

Kirklees College Corporation

CORPORATION

Minutes of a meeting held at 15.00 on 16 July 2021 in the Conference Suite at the Waterfront Campus and by Microsoft Teams videoconference

Present:	Mr G Hetherington	Independent Governor (Chair)
	Mr B Blank	Student Governor
	Ms M Carabine	Independent Governor (via Teams)
	Ms J Walters	Independent Governor (from 15.15)
	Dr A Conn	Independent Governor (via Teams)
	Ms C George	Independent Governor
	Ms F Hussain-Butt	Independent Governor
	Mr H Linn	Independent Governor
	Ms L Precious	Staff Governor (via Teams)
	Mr C Robinson	Independent Governor (from 15.15)
	Mr J Royle	Independent Governor
	Mr P Singh	Principal and Chief Executive
	Mr S Stevenson	Staff Governor (via Teams)
	Mr M Varyani	Independent Governor (via Teams)
	Mr I Wainwright	Independent Governor
	Dr A Williams	Independent Governor
	Mr J Williams	Independent Governor
	Ms G Woodyet	Student Governor (from 15.15)

Attendance: 18/20 = 90% KPI 80% Quorum: 8 (40%)

In Attendance:	Ms J Arechiga	Vice Principal Curriculum
	Mr M Bennington	Vice Principal Corporate Operations
	Ms Z Desai	Higher Education & Skills Manager (Item 6 only)
	Ms J Green	Clerk to the Corporation
	Mr R Harwood	Head of Health & Safety (Item 14 only)
	Ms P Hughes	Assistant Principal Quality & Apprenticeships
	Ms M Gilluley	Outgoing Principal
	Mrs R Meara	Executive Finance Director
	Mr D Rayneau	Executive Director of Business Systems

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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. A face-to-face meeting had been deemed reasonably necessary for the purposes of business efficacy and the Covid-safe arrangements were explained to all participants.	
ii	The Chair welcomed everyone, in particular the new Principal Mr P Singh ("PS"), the Student Union nominee for Student Governor Ms G Woodyet, and the Search & Governance Committee's recommended candidates for appointment to the Corporation Mr C Robinson and Ms J Clement Walters.	
01.0	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	Apologies were received from Independent Governors Prof S Donnelly and Ms A Blake.	

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ii	All confirmed that, except as previously disclosed, they had no direct or indirect interest in any way in the business to be transacted at the meeting which should be disclosed.	
02.0	MINUTES OF THE 21 MAY 2021 CORPORATION MEETING	
i	<u>RESOLVED:</u> (i) To approve the 21 May 2021 minutes as an accurate record.	
02.1	MATTERS ARISING NOT ON THE AGENDA	
i	Outgoing Principal Ms M Gilluley (“MG”) said the West Yorkshire Chambers’ Local Skills Improvement Plan trailblazer project bid had been unsuccessful. The colleges group’s Strategic Development Fund bid had not yet been decided.	
02.2	UPDATE ON AGREED ACTIONS	
i	Correction to Minutes: This had been actioned.	
ii	Governor Safeguarding Training: The Clerk confirmed that safeguarding training in other roles within the past three years could count as Governors’ mandatory training.	
iii	Action: Governors to provide evidence of safeguarding training completed with dates.	Govs
iv	Governor Training Record: This would be taken to the Search & Governance Committee meeting next term.	
v	Action (rolled over): To update the Governor training record and present it for monitoring at the next Search & Governance Committee meeting.	JG
03.0	THANK YOU TO OUTGOING PRINCIPAL AND OTHER GOVERNORS	
i	The Chair formally thanked MG and Governors Mr J Royle (“JR”) and Mr J Williams (“JW”), who were leaving the Corporation after many years’ service. He said, under their stewardship, the College had made significant progress in terms of the effectiveness of governance, the quality of teaching and learning, the outcomes and progression of learners and the achievement of good financial health. Presentations of long service awards were made.	
ii	A special mention was made of outgoing Student Governor Mr B Blank, who was also leaving the Corporation having concluded his studies. Governors thanked him, acknowledging the strong contributions he had made.	
iii	<u>RESOLVED:</u> (i) To formally record the Corporation’s thanks to outgoing Governors Ms M Gilluley, Mr J Williams and Mr J Royle and Student Governor Mr B Blank.	Synopsis Item 1
SEARCH & GOVERNANCE		
17.1	CORPORATION APPOINTMENTS	
i	With the consent of the Corporation, this item was taken out of turn. <u>Search & Governance Committee Recommendations</u>	
ii	As the Corporation would shortly be carrying four vacancies, the Search & Governance Committee (“SAG”) had recently formed a panel to interview prospective Governors. Mr G Hetherington (“GH”) who had chaired the panel, said the field had been strong and the Committee had had to restrict itself to recommending two candidates, as all	

