agreed that a selection panel should be established to drive forwards the Principal recruitment process; the initial members would be the chairs of the various sub-committees together with the Corporation Chair. It was noted that this membership would conveniently include all the members of the Executive Employment Committee.</p> <p>As Clause 39 of the Instrument of Governance prohibited Student Governors from taking part in discussions about prospective members of staff, it was agreed that they should not be appointed to the selection panel. It was further agreed that Staff Governors should not be members due to the conflicts that might arise should the conversation stray into staff matters (performance, attendance, medical, etc.) relating to the incumbent Principal or any other member of the Senior Leadership Team.</p> <p>It was agreed that the panel must have adequate delegated authority to make decisions to support the recruitment process, including approving the job description and person specification, co-opting additional members and deciding the arrangements for interview including who should sit on the panels to carry out the paper sift and conduct the interviews, which external consultant should be appointed to support the process and what the extent of their remit should be.</p>	
iv	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) To establish a Selection Panel as envisaged by Article 10 of the Articles of Government, comprising the following Independent Governors:</b></p> <ul style="list-style-type: none"> <li>• Ms C George</li> <li>• Mr G Hetherington</li> <li>• Mr H Linn</li> <li>• Dr A Williams</li> <li>• Mr J Williams</li> </ul> <p><b>(ii) To approve the engagement of a recruitment consultant to support the recruitment of the new Principal/Chief Executive.</b></p> <p><b>(iii) To delegate to the Selection Panel authority to (on behalf of the Corporation):</b></p> <ul style="list-style-type: none"> <li>• select the recruitment consultant, approve the terms and conditions of their appointment and make decisions relating to any issues arising in respect of the performance of their contract for services;</li> <li>• direct and instruct the recruitment consultant;</li> <li>• approve the Principal/Chief Executive job description, person specification, job advertisement and any supporting documents;</li> <li>• co-opt additional members to the Selection Panel who must not be Student Governors or Staff Governors;</li> <li>• refer to the Executive Employment Committee as necessary any questions around remuneration or other terms and conditions.</li> </ul>	Synopsis Item 2
5	<p><b>PUBLICATION OF AGENDA PAPERS</b></p>	
i	<p><b><u>RESOLVED:</u></b></p> <p><b>(i) Only the papers relating to Agenda Item 3 shall remain confidential.</b></p>	
6	<p><b>DATE OF NEXT MEETING</b></p>	
i	<p>23 October 2020.</p>	

## Meeting Synopsis

#	Details	Minute
1.	Mr Benjamin Blank is re-appointed as a Kirklees College Student Governor with immediate effect for a one-year term and Mr Hashim Aslam is appointed as a Kirklees College Student Governor with immediate effect for a two-year term.	2iv
2.	A Selection Panel was established to attend to the recruitment of the next Principal/CEO.	4v
3.	The Corporation approved proposals for use of the College's FE capital allocation.	3xiii