

Kirklees College Corporation

CORPORATION

Minutes of a meeting held at 15.00 on 12 November 2021 in the Conference Suite at the Waterfront Campus and by Microsoft Teams videoconference

Present:	Mr G Hetherington	Independent Governor (Chair)
	Ms M Carabine	Independent Governor (via Teams)
	Ms C Catmull	Staff Governor
	Dr A Conn	Independent Governor (via Teams)
	Prof S Donnelly	Independent Governor
	Ms F Hussain-Butt	Independent Governor (via Teams) (from 15.10)
	Mrs C George	Independent Governor
	Mr A Greaves	Staff Governor (from 15.10)
	Mr H Linn	Independent Governor (via Teams)
	Mr C Robinson	Independent Governor
	Mr P Singh	Principal and Chief Executive
	Mr M Varyani	Independent Governor
	Mr I Wainwright	Independent Governor
	Ms J Walters	Independent Governor (via Teams)
	Dr A Williams	Independent Governor
	Ms G Woodyet	Student Governor (via Teams)

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

In Attendance:	Ms J Arechiga	Vice Principal Curriculum and Innovation
	Mr M Bennington	Vice Principal Corporate Operations
	Ms J Green	Clerk to the Corporation
	Ms P Firth	Assistant Principal Adults & Higher Education
	Ms P Harrow	Assistant Principal Student Experience (to 15.30)
	Mr R Harwood	Head of Health & Safety (Item 7)
	Ms P Hughes	Assistant Principal Quality and Curriculum (from 15.50)
	Mrs R Meara	Executive Finance Director
	Ms A Quantrill	Teaching, Learning & Digital Innovation Manager (Item 10)
	Mr N Spaxman	Business Intel and Systems Development Manager (Item 10)
	Ms J Zacheva	Observer, the Governance Forum (via Teams)

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PRELIMINARY ITEMS		
0.0	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 hybrid meeting was being held for the purposes of business efficacy.	
ii	The Chair declared the meeting open and welcomed in particular new Staff Governor Ms C Catmull (attending her first Corporation meeting) and Ms J Zacheva of the Governance Forum (the provider undertaking an external review of governance).	
iii		
1.0	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	There were apologies from Ms F Hussain Butt, who would be joining slightly late.	

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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.	
2.0	MINUTES OF THE 23 SEPTEMBER 2021 CORPORATION MEETING	
i	The Clerk drew attention to paragraph 5i in the draft minutes. She said a slight amendment had been proposed to avoid the publication of commercially sensitive information (as permitted by Clause 18.2(d) of the Instrument of Government).	
ii	It was agreed that the first sentence of minute 5i should be deleted in its entirety and the words “PS confirmed that 16-19 recruitment remained challenging.” substituted.	
iii	A Governor drew attention to minute 20i and pointed out that the next meeting was on a Monday, rather than a Friday.	
iv	<p><u>RESOLVED:</u></p> <p>(i) Subject to the agreed amendment to minute 5i (as minuted) and the correction of the next meeting date, to approve the 24 September 2021 minutes as an accurate record.</p>	
2.1	MATTERS ARISING NOT ON THE AGENDA	
i	None were raised.	
2.2	UPDATE ON AGREED ACTIONS	
i	<u>Update on the RIDDOR incident:</u> Vice Principal Corporate Operations Mr M Bennington (“MB”) updated Governors on the RIDDOR ¹ incident reported at the previous meeting.	
15.10	<i>Ms F Hussain Butt and Mr A Greaves joined the meeting.</i>	
ii	The Chair welcomed Mr A Greaves to his first meeting as a Corporation Staff Governor.	
PRINCIPAL’S REPORT		
3.0	PRINCIPAL’S REPORT	
i	<p>The Principal Mr P Singh (“PS”) presented his report and Governors noted as follows:</p> <ul style="list-style-type: none"> ➤ Working arrangements continued to be impacted by the pandemic, with a small number of more vulnerable learners still studying remotely. ➤ Work continued with the Black FE Leadership Group to implement the 10 point plan. ➤ The College would host the National Leadership Centre on 7 December. PS would share and reflect on the real-life impact of Covid-19 on young people and the wider college community. ➤ A consultation exercise titled ‘Your Voice, Our Future’ was launched at the College staff development day in October. The day had focused on values and culture. The results of the consultation would be shared at the Corporation strategic away day. ➤ On behalf of the Corporation, PS had served notice of resignation as a member of the company West Yorkshire Colleges Consortium. 	
ii	A Governor asked what the future relationship with the other West Yorkshire colleges would be and if there was a need to mitigate any financial implications of withdrawing from the consortium company. PS said although it would no longer be eligible for a	