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<p>were from similar backgrounds. He introduced the two nominees, Mr C Robinson (“CR”) and Ms J Clement (“JC”) and drew attention to the information about them in the meeting pack. CR and JC withdrew while the proposal to appoint them was discussed.</p> <p>15.10 Mr C Robinson and Ms J Clement left the meeting.</p> <p>iii The Corporation discussed the SAG recommendations. It was agreed that there was a need to mitigate the risk of a financial skills gap following the departures of JR and JW. CR, who had held senior management roles in three Further Education (“FE”) colleges, and JC, who had most recently worked in the accounts team of a law firm, were both chartered accountants – and both were themselves products of FE and had experience of developing staff. JC had previously worked as company secretary at the Manchester Chamber of Commerce.</p> <p>iv</p>	<p><u>RESOLVED:</u></p> <p>(i) Being satisfied that all requirements relating to Governor appointments are met, to appoint Mr Chris Robinson and Ms Janie Clement as Independent Governors with immediate effect until 31 March 2025.</p>	<p>Synopsis Item 2</p>
<p>15.15 Mr C Robinson and Ms J Clement rejoined the meeting.</p> <p>v The Chair advised CR and JC of their appointment and welcomed them on board.</p> <p>vi</p> <p>vii</p>	<p><u>Student Governor Appointment</u></p> <p>It was noted that the Corporation was the appointing body for Student Governors. The Clerk said the Student Union had held elections in line with its constitution and its nominee was Ms Grace Woodyet (“GW”), a student of Hairdressing at the Pioneer Higher Skills Centre. GW would also be the Kirklees College Student Union President.</p> <p><u>RESOLVED:</u></p> <p>(i) Grace Woodyet is appointed as a Kirklees College Student Governor with immediate effect until 31 July 2023.</p>	<p>Synopsis Item 3</p>
PRINCIPAL’S REPORT		
<p>03.0</p> <p>i</p> <p>ii</p>	<p>PRINCIPAL’S REPORT AND UPDATE ON THE COVID-19 RESPONSE</p> <p><u>COVID Update</u></p> <p>The College had dealt with its first recorded outbreak. The Local Infection Control team was satisfied that the College had taken the necessary actions to contain it. A ‘Future Ways of Working’ framework was being developed to describe the vision and initial plans for future working, as it was clear that COVID-19 would continue to pose a risk.</p> <p><u>General Update</u></p> <p>PS shared his early impressions of the College and the main activities he had undertaken in his first weeks. He asked Governors to note as follows:</p> <ul style="list-style-type: none"> ➤ Black FE Leadership Group Executive members had attended a virtual Senior Leadership Team meeting to present a diagnostic toolkit they had developed; ➤ Discussions were being had about the plans for the official opening of Pioneer House; ➤ The Prime Minister’s visit to the Springfield Sixth Form Centre in June had gone well and had given PS the opportunity to communicate some key messages; ➤ The College had recently won Construction Apprenticeship Provider of the Year at the FE Week and AELP AAC Apprenticeship Awards; and ➤ Digital parent and carers evenings for new students had been well received. 	<p>Synopsis Item 4</p>

