

Kirklees College Corporation

CORPORATION

Minutes of a meeting held from 15.00-20.00 on 13 December 2021 at the Waterfront Campus Huddersfield and by Microsoft Teams videoconference

Present:

Mr G Hetherington	Independent Governor (Chair)
Ms M Carabine	Independent Governor (via Teams)
Ms C Catmull	Staff Governor (via Teams)
Prof S Donnelly	Independent Governor (via Teams)
Ms C George	Independent Governor (via Teams)
Mr A Greaves	Staff Governor
Ms F Hussain-Butt	Independent Governor (via Teams)
Mr C Robinson	Independent Governor
Mr P Singh	Executive Governor
Mr I Wainwright	Independent Governor (via Teams)
Mrs J Walters	Independent Governor
Dr A Williams	Independent Governor

Attendance: 12/16 = 75% KPI 80% Quorum: 7 (40%)

In attendance:	Ms J Arechiga	Vice Principal Curriculum & Innovation
	Mr M Bennington	Vice Principal Corporate Operations
	Ms J Green	Clerk to the Corporation
	Ms P Harrow	Asst Principal Student Experience
	Mrs R Meara	Executive Director of Finance
	Mr D Rayneau	Executive Director of Business Systems
	Ms H Rose	Director of External Relations
	Ms J Simpson	Executive Director of HR

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. The Chair declared the meeting open.	
1.0	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	Apologies were received from Independent Governors Dr A Conn, Mr M Varyani and Mr H Linn and Student Governor Ms G Woodyet.	
ii	The Chair invited disclosures of interests. All confirmed that, except as previously disclosed, they had no direct or indirect interest in any way in the business to be transacted which should be disclosed.	
2.0	MINUTES OF THE 12 NOVEMBER 2021 AND THE 29 NOVEMBER 2021 CORPORATION MEETINGS	
i	<u>RESOLVED:</u> (i) To approve the minutes of 12 and 29 November 2021 as an accurate record.	

Item	Action/ Synopsis Item
2.1	MATTERS ARISING NOT ON THE AGENDA
i	No matters were raised.
2.2	UPDATE ON AGREED ACTIONS
i	<u>Upload the Safeguarding & Child Protection Policy to the website:</u> Actioned.
ii	<u>All Governors to receive the learner support data report:</u> Actioned.
iii	<u>Upload the amended Whistleblowing Policy to the website:</u> Actioned.
iv	<u>Update the Governor training record:</u> Actioned.
v	<u>Health & Safety Committee minutes to be brought to this meeting:</u> Actioned.
vi	<u>Equality, Diversity & Inclusion minutes to be brought to this meeting:</u> Actioned.
PRINCIPAL'S REPORT	
3.0	PRINCIPAL'S REPORT
i	<p>Mr P Singh ("PS") spoke to his Principal's report, advising as follows:</p> <ul style="list-style-type: none"> ➤ Following the tragic death of a student, he had opened discussions with sector colleagues about data gaps on student suicide. ➤ No Covid-19 lockdowns were expected and January exams would go ahead. ➤ Work had started on the next three-year financial plan and proposals would be brought to Governors in the Spring. ➤ The Black FE Leadership Group had delivered an introductory session for the leadership team, including the Corporation Chair and Vice Chair. The 'Next steps' for implementing the 10 Point Plan were set out in the paper. ➤ The first in-person Open Day since pre-pandemic had attracted 600 visitors. ➤ The College had signed up to the 'Good for Me, Good for FE' initiative, which aimed to help college staff connect with their local communities and collectively generate £1m of social value.
ii	The latest edition of KC Chronicle (providing an update on activities, events and achievements of staff and students) accompanied the report.
STUDENT EXPERIENCE	
4.1	QUALITY, PERFORMANCE & STANDARDS COMMITTEE REPORT
i	The minutes of the 29 November Quality, Performance & Standards ("QPS") Committee meeting and the 29 November Self-Assessment Report Validation Panel were received and the items of report were noted. The QPS Committee Chair Dr A Williams ("AW") said the Committee had focused on Higher Education ("HE") and Skills; in particular, it had received a report on the recently submitted Access & Participation Plan Impact report. While there was positive news on performance and achievement, HE recruitment remained a risk.
4.2	SELF-ASSESSMENT REPORT ("SAR") VALIDATION PANEL MEETING REPORT
	The minutes of the SAR Validation Panel (the "Panel") meeting were received and the items of report were noted. It was noted that the Panel had included an external expert: Ms A Hardy of Scarborough College, part of the TEC Partnership (rated 'Outstanding' in 2017).