¹ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 regulate the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences", including near misses, that take place at work or in connection with work.

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iii iv v	<p>share in any top slice of funding won, the College was yet to receive anything since joining and there was little prospect of gains in the future. Having left the company, it would remain part of the regional conversation and could continue to collaborate with the other colleges – but would be free of any future financial obligations.</p> <p>A copy of KC Chronicle had been circulated and this was received.</p> <p>PS invited the Vice Chair Mrs C George to share her impressions of the Pioneer House launch event. She said it had gone extremely well; all key stakeholders were represented, the students providing the refreshments and music had done an excellent job and there had been positive feedback. Many delegates had stayed until the end.</p> <p>PS had written to the Mayor’s Office to extend thanks for the Mayor’s support.</p>
STUDENT EXPERIENCE	
6.1 SAFEGUARDING COMMITTEE 10 NOVEMBER 2021 MEETING REPORT	
i ii iii	<p>As the Assistant Principal of Student Experience Mrs P Harrow (“PHa”) needed to leave early for an external event, it was agreed that this item should be taken out of turn.</p> <p>The Safeguarding Committee Chair Mrs C George (“CG”) said the main topic at the meeting had been a further upturn in the volume of safeguarding incidents the College was recording and dealing with. She said the increase was at least partly due to improved reporting but it was difficult to know to what extent. The Safeguarding Team had risen to the challenge, launching a variety of new initiatives, and recent student feedback had been excellent, while the latest Local Authority statutory audit of safeguarding had returned a 100% compliance rate.</p> <p>Governors were concerned to hear that, just as the Safeguarding Team was confronting an increased workload, it was carrying a vacancy. CG said the Committee had explored with PHa whether the Team had capacity to carry out the work it needed to do and understood that interviews were about to take place for the vacant post.</p>
6.2 LINK GOVERNOR INPUT/COMMENTS ON RECENT INVOLVEMENT	
i	<p>The Safeguarding Link Governor Ms C George (“CG”) said she had a high degree of confidence in the College’s processes and practices. Referring to the annual Safeguarding report, she said she encouraged everyone to read it, as it gave a good flavour of the work going on across the business and showed how responsive the College was to students’ needs. She reminded Governors of the need to complete online training.</p>
6.3 SAFEGUARDING POLICY AND PROCEDURE (“POLICY”)	
i ii iii	<p>The Chair emphasised the need for Governors to familiarise themselves with the Policy, which had been amended to reflect some recent key changes to the statutory guidance document <i>Keeping Children Safe in Education</i>.</p> <p>RESOLVED:</p> <p>(i) To approve the proposed amendments to the College’s Safeguarding & Child Protection Policy and to adopt the new version with immediate effect.</p> <p>Action: To replace the old version of the Safeguarding & Child Protection Policy with the new on the College website, etc.</p>
<i>15.30 Mr H Linn left the meeting.</i>	
6.4 ANNUAL SAFEGUARDING REPORT 2020-21	
i	<p>Assistant Principal Student Experience Ms P Harrow (“PHa”) presented the report,</p>