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iii	The latest edition of KC Chronicle accompanied PS's report. Attention was drawn to articles on the College Outstanding Learner Success Awards and the Staff Appreciation week; PS said both had been well received.	
iv	Governors expressed their congratulations to the Construction Department.	Synopsis Item 5
	<u>Updates from the Outgoing Principal</u>	
v	<p>MG's updates were discussed and the Corporation noted as follows:</p> <ul style="list-style-type: none"> ➤ The Education & Skills Funding Agency ("ESFA") response to a complaint the College had made; ➤ The risks around the Corporation's continuing membership of the West Yorkshire Consortium of Colleges and the need for structural reform and a governance review; ➤ Funding for the Dewsbury Town Investment Plan had been approved, with Heads of Terms signed by the new Dewsbury Town Deal Board Chair and the Council Chief Executive. The plan included a College/Council construction skills project, 	
QUALITY AND CURRICULUM		
05.0	QUALITY, PERFORMANCE & STANDARDS COMMITTEE REPORT	
i	The chair of the Quality, Performance & Standards Committee Dr A Williams ("AW") presented the 5 July minutes. He said, in addition to the items for discussion at Corporation, the Committee had received interesting reports on the careers advice provision and support for learners with sensory impairments. Referring to the minuted discussion about predicted achievement, AW reminded Governors that, should this prove lower than in previous years for maths and English, it would be important to remember that each cohort was different and the key measure was progress.	
ii	The Committee's advice and recommendations were noted.	
iii	<p><u>RESOLVED:</u></p> <p>(i) To approve the proposed amendments to the Terms of Reference of the Quality, Performance & Standards ("QPS") Committee and adopt the amended version with immediate effect.</p>	Synopsis Item 6
<i>15:25 Ms Z Desai and Ms P Hughes joined the meeting.</i>		
06.0	VICE PRINCIPAL REPORT: CURRICULUM AND STANDARDS UPDATE	
i	<p>Assistant Principal Quality & Apprenticeships Ms P Hughes ("PHu") presented her report and Governors noted as follows:</p> <ul style="list-style-type: none"> ➤ Pre-pandemic attendance levels had been sustained; ➤ Predicted achievement was higher than the 2019/20 outturn for both Adult and study programme students; ➤ A significant increase in vocational achievement at Levels 1 and 2 was predicted; ➤ English and maths predicated achievement were reporting a small decline overall, particularly for 16-18 learners – but high grades in maths were reporting a significant increase; ➤ Predicted achievement was reporting an increase in apprenticeship achievement, particularly for new standards; ➤ Some retention gaps were emerging between different groups and would be looked at in detail by the Equality, Diversity & Inclusion Strategic Group; ➤ Students were making good progress towards achieving their vocational qualifications but not always getting their high target grades. 	Synopsis Item 7