Item		Action/ Synopsis Item
5	<p>COLLEGE SELF-ASSESSMENT REPORT (“SAR”)</p> <p><u>Self-Assessment Process</u></p> <p>i Vice Principal Curriculum and Innovation Ms J Arechiga (“JA”) introduced the SAR, outlining the process by which it was compiled and validated. She said the evidence showed that the College had responded effectively to the pandemic and had travelled a significant distance in order to sustain previous levels of performance.</p> <p>ii JA said as no national data had been published for a second year, comparison with other providers was difficult. However, on the basis of data voluntarily shared by colleges, the College’s performance looked to be favourably in line with others.</p> <p>iii It was noted that:</p> <ul style="list-style-type: none"> ➤ In line with good practice and as required by the Code of Good Governance for English Colleges (the “Code”), external experts had supported the SAR validation. ➤ Several Governors had participated in curriculum area validation panels ahead of the 29 November Panel session. <p><u>College Performance</u></p> <p>iv Assistant Principal Ms P Hughes (“PH”) said the College pandemic response had been a key consideration. She said it was notable that, for 16-18, the outturn had been in line with 2019-20, whereas for Adults, achievement had declined in areas where exams had been reintroduced.</p> <p>v Governors discussed the SAR key findings and the ambition for the College to move from ‘Good’ to ‘Outstanding’. They endorsed the areas for improvement the SAR panel had identified for 2021/22. In particular, there was strong agreement that material inconsistencies in the quality of Teaching, Learning and Assessment were unacceptable in the longer term and that the College should commit to closing any gaps.</p> <p>vi Action: To share with Governors the grades for individual curriculum areas.</p> <p><u>Aspect Grades</u></p> <p>vii It was noted that, in the Panel discussion, the proposed aspect grades, including the overall judgement of ‘Good’ had received strong support, with members agreeing that they reflected the quality of the provision based on available evidence. Governors agreed with this assessment and did not challenge any of the report’s conclusions. The Chair thanked the management team and Panel members for their efforts, as well as those Governors who had taken part in curriculum area validation sessions.</p> <p>viii <u>RESOLVED:</u></p> <p>(i) To receive the 2020-21 College Self-Assessment Report.</p>	<p>PH</p> <p>Synopsis Item 1</p>
6	<p>QUALITY IMPROVEMENT PLAN (“QIP”)</p> <p>i The Quality Improvement Plan (“QIP”) was discussed and was agreed to reflect the areas for improvement identified in the SAR. Governors agreed that they were satisfied with the level of challenge the proposed measures and targets had received.</p>	<p>Synopsis Item 2</p>
7	<p>HIGHER EDUCATION & SKILLS REPORT</p> <p>i The minutes of the 18 November Higher Education (“HE”) Committee meeting were discussed. Staff and students had participated in the meeting, which had covered:</p> <ul style="list-style-type: none"> ➤ discussion about HE attendance, which was high but slightly below 2019-20; 	<p>Synopsis Item 3</p>

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<p>➤ an update on the maintenance of the policy framework;</p> <p>➤ a marketing report;</p> <p>➤ an update on HE outreach activity;</p> <p>➤ feedback on the HE Conference in July;</p> <p>➤ student voice and the student experience;</p> <p>➤ confirmation that the new HE manager would join the College on 4 January.</p> <p>ii It was agreed that the Committee’s activities had provided some positive assurance in respect of compliance with the ongoing conditions of Office for Students registration.</p> <p><u>HE & Skills Link Governor Input</u></p> <p>iii The Link Governor Prof S Donnelly confirmed that he had nothing of concern to report.</p>	
<p>15.50 Director of External Relations Ms H Rose joined the meeting.</p>	
<p>8</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p>	<p>EMPLOYER ENGAGEMENT</p> <p>During a review of compliance with the Code and in response to the Skills for Jobs White Paper, the Corporation had reaffirmed its commitment to further improving its understanding and oversight of employer responsiveness activity. It had established an Employer Engagement Strategic Group with Governor representation and had requested additional reporting on employer engagement.</p> <p>Mr M Bennington (“MB”), the Vice Principal Corporate Operations, and Ms H Rose (“HR”), the Director of External Relations and the College lead on partnership discussions with key strategic partners Kirklees Council, Huddersfield University and Mid Yorkshire Chamber, spoke to a report on the Employer Engagement Strategy (the “Strategy”), explaining that its principal aims were to:</p> <ul style="list-style-type: none"> ➤ position the College as a first-choice education and training business for employers across the region; ➤ develop workforce skills by providing high quality education and training to help individuals improve their skills, maximise on efficiency and productivity and drive economic recovery; ➤ build strong, enduring relationships with employers and make doing business with the College easy and uncomplicated; and ➤ achieve funding and financial targets. <p>HR outlined the work the College was doing to support the achievement of these aims. In particular, a new marketing plan was in development and staff training aimed at maximising the effectiveness of the customer relationship management software was being rolled out. Curriculum Development Boards were being established, with the aim of engaging more effectively with employer representatives, and management was scoping a proposal to establish an internal telesales team, which would hopefully be self-financing in terms of staff costs.</p> <p>MB reported on recent activity, saying:</p> <ul style="list-style-type: none"> ➤ The Apprenticeship ‘new starts’ target for the first quarter had been exceeded and performance in the second quarter had so far been good. ➤ 60% of the business was repeat, which was a positive indicator and a useful KPI. ➤ Two employer satisfaction surveys had been carried out with promising feedback that showed an overall improvement, albeit with some specific challenges largely around communication. <p>A Governor remarked that the Employer Engagement Strategy had been finalised</p>
<p>Synopsis Item 4</p>	