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ii iii iv v vi vii viii	<p>reminding the Corporation of its responsibilities for safeguarding.</p> <p>CG said the Safeguarding Committee had considered the report at its meeting and felt it:</p> <ul style="list-style-type: none"> ➤ gave a good account of the challenges the College had confronted in 2020-21; ➤ provided a high level of assurance in terms of statutory compliance and effectiveness; and ➤ clearly detailed the forward plan for 2021-22. <p>PHa highlighted that the report contained a section on the impact of Covid-19 on the College's safeguarding service; she said the Safeguarding Team had continued to provide a comprehensive safeguarding service throughout the period, adapting normal working practices to ensure that service standards were maintained.</p> <p>Another challenging year had seen a further 12% increase in individual service users. Asked what support was in place for core Safeguarding Team members, PHa said the College paid for professional supervision for the Deputy Designated Safeguarding Officers, while other team members had access to the College counselling service where one of the counsellors was qualified to undertake supervision. There was also time allocated for more informal peer debriefing.</p> <p>A Governor asked what was expected to happen to the profile of the caseload as society continued to open up following the pandemic lockdowns. PHa said the Team was already seeing an increase in physical violence, with rising numbers of sexual and physical assaults, including knife crime. She said while gang violence had decreased during lockdown, there had been a resurgence and the police and other agencies were predicting a reescalation to previous levels and beyond.</p> <p>PHa presented two case studies to illustrate the positive impact of the College safeguarding service on learner retention and outcomes. Governors were pleased to hear the success stories. They welcomed PHa's report, agreeing that it provided strong assurance in terms of their responsibilities.</p> <p><u>RESOLVED:</u></p> <p>(i) To receive the Annual Safeguarding Report and note its contents.</p> <p>Action: When next reporting to Governors on the use of the safeguarding service by learners from specific ethnic groups, sex categories, age bands, etc. to provide, for context, the relative population size for each group/category reported on.</p>
4.1 i	<p>QUALITY, PERFORMANCE & STANDARDS ("QPS") COMMITTEE REPORT</p> <p>The minutes of the QPS Committee's 1 November 2021 meeting were received and the items of report and advice were noted. The Committee Chair Dr A Williams ("AW") reported that the Committee had approved a management recommendation that it act as the Self-Assessment Report validation panel, convening on 29 November.</p>
<p><i>15.50 Mr H Linn and Assistant Principal Ms P Hughes joined the meeting.</i></p>	
4.2 i ii	<p>QUALITY PERFORMANCE INDICATORS 2021-22</p> <p>The QPS Committee had discussed proposed performance measures and targets for quality, performance and standards for 2021-22. AW said it considered them a good fit for the College in the present circumstances and it recommended them for adoption.</p> <p><u>RESOLVED:</u></p> <p>(i) To approve the proposed classroom based cross-College quality targets.</p>

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5.0	CURRICULUM REPORT: 2020/21 OUTCOMES AND DESTINATIONS	
i	Assistant Principal Ms P Hughes (“PHu”) outlined the context of the 2020/21 learner outcomes and destinations, as set out in her report and in the minutes of the QPS Committee meeting.	Synopsis Item 5
ii	Governors were pleased to note that despite some deterioration in achievement rates for Adult learners impacted by the pandemic, the headline data included a number of positives. AW said the QPS Committee had been most proud of the fact that, against a national picture of students in vulnerable and disadvantaged groups struggling during the pandemic, the College had been successful at developing the skills of those cohorts, with an increase in achievement. He said such results could only be obtained through a patient and empathetic approach and every lecturer in the College who had contributed deserved enormous praise. There was agreement that this spoke well to the culture and values of the organisation.	
iii	Action: All Governors to receive a copy of the learner support data report.	PHa, JG
iv	There was discussion about Apprenticeship success rates. Although Framework achievement had dropped due to legacy issues, achievement for standards had improved by 20%, which was agreed to be positive as Standards were the future. A Governor asked if there was any correlation between learner success rates and curriculum areas’ employer survey feedback. PHu said it was a complex picture; legacy issues were still featuring in employer feedback in areas where student experience survey responses were strong. There were also some areas where no-one had yet sat end-point assessments. She said, that said, it was not a case of ‘but for the pandemic’; some areas had been identified for improvement work and deep dives were in progress.	
v	A Governor commented that, until fairly recently, the College’s Apprenticeship outcomes had surpassed those of other West Yorkshire colleges and it was near the top nationally. The Corporation would need to be able to articulate how it had arrived at its current position. The Governor said the situation with end-point assessments was outrageous and very unfair on those waiting to complete their qualifications.	
vi	A Governor said nationally, the last two years had seen some remarkable results and it was likely that there would be a period of turbulence with fluctuating outcomes. PHu acknowledged this and said the Department was looking at adjusting the 2022 GCSE’s by giving advance notice of what would be on the papers to try to create some stability.	
vii	A Governor who had attended the Education and Training Foundation Northern Governance Conference immediately before the meeting said one of the speakers had emphasised the importance of collaboration with the schools sector to influence outcomes at an early stage. There was agreement that the College should continue to pursue such initiatives.	
HEALTH & SAFETY		
<i>16.18 Head of Health & Safety Mr R Harwood joined the meeting.</i>		
7.0	ANNUAL HEALTH & SAFETY REPORT	
i	The Health & Safety (“H&S”) Link Governor Dr A Conn introduced the report, which had been discussed at the H&S Committee.	
ii	The Head of H&S Mr R Harwood (“RH”) presented the report. He said significant progress had been made on further strengthening the control framework. This had included: <ul style="list-style-type: none"> ➤ The bedding in of the new H&S audit system; ➤ Further development of the H&S champion model; 	