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ii	<p>The Student Survey results were agreed to be excellent. Governors were delighted to hear that overall satisfaction levels were at an eight year high and student feedback was that the College was a welcoming place where they felt safe and included. They warmly congratulated all staff.</p>	Synopsis Item 8	
	<p><u>Quality Improvement Plan (“QIP”): High Level Monitoring</u></p>		
iii	<p>Despite the highly challenging circumstances of the past year, progress continued to be made on the QIP. AW said the Quality, Performance & Standards Committee had discussed this in detail and was satisfied with what had been achieved. Pleasingly, improvements to the Apprenticeship provision since the previous meeting had seen the area move from a ‘Red’ to an ‘Amber’ RAG rating.</p>		
iv	<p>A Governor remarked that the ‘quality of education and student experience in GCSE maths and English’ (a ‘Key Area for Improvement’) was still RAG rated ‘Red’. The Governor asked what the College would do to address this. This prompted discussion about the maths and English condition of funding; a key challenge for colleges nationally. Governors acknowledged that, despite the substantial progress learners made and the many interventions the College had introduced, such as digital resources, mental health support and extra small-group tuition, there was no magic wand to produce the grades the Government was looking for, considering the low starting points of the majority of learners. Lobbying to change national policy on maths and English was therefore a key aspect of the College’s quality strategy.</p>		
v	<p>A Governor asked how the College was managing its Covid-19 catch-up funding and what impact it was having. PHu said some of the funding had been used to recruit to additional posts to provide individual support to students; the Quality Team had done some case studies and had seen a positive impact on learning.</p>		
	<p><u>T Levels and Transition Programmes</u></p>		
vi	<p>The Head of Higher Education & Skills Ms Z Desai (“ZD”) reminded Governors that T Levels were a new vocational qualification which combined classroom learning with industry placements. She outlined the progress the College had made towards introducing them; it was not part of the initial pilot but had since been approved to deliver them, initially offering pathways in Digital, Construction, Engineering, Education, Health and Science, Business & Administration, and Engineering & Manufacturing. From September it would offer Transition Programmes, which would provide a route to T Levels.</p>		Synopsis Item 9
vii	<p>ZD said an implementation group was overseeing the strategic and operational planning. Communications with the ESFA had been positive; the College had been commended for its approach. Also, some feedback it had provided to the Department for Education (“DfE”) about its guidance materials had prompted some changes to reflect the need to promote access and participation.</p>		
viii	<p>A Governor asked how the industry placement requirements would be satisfied. ZD acknowledged the scale of this challenge and said the approach would depend on the discipline and industry sectors. She said, as things stood, there may be shortages in health and science; the local colleges were working together to close the gap.</p>		
ix	<p>Another Governor asked how information about T Levels was being communicated to pupils in secondary schools. ZD said the Government had done an initial and a follow-up national advertising campaign and was requiring schools to include T Levels in the advice and guidance they provided. She said the College’s marketing materials were based on the government campaign materials.</p>		
x	<p>There was discussion about the impact of T Levels on BTECs and other applied</p>		

	<p>general qualifications, as well as Apprenticeships, which also entailed work placements. A Governor commented on the government's plans to remove funding for large numbers of qualifications at Level 3 and below and observed that any qualms about their suitability relative to other programmes would need to be weighed against the need for additional investment. This was acknowledged.</p> <p>15:45 Ms Z Desai left the meeting.</p>	
GOING CONCERN – MATTERS OF FINANCE, REGULATION, LEGAL ISSUES		
07.0	FINANCE COMMITTEE REPORT	
i	The minutes of the 2 July meeting were received and the items of report and the Committee's advice were noted. The Committee Chair, Mr H Linn ("HL") commended Executive Finance Director Mrs R Meara ("RM") on her work on the Financial Plan and 2021/22 budget, saying the Committee was happy to amend both for approval. He also presented amended Terms of Reference for approval.	
ii	<p><u>RESOLVED:</u></p> <p>(i) To approve the proposed amendments to the Finance Committee Terms of Reference and to adopt the amended version with immediate effect.</p>	Synopsis Item 10
08.0	BUDGET 2021/22 AND FINANCIAL PLAN	
i	RM presented the proposed budget for 2021/22 and three-year financial plan, explaining how they had been transferred onto the ESFA's latest financial reporting tool (the Excel workbook at Appendix 08.2).	
ii	<p>Governors noted as follows:</p> <ul style="list-style-type: none"> ➤ To combat the impact of the ongoing high levels of debt on the financial health score, the budget would need to deliver a minimum of 8% EBITDA, i.e. an 'outstanding' operating performance; ➤ The improved 2020/21 outturn position, the 8% 2021/22 EBITDA target, the completion of the estates strategy and the repayment of debt had combined to present a 'Good' financial health position; ➤ Solvency remained strong; ➤ Although the Restructuring Fund loan covenant was at risk for 2021/22, this was not considered a major risk as it was due only to timing differences on major cashflows and the loan would be paid in full in February 2022 in any case; ➤ For the various reasons discussed in RM's paper, the key financial risk was the devolution of the Adult Education Budget. <p><u>Staff to Income Ratio</u></p>	
iii	<p>Governors recalled that pay costs as a percentage of income (the 'staff to income ratio') was a performance measure in the College's Restructuring Fund plan, with a target of no more than 65%. RM said the proposed budget yielded a ratio of 68.72% and while the Finance Committee supported this, it had recommended that the Corporation discuss and agree it specifically. RM drew attention to a paragraph on page 5 of her budget paper, which gave some context for the gap in terms of:</p> <ul style="list-style-type: none"> (A) factors beyond the College's control - such as the increasing cost of the Teachers' Pension Scheme adding to college wage bills; (B) the sector average being 67.7%; and (C) factors within the College's control such as its policy of employing cleaning and security staff directly, rather than contracting those services out as most colleges did. 	