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	without Corporation involvement. It was acknowledged that the fact that the governance structure had no natural home for conversations of that nature was probably a factor and there was agreement that some restructuring may be warranted following the Strategic Away Day, particularly given the impending introduction of T Levels and their substantial work experience component.
vi	The Clerk said she planned to visit Doncaster College in February; its Corporation had apparently put in place a highly effective governance framework for employer engagement and she hoped to gain some insights to share with the Search & Governance Committee.
vii	<p>It was noted that Governors' role in respect of college responsiveness (which a Sub-Committee could potentially monitor) included:</p> <ul style="list-style-type: none"> ➤ Monitoring the status and strength of relationships with Local Enterprise Partnerships and other employer-led groups; ➤ Monitoring strategies for engaging with employers/other stakeholders; ➤ Ensuring systems were in place to facilitate engagement with external stakeholders, to ensure the College offer was relevant and responsive to their needs; and ➤ Ensuring that arrangements were in place to measure stakeholder satisfaction.
viii	MB thanked Governors for their input, saying he welcomed the conversation, as effective employer engagement was a control for many of the College's strategic risks and it was important to maintain a strong focus on effectiveness.
ix	Action: To review the Corporation's governance arrangements following the Strategic Away Day and the meeting to discuss the findings of the external governance review.
SAG, JG	

EQUALITY, DIVERSITY & INCLUSION ANNUAL REPORT

16.00 Executive Director of HR Ms J Simpson joined the meeting; Ms H Rose left the meeting.

9 EQUALITY, DIVERSITY & INCLUSION ANNUAL REPORT

- i Executive Director of HR Ms J Simpson ("JS") introduced the Equality, Diversity and Inclusion Annual Report (the "Report"). It gave an overview of the diversity profile of the College workforce and the learner population and provided examples of how the College had continued to effectively promote and successfully integrate equality, diversity and inclusion into the student experience during 2020/21. It also set out the further positive actions the College intended to take going forwards into 2021/22.
- ii Governors were pleased to see that the 2021/22 action plan included a review of the recruitment and equality monitoring processes. They discussed the staff profile and the recruitment process data.
- iii JS said College data showed that, of the 305 College employees whose primary role was teaching, only 41 (just over 13%) were from an ethnic minority background; the gap between the B/ME student make-up and the B/ME staff make-up was significant. Governors discussed the need for increased diversity, including in management roles.
- iv JS said an overall increase in HR casework involving BAME staff members was a potential concern. Despite making up only 17.5% of staff, individuals from B/ME backgrounds were significantly overrepresented among those raising grievances (42.8% of cases) and being subject to disciplinary processes (40% of cases). The HR team was looking into the data.
- v Governors noted that the Report would be incorporated into the Financial Statements by reference. They agreed that the following mandatory reporting requirements were met:

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vi	<ul style="list-style-type: none"> ➤ The Report detailed the work undertaken and the progress made in 2020/21 towards achieving the measurable objectives set out in the 2019-22 Single Equality, Diversity, Inclusiveness and Belonging Scheme Action Plan, approved by the Corporation in January 2020 and monitored by the Equality, Diversity & Inclusion Strategic Group at its termly meetings; ➤ The Equality Act 2010 requirement to publish, at least annually, information to demonstrate compliance with the general equality duty was satisfied; and ➤ The Report referred the reader to the College Equality, Diversity & Inclusion policy. <p><u>RESOLVED:</u></p> <p>(i) To receive the Equality, Diversity & Inclusion Annual Report, note its contents, and approve it for inclusion by reference in the College’s Financial Statements.</p>	Synopsis Item 5
HUMAN RESOURCES ANNUAL REPORTING		
10	<p>HUMAN RESOURCES ANNUAL REPORT</p> <p>i JS presented the 2020/21 HR Annual Report saying, despite another challenging year, significant progress had been made. She shared key headlines and Governors noted:</p> <ul style="list-style-type: none"> ➤ A significant increase in the caseload was mainly due to improved proactivity, for example capability cases had almost doubled since the previous year. The activity of an unrecognised trade union had also contributed substantially to the workload. ➤ Two Employment Tribunal cases had settled on a low commercial basis; another had been dropped. ➤ The sickness absence rate was on target, mental ill health being the most common reason for absence. Interventions included an employee assistance programme. ➤ Employee turnover was slightly above average. Many departures were the result of management-led processes to address misalignment with the culture and values. ➤ A staff “pulse” survey had received good feedback; a fuller survey was planned. <p>ii Governors referred to a list of key achievements on page 7 of the report and a list of priorities for 2021/22 on page 35. They congratulated JS, agreeing that the report provided strong assurance in terms of employment law compliance.</p> <p>iii <u>RESOLVED:</u></p> <p>(i) To receive the Human Resources Annual Report and note its contents.</p>	Synopsis Item 6
11	<p>MODERN SLAVERY STATEMENT</p> <p>i JS presented the proposed Modern Slavery Statement, which outlined the steps taken in the last financial year to ensure that slavery and human trafficking were not taking place in the College’s supply chains.</p> <p>ii <u>RESOLVED:</u></p> <p>(i) To reiterate the Corporation’s commitment to understanding modern slavery risks and ensuring that there is no modern slavery in its own business and supply chains.</p> <p>(ii) To note the preventative steps the College is taking (and intends to take) to avoid the risk of modern slavery occurring within its services.</p> <p>(iii) To approve the Modern Slavery Statement for publication on the College website.</p>	Synopsis Item 7

16.30 Ms J Simpson left the meeting.

GOVERNANCE		
12	GOVERNANCE SELF-ASSESSMENT	
i	The Clerk drew attention to the top of p210 of the meeting pack, where a section in the Corporation's Governance Statement (part of the Financial Statements) reported the Corporation's self-assessment of its own performance for the year ended 31 July 2021 on the Ofsted scale. She said the Corporation would need to reflect on where it would assess itself for this purpose. To support this process, she had produced a report which listed key achievements, sources of assurance and linked to the Education and Training Foundation's Maturity Matrix on Governance for the FE sector.	
ii	Following discussion, Governors agreed that there was adequate evidence to support an evaluation of the Corporation's effectiveness as 'Good'.	
iii	<u>RESOLVED:</u> (i) Having considered a range of assurance sources, and having benchmarked against the descriptors in the Education and Training Foundation's Maturity Matrix on Governance for the FE sector, the Corporation considers that the effectiveness of governance is 'Good'.	Synopsis Item 8
16.40 A 5 minute comfort break was taken. When the meeting resumed, all re-joined.		
GOING CONCERN - MATTERS OF FINANCE, REGULATION, LEGAL ISSUES		
13	FINANCE COMMITTEE REPORT	
i	Committee Chair Mr H Linn ("HL") presented the minutes of the 19 November meeting and the 'items of report' were noted. In particular, the Committee had agreed to recommend the Members' Report and Financial Statements for Corporation approval.	
ii	It was noted that the Committee required a new chair as HL would be leaving in March. <i>The Committee had discussed matters that are considered confidential at this stage and therefore the discussion is recorded in a confidential annex at the end of this document marked Annex 1, 13.12.21.</i>	
14	AUDIT COMMITTEE REPORT	
i	The minutes of 29 November were received and the items of report were noted. In the absence of the meeting chair Dr A Conn, Committee Member Mrs J Walters reported on the business of the meeting, highlighting as follows: ➤ The Committee was recommending the Members' report and Financial Statements and the Letter of Representation for Corporation approval. Their sign-off by the auditors with no changes or significant control issues was a notable achievement; ➤ Additional audit work required this year of the sector had put additional pressure of the Finance and MI teams who had risen to the occasion; ➤ The Committee had discussed cyber protection following a simulated phishing attack and noted that there was a strong control framework in place. In a test of the data recovery process, IT had recovered all systems within an acceptable timeframe.	
15	APPROVAL OF MEMBERS' REPORT & FINANCIAL STATEMENTS 2020-21	
i	The audited Members Report and Financial Statements (the "Report") had already been discussed at both the Finance Committee meeting and the Corporation's joint meeting with the Audit Committee on 29 November. Executive Finance Director Mrs R Meara ("RM") drew attention to key features and, following discussion, it was agreed that the Report did an effective job of accounting accurately and transparently to	

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	stakeholders for the College's performance and prospects and demonstrated its compliance with statutory and regulatory requirements.	
ii	Governors acknowledged their responsibility to ensure compliance with the funding agencies' terms and conditions of funding and regard was had to the Regularity Audit findings. The assurance advice from Grant Thornton was noted.	
iii	<p><u>RESOLVED:</u></p> <p>(i) To receive the Grant