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<p>➤ The continued rollout of IOSH Managing Safety training for managers, with 32 managers now having completed the qualification, gaining a better and deeper understanding of their roles and responsibilities;</p> <p>➤ Implementing a full programme of health surveillance² across all areas;</p> <p>➤ Introducing the H&S management system Smartlog in every centre and department and monitoring of compliance rates by the Audit Committee;</p> <p>➤ A full review of all policies and procedures, including the core H&S policy, which identified accountability for H&S at all levels across the business; and</p> <p>➤ The launch of the H&S newsletter, which had a steadily increasing readership.</p> <p>iii Governors agreed that the performance data showed an improved position and there were indicators of a more positive safety culture. The 2021-22 key priorities and performance indicators were noted.</p> <p>iv A Governor asked if the College analysed staff absence data to ascertain whether any absences were related to H&S issues. RH said he met regularly with the Human Resources team to do this; there was continuous dialogue.</p> <p>v There was agreement that the Corporation could have high level confidence that it was taking appropriate steps to ensure a safe and compliant working/learning environment.</p> <p>vi <u>RESOLVED:</u></p> <p>(i) To receive the Annual Health & Safety Report and note its contents.</p>	Synopsis Item 6
16.35 Mr R Harwood left the meeting. A 5 minute comfort break was taken. When the meeting resumed, all re-joined.	
GOING CONCERN - MATTERS OF FINANCE, REGULATION, LEGAL ISSUES	
8.1	BUSINESS CRITICAL PERFORMANCE INDICATORS (“BCPIS”) UPDATE
i	Vice Principal Corporate Operations Mr M Bennington (“MB”) presented his report and the Corporation noted the status of the 2021/22 BCPIs and the mitigating actions being taken to respond to some areas of shortfall.
8.2	VICE PRINCIPAL CORPORATE OPERATIONS REPORT
i	MB provided an update on the operational agenda. Governors were pleased to hear that an application to the Post 16 Capital Growth Fund had been successful and this would pay for 84% of the cost of the expansion works at Brunel. MB said he would take a more in-depth report to the Finance Committee.
8.3	RECRUITMENT UPDATE
	<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>
9.0	FINANCE UPDATE
i	Executive Finance Director Mrs R Meara (“RM”) presented her report and Governors noted as follows: <u>2020/21 Accounts Completion</u>
ii	No matters of concern had been raised by the auditors so far and the audit was

² The Health and Safety Executive defines Health surveillance as a system of ongoing health checks that is required by law for employees exposed to noise, vibration, ionising radiation, solvents, fumes, dusts, biological agents, and other substance hazardous to health or work in compressed air.