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iv	She said the management view was that the budget priority should be the pursuit of an 'Outstanding' level of EBITDA, the wage bill being unlikely to attract much scrutiny if this was achieved. Following discussion, the Corporation agreed with this.	
v	The Finance Committee had noted a possible risk that, if staff recruitment did not keep pace with learner recruitment, it could result in under-delivery against the plan. It had asked RM to share with Governors the number of posts the College needed to fill; she said there were 53 full-time equivalent vacancies, of which 15.3 were teaching staff needed to fulfil the plan. It was agreed that this was not material.	
vi	In planning the budget, RM had modelled what would happen to the cash position in the 'worst case' scenario. A line chart within her report showed a comfortable cash margin, including at the traditional low-point in March. She said this would provide some resilience to weather any budget variations.	
vii	The biggest risk in the budget was felt to be Adult income following the devolution of the Adult Education Budget to the West Yorkshire Combined Authority and the associated uncertainties.	
	<u>CFFR</u>	
viii	RM referred to Appendix 08.2 to her report, which required Corporation approval. She drew attention to the corresponding entries in the CFFR and the College budget planning tool. She highlighted in particular that the automated and self-assessment financial health scores for year ending 31 July 2021 and year ending 31 July 2023 were different: in each case the automated score produced a lower grade than the self-assessed score due to the impact of a change the ESFA had made to the calculation of the debt-to-income ratio to include accrued interest payable.	
ix	RM explained for the benefit of the new Governors that the College had previously taken a loan repayment holiday and, on the advice of its external auditor, had recognised accrued interest for the period of the holiday in its accounts. She said the change the ESFA had made was causing this to skew the debt-to-income ratio. The meeting explored whether there was any prospect of mitigating the impact of the change but resolved that the College's only recourse for the time being was to ignore the accounting treatment of the loan holiday in calculating its self-assessment grade.	
x	<p><u>RESOLVED:</u></p> <p>(i) To approve the financial plan and 2021/22 budget, including the proposed financial health self-assessment scores.</p> <p>(ii) To approve the CFFR excel data return and accompanying commentary for submission to the ESFA.</p>	<p>Synopsis Item 11</p> <p>Synopsis Item 12</p>
	16.33 A comfort break was taken. When the meeting resumed at 16.40, all re-joined.	
09.0	FINANCIAL UPDATE	
i	RM reported on performance against the revised budget (approved March 2021).	Synopsis Item 13
10.0	VICE PRINCIPAL CORPORATE OPERATIONS REPORT	
i	Vice Principal Corporate Operations Mr M Bennington ("MB") updated Governors on the Covid 19 control arrangements for the beginning of next term. He said there would be regular communications for staff and students over the summer.	
ii	A Governor asked whether any special arrangements would be made for learners with Education, Health and Care Plans, who might be clinically vulnerable. MB said, in the	

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iii	College context, the biggest issue for clinically vulnerable learners was the wearing of masks by others, as this would no longer be a DfE recommendation. He said the College would continue to encourage the use of masks on its campus.	
	The other items in MB's report were noted.	
	<u>Business Critical Performance Indicator ("BCPI") Report</u>	Synopsis Item 14
iv	The status of the BCPIs was noted. MB drew attention to the fact that Adult funding was expected to outturn slightly lower than anticipated. A Governor referred to the recent ESFA announcement that colleges could submit business cases to avoid Adult funding being clawed back and asked if the College would do this. PS said unfortunately, the decisions would be based on colleges' cash positions, so the College would effectively be penalised for its relatively strong cash position.	
v	There was agreement that the BCPIs showed a positive picture, with no surprises.	
11.0	STRATEGIC PLANNING – TIMETABLE AND APPROACH	
i	The meeting discussed the timetable and arrangements for strategic planning. PS outlined his proposals and suggested timeline.	
ii	Action: To identify dates for a strategic planning event and to make sure a framework is in place for Governors to help steer the process.	JG
12A.0	AUDIT COMMITTEE REPORT	
i	The minutes of 14 June 2021 were received and the items of report noted. The Clerk highlighted a risk that the Committee Chair was about to leave the Corporation and no successor had yet been identified.	
12B	APPROVAL OF EXTERNAL AUDIT PLAN	
i	RM explained that the external audit plan was not yet complete. A change to the Post 16 Audit Code of Practice had removed auditors' ability to rely on the ESFA's annual funding confirmations for validating income recognition in the financial statements. Grant Thornton would therefore need to obtain its own assurances and had not yet determined precisely what this would entail or what the additional fee would be.	
ii	Action: The External Audit Plan to be brought to the September Corporation meeting.	JG
13.0	STRATEGIC RISK MANAGEMENT REPORT	
i	The summary report was received and discussed. Of particular interest was an increase in the score for the risk of failure to meet employer expectations; RM explained that a recent employer satisfaction survey had returned some concerning data and management were still analysing this. She said once management had a better understanding of the drivers behind the survey results, this may somewhat allay the concern. The new Employer Task & Finish Group would monitor the position.	
ii	RESOLVED: (i) To note the status of the key strategic risks.	Synopsis Item 15
	<i>17:30 Mr R Harwood joined the meeting.</i>	
	POLICY APPROVALS	
14.0	HEALTH & SAFETY (H&S") POLICY	
i	The Head of H&S Mr R Harwood ("RH") shared a paper outlining the intended	

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ii	<p>direction of travel for H&S. He was updating the H&S policy and would bring it to Corporation for approval in September.</p> <p>Action: To include the approval of the H&S policy in the Corporation’s September 2021 meeting agenda.</p>	JG
15.0	FREEDOM OF SPEECH & EXTERNAL SPEAKERS CODE	
i	<p>JG presented the revised Freedom of Speech & External Speakers Code. She said she had worked on updating it with the Designated Safeguarding Officer and with RH; the proposed changes reflected guidance on academic freedom of speech published by the Equality & Human Rights Commission and the Department for Education.</p>	
ii	<p><u>RESOLVED:</u></p> <p>(i) To approve the amendments to the Freedom of Speech & External Speakers Code and to adopt the revised version with immediate effect.</p>	
<i>17:40 Mr R Harwood left the meeting</i>		
SEARCH & GOVERNANCE		
16.0	SEARCH & GOVERNANCE COMMITTEE REPORT	
i	<p>The minutes of the 25 and 29 June meetings were received and the items of report noted. The Committee Chair GH highlighted the key items of discussion, saying these were also on the Corporation Agenda.</p>	
ii	<p><u>RESOLVED:</u></p> <p>(i) To approve the proposed amendments to the Search & Governance “SAG”) Committee Terms of Reference and adopt the amended version with immediate effect.</p>	
17.0	CORPORATION APPOINTMENTS	
<u>2021/22 Committee Membership and Links</u>		
i	<p>JG referred to the list of Committee memberships and Link roles she had circulated. She said Ms F Hussein Butt had expressed an interest in joining the Executive Employment Committee; her appointment would fill an impending vacancy in its numbers. Meanwhile CR had offered to join the Finance Committee; Mr I Wainwright the Search & Governance Committee; and JC the Audit Committee.</p>	
ii	<p><u>RESOLVED:</u></p> <p>(i) To approve the memberships of the Committees and the Link Governors as per the Clerk’s Committee memberships report;</p> <p>(ii) Further, to appoint Governors to Committees as follows:</p> <ul style="list-style-type: none"> - Ms F Hussain Butt to the Executive Employment Committee with immediate effect; - Mr C Robinson to the Finance Committee, upon his agreement to be appointed as an Armytage’s Technical School Endowment trustee; - Mr I Wainwright to the Search & Governance Committee with immediate effect; and - Ms J Clement to the Audit Committee with immediate effect. 	