	<p>approaching completion. The accounts presented for audit showed a positive variance from the forecast outturn. Year-end cash balances were also very healthy. Overall, this resulted in a financial health score of 180, however in the new Education & Skills Funding Agency (“ESFA”) financial return model, accrued loan interest payable was included in the calculation and this would mean a 10-point reduction in financial health score. RM said, depending on the format that the college was required to submit the 2020/21 data in, it may be assessed as either ‘requires improvement’ or ‘good’.</p> <p><u>2021/22 Early Indicators</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 2.</i></p> <p><u>Going Concern</u></p> <p>vi Governors recalled the requirement for them to sign off on a judgement confirming their belief that the College had adequate resources to continue in operation for the foreseeable future (a minimum of 12 months from the date of sign-off of the accounts but RM had chosen to look ahead up to July 2023).</p> <p>vii RM drew attention to annex 9.1 to her paper, in which she had modelled the impact of all negative indicators but no positive indicators or mitigations on cashflow to July 2023. This showed that, even in the worst-case scenario, the College would not run out of cash. On this basis, she said, the Corporation could be satisfied that the business was a going concern.</p> <p>viii Governors discussed the report, agreeing that RM had been both thorough and appropriately cautious. A Finance Committee member who had met with RM to go through the numbers, said they had discussed it in detail; it was a sound approach.</p> <p>ix <u>RESOLVED:</u></p> <p>(i) The Corporation is satisfied that the College is able to continue as a ‘going concern’ until at least July 2023 and that the accounts should be prepared on the ‘going concern’ basis.</p>	Synopsis Item 10
THE STRATEGIC CONVERSATION		
<i>17.15 Teaching, Learning & Digital Innovation Manager Ms A Quantrill and BI and Systems Development Manager Mr N Spaxman joined the meeting.</i>		
10.0	<p>THE STRATEGIC CONVERSATION PART II: DIGITAL & TECH</p> <p>i PS reminded Governors of the plan to have strategic board conversations focusing on (i) inequality; (ii) digital; and (iii) climate. He introduced the staff team leading on the digital strategy, Ms A Quantrill (“AQ”) and Mr N Spaxman (“NS”). They spoke to a series of slides and video clips, bringing to life the challenges of responding to the digital revolution and meeting the dramatically different learning and training needs of the newer generations, in particular Generation Alpha, now in primary school and already engaging with new technology, using visual, multimodal and hands-on learning methods. Governors reflected that it was hard to imagine, let alone plan for, the future world of work, which would be fundamentally different from the current one.</p> <p>ii AQ shared statistics and national targets to provide a wider context for the discussion. She said the pandemic had accelerated the College’s digital strategy and this had been replicated across the country but it was important to keep up the pace. 73% of small businesses now considered digital skills essential for their survival. The College would</p>	Synopsis Item 11

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	need to think about future technology and the kind of curriculum it should develop.	
iii	NS said pre-pandemic, the College had begun a digital journey and had introduced blended learning, so students had been accustomed to accessing resources online by the time the pandemic hit and had adapted to online learning quickly. The main technical challenges had been around security improvements and capacity in terms of hardware, and Wi-Fi access issues.	
iv	There was discussion about the potential impact of investing in digital. NS said from a staffing perspective, there were efficiency drivers, for example artificial intelligence could perform more menial tasks. In the classroom, digital technology could enrich the learning experience. Immersive technologies could vastly improve the retention rate for information, and also remove some of the risks in training people for jobs involving dangerous conditions. There would also be high demand for training in the use of new technologies and learners would need to develop adaptive skills.	
v	AQ emphasised the importance of staff training and development. She said the College practitioners, predominantly Millennials and Generation Xers, would need to understand the technologies as well as the psychology of the newer generations. Most would need to improve their digital skills. Equally, the College would need to change and adapt to accommodate new ways of learning, with new infrastructure and resources.	
vi	The presentation prompted substantial discussion and agreement that digital would be a high priority going forwards. The threats and opportunities of artificial intelligence were considered, with one Governor expressing concern about the potential impact on the job market for those with additional needs. Governors were interested in the emerging data on Generation Alpha and AQ directed those wishing to know more to a paper by Mark McCrindle and Ashley Fell entitled ' Understanding Generation Alpha '.	
<i>17.55 Ms A Quantrill and Mr N Spaxman left the meeting.</i>		