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iii	<p><u>Vice Chair Corporation Appointment</u></p> <p>The only nominee for the Corporation Vice Chair position was Ms C George, who was seconded by Mr A Williams.</p>	Synopsis Item 19
iv	<p><u>RESOLVED:</u></p> <p>(i) To appoint Ms C George as Corporation Vice Chair with effect from 1 August 2021 for an initial term of four years.</p>	
18.0	INSTRUMENT & ARTICLES, STANDING ORDERS: PROPOSED AMENDMENTS	
i	<p><u>RESOLVED:</u></p> <p>(i) To approve the proposed amendments to the Instrument & Articles of Government and the Standing Orders and adopt the new versions of those documents with immediate effect.</p>	Synopsis Item 20
19.0	There was no item 19.	
20.0	SCHEME OF DELEGATION	
i	<p><u>RESOLVED:</u></p> <p>(i) To approve and adopt the proposed Scheme of Delegation.</p>	Synopsis Item 21
21.0	STUDENT UNION CONSTITUTION	
i	The Clerk said the review of the Student Union Constitution, which was a wholesale rewrite, was progressing in line with the timetable envisaged by the Education Act 1994 and the document would be brought to a meeting next term for approval.	Synopsis Item 22
22.0	PUBLICATION OF AGENDA PAPERS	
i	<p><u>RESOLVED:</u></p> <p>(i) All items marked with an asterisk on the Agenda shall be deemed confidential and excluded from publication in accordance with clause 18.2 of the Instrument of Government.</p>	
23.0	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>	
24.0	CHAIR AND VICE CHAIR'S REPORTS	
i	The chair and vice chair had no items of report.	
EXECUTIVE EMPLOYMENT COMMITTEE		
25.0	<u>Executive Employment Committee Report</u>	
i	<p><u>RESOLVED:</u></p> <p>(i) Staff Governors shall not withdraw and may participate in the discussion and decision-making for Item 25.</p>	

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	<p>(ii) Student Governors shall not withdraw but shall take no part in the consideration or discussion of the matters, nor vote on any question with respect to them, as this is prohibited by the Instrument of Government.</p>	
	<p>(iii) All non-Governors present may remain.</p>	
ii	<p>The Committee's minutes of 26 June 2021, both restricted and unrestricted, were received by those eligible to receive them and the contents were noted.</p>	
	<p><u>Vice Principal Curriculum Recruitment</u></p>	
iii	<p>The Chair of the Executive Employment Committee Ms C George shared the Committee's recommendation: that the Corporation reinstate the original Vice Principal Curriculum Senior Post and then go to market to fill it, in the expectation that the interim Vice Principal Curriculum post would be removed once an appointment was made.</p>	
iv	<p>The draft job description was discussed. It set out in general terms the duties and responsibilities of the role, together with the proposed salary and other terms.</p>	
v	<p><u>RESOLVED:</u></p> <p>(i) To reinstate the position of Vice Principal Curriculum and designate it a senior post.</p> <p>(ii) To approve the proposed job description and salary;</p> <p>(iii) The senior post of Vice Principal Curriculum being vacant, to advertise the vacancy and authorise the Executive Employment Committee to act as an Article 10 Selection Panel for the purposes of filling it;</p> <p>(iv) To authorise the Article 10 Selection Panel to co-opt additional members as it deems necessary;</p> <p>(v) To approve the use of external consultants to support the recruitment process.</p>	Synopsis Item 23
vi	<p>Action: To identify a date for the Article 10 Selection Panel to hold interviews.</p>	JG
vii	<p>Action: To advertise the Vice Principal Curriculum position and engage recruitment consultants to support the recruitment process.</p>	PS, JS
	<p><u>Holiday Rollover</u></p>	
viii	<p><u>RESOLVED:</u></p> <p>(i) To approve the requests for annual leave rollover detailed in the Executive Employment Committee's minutes.</p> <p>(ii) To direct that the senior post holders and the Clerk's employment contracts be amended to remove the requirement that they must seek Corporation consent to rollover any unused annual leave into subsequent holiday years and that they should henceforth be subject to the same arrangements for unused leave rollover as other staff, so as not to take up Corporation time.</p>	Synopsis Item 24
	<p><u>Clerk's Role Proposal</u></p>	
viii	<p>The Corporation recalled that proposed changes to the Clerk's role and contracted hours had been discussed at the March meeting and Governors had agreed that a detailed risk assessment should be carried out to inform decision-making and ensure that the Clerk's independence would be fully maintained. This had been done and a supplementary report was received and discussed.</p>	