AUDIT COMMITTEE REPORT

11.1	AUDIT COMMITTEE MINUTES OF 4 OCTOBER 2021	
i	The minutes of the Audit Committee's 4 October 2021 meeting were received and the items of report and advice were noted. The Committee had discussed the findings of an independent investigation into a whistleblowing disclosure. Only one complaint had been upheld; it concerned internal reporting of Health & Safety incidents, an issue that was already known to the Committee and had already been substantially addressed	Synopsis Item 12
ii	A Governor observed that the Committee had noted that one of the bigger assurance gaps was around the effectiveness of the College's employer engagement activities. The Governor said this seemed to be a recurring theme and agreed that, bearing in mind the Skills for Jobs White Paper, the Committee should seek more assurance in this area.	
11.2	POLICY ON THE RETENDERING OF THE EXTERNAL AUDIT SERVICE	
i	<p><u>RESOLVED:</u></p> <p>(i) To approve the proposed policy wording on the retendering of the external audit service.</p> <p>(ii) That the approved policy wording (or words to the same effect) shall be included in the Financial Regulations when they are next refreshed.</p>	
11.3	WHISTLEBLOWING POLICY AND PROCEDURE	
i	<p><u>RESOLVED:</u></p> <p>(i) To approve the proposed amendments to the College's Whistleblowing Policy</p>	

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ii	<p>and Procedure and to adopt the new version with immediate effect.</p> <p>Action: To upload the amended version of the Whistleblowing Policy to the website.</p>	JG
12.0 i ii	<p>REGULARITY SELF-ASSESSMENT QUESTIONNAIRE AND ANNEX A TO THE SUPPLEMENTARY BULLETIN</p> <p>The Corporation was required to provide a self-assessment of regularity to the external auditor, together with an additional annex addressing specific matters arising from the Covid-19 pandemic. The Audit Committee had reviewed both and recommended that the Chair of Governors and the Accounting Officer be authorised to sign them.</p> <p><u>RESOLVED:</u></p> <p>(i) Having taken advice from the Audit Committee and being satisfied that the College can evidence the statements made in the Regularity Self-Assessment questionnaire and in Annex A to the Supplementary Bulletin to the College Accounts Direction 2020-21 and the Post Audit Code of Practice 2020-21, to authorise the Chair of Governors and the Accounting Officer to sign them.</p>	Synopsis Item 13
13.0 i	<p>STRATEGIC RISK REPORT</p> <p>The statuses of the risks were in line with Governors' expectations, given the reports they had received. Dr A Williams, who had chaired the Audit Committee meeting, said the Committee had looked at a more detailed report on each risk and was satisfied that the College approach to risk management was thorough.</p>	Synopsis Item 14
14.0 i ii	<p>INTERNAL AUDIT STRATEGY AND 2021-22 PLAN</p> <p>The Audit Committee had consulted with the internal auditor and management on the proposed Internal Audit Strategy and Plan for 2021/22. It recommended their approval.</p> <p><u>RESOLVED:</u></p> <p>(i) To approve the Internal Audit Strategy and 2021/22 Plan.</p>	Synopsis Item 15
15.0 i ii	<p>EXTERNAL AUDIT PLAN 2020/21 AND LETTER OF ENGAGEMENT</p> <p>The Corporation had already scrutinised the Plan and had been waiting for an issue to be resolved around the approach to and cost of the new funding audit.</p> <p><u>RESOLVED:</u></p> <p>(i) To approve the 2020/21 audit External Audit plan and Letter of Engagement.</p>	Synopsis Item 16
SEARCH AND GOVERNANCE		
16.0 i	<p>CODE OF GOOD GOVERNANCE – NEW UPDATE</p> <p><u>RESOLVED:</u></p> <p>(i) To adopt the new update to the Code of Good Governance for English Colleges with immediate effect.</p>	Synopsis Item 17
17.0 i ii	<p>GOVERNOR TRAINING AND ACTIVITIES</p> <p>The Clerk asked if there was anything to add to the record. It was noted that Ms M Carabine had attended the Education & Training Foundation Northern Governance Conference. Another Governor had completed Safeguarding and Prevent training.</p> <p>Action: To update the Governor training record.</p>	JG

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18.0 i	PUBLICATION OF AGENDA PAPERS <u>RESOLVED:</u> (i) All items marked with an asterisk on the Agenda shall be deemed confidential and excluded from publication.	
19.0 i	USE OF CORPORATION SEAL The report was received; the seal had not been used.	
CHAIRS' REPORTS		
20.0 i	CHAIR AND VICE CHAIR'S REPORTS It was noted as follows: <ul style="list-style-type: none"> ➤ The Chair and Vice Chair had attended a full day webinar hosted by the Black FE Leadership Group to introduce the 10 point plan the College had signed up to. ➤ The Greenhead College Chair had approached the Chair to initiate a strategic conversation; among other things to discuss their ambitions around academisation. ➤ The Vice Chair would be attending the Association of Colleges Conference. 	
PAPERS FOR ASSURANCE/INFORMATION PURPOSES ONLY		
21.0 i ii	HEALTH & SAFETY COMMITTEE MINUTES 4 NOVEMBER 2021 These were not yet available. Action: Health & Safety Committee minutes to be brought to the next meeting.	JG
22.0 i	STUDENT VOICE PLANNER This was received and the contents noted.	
23.0 i	GOVERNANCE SELF-ASSESSMENT REVIEW PROCESS – UPDATE The Clerk gave an update on the progress of the external governance review.	
24.0 i ii	EDI STRATEGIC GROUP MINUTES OF 11 OCTOBER 2021 These were not yet available. Action: EDI Strategic Group minutes to be brought to the next meeting.	JG
25.0 i	USE OF THE WRITTEN RESOLUTION PROCEDURE An amended report had been circulated and the contents were noted.	
26.0 i	DATE OF NEXT MEETING Monday 13 December 2021 at 3pm	

Synopsis		
#	Details	Min
1.	The Corporation had a report on safeguarding from the Safeguarding Committee, Link Governor and Designated Safeguarding Officer.	6.1, 6.2
2.	Amendments to the Safeguarding Policy were approved.	6.3
3.	The Annual Safeguarding Report for academic year 2020/21 was discussed.	6.4
4.	The Corporation approved classroom based cross-College quality targets for 2021/22.	4.2ii
5.	A report on 2020/21 learner outcomes and destinations was discussed and some risk areas were identified.	5.0i
6.	The Annual Health & Safety Report for academic year 2020/21 was discussed.	7.0vi
7.	A report on the status of the Business Critical Performance Indicators was discussed.	8.1i
8.	Management presented a report updating the Corporation on progress towards achieving the recruitment targets.	8.3
9.	A financial update was provided.	9.0
10.	The Corporation resolved that it was satisfied that the College was able to continue as a 'going concern' until at least July 2023 and that the accounts should be prepared on the 'going concern' basis.	9xi
11.	The Corporation engaged in a strategic discussion about digital and technology and agreed that it must be a strategic priority for the business.	10
	The Corporation received a report from its Audit Committee and: <ul style="list-style-type: none"> ➤ Approved some policy wording on the retendering of the external audit service; ➤ Approved some changes to the Whistleblowing Policy. 	11
13.	Having taken advice from the Audit Committee and being satisfied that the College was able to evidence the statements made in the Regularity Self-Assessment questionnaire and in Annex A to the Supplementary Bulletin to the College Accounts Direction 2020-21 and the Post Audit Code of Practice 2020-21, the Corporation authorised the Chair of Governors and the Accounting Officer to sign them.	12.0ii
14.	The strategic risk register was received and the Corporation discussed the status of the key risks.	13.0
15.	The Corporation approved a new Internal Audit Strategy and the 2021/22 Plan.	14.0ii
16.	The Corporation approved the 2020/21 External Audit plan and the External Auditor's Engagement Letter.	15.0ii
17.	The updated version of the Association of Colleges Code of Good Governance for English Colleges was discussed and was adopted with immediate effect.	16.0i