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ix	<u>RESOLVED:</u> (i) To approve the proposed changes to the Clerk's role and contracted hours.	Synopsis Item 25
ITEMS FOR ASSURANCE/INFORMATION PURPOSES ONLY		
26.0	2021/22 CALENDAR OF MEETINGS – CONFIRMATION OF DATES	
i	The Calendar of meetings was received. JG said each Committee had discussed its own dates and these were now confirmed and in diaries, with just a couple of dates still to fix for the Quality, Performance & Standards and Audit Committees.	
27.0	HEALTH & SAFETY COMMITTEE MINUTES	
i	The minutes of 29 June were received and the contents noted.	
28.0	EDI STRATEGIC GROUP MINUTES OF 15 JUNE 2021	
i	The Clerk apologised for these minutes having been omitted from the meeting packs and said they would follow by email.	
29.0	USE OF THE WRITTEN RESOLUTION PROCEDURE	
i	The report was received and the contents noted.	
30.0	DATE OF NEXT MEETING	
i	24 September at 3pm	

Synopsis

#	Details	Min
1.	The Corporation put on formal record its thanks and best wishes to outgoing Governors Ms M Gilluley, Mr J Williams and Mr J Royle and Student Governor Mr B Blank.	3iii
2.	Two Independent Governors were appointed: Mr Chris Robinson and Ms Janie Clement.	17.1iv
3.	A Student Governor was appointed: Ms Grace Woodyet.	17.1vii
4.	An update on the College's Covid-19 response was provided.	3i
5.	Governors expressed their congratulations to the Construction Department, which had won Construction Apprenticeship Provider of the Year.	4iv
6.	Amendments to the Terms of Reference of the Quality, Performance & Standards Committee were agreed.	5iv
7.	A quality, performance and standards report was presented and discussed.	6
8.	Governors were delighted to hear that overall student satisfaction levels were at an eight year high and feedback was that the College was a welcoming place where they felt safe and included. They warmly congratulated all staff.	6ii
9.	Governors were updated on the College's preparations for T Levels and the related risks.	6vi
10.	Amendments to the Terms of Reference of the Finance Committee were agreed.	7ii
11.	The Corporation approved the financial plan and 2021/22 budget.	8x
12.	A data return and accompanying commentary were approved for submission to the ESFA.	8x
13.	The Corporation received a report on performance against the revised budget	9i
14.	A report on the status of the business critical performance indicators was received.	10
15.	The Strategic Risk Register was presented and discussed.	13
16.	The Corporation approved an amended Freedom of Speech & External Speakers Code.	15ii

17.	Amendments to the Search & Governance Committee Terms of Reference were agreed.	16ii
18.	The Corporation confirmed the membership of its sub-committees and Links for 2021/22.	17ii
19.	Ms C George was appointed Corporation Vice Chair with effect from 1 August 2021.	17iv
20.	Amendments were made to the Instrument & Articles of Government and Standing Orders.	18i
21.	A Scheme of Delegation was approved.	20i
22.	The Corporation received an update on the review of the Student Union Constitution.	21i
23.	Arrangements were put in place for the recruitment of a new Vice Principal Curriculum.	25vi
24.	Some amendments were made to the Clerk's role and contracted hours.	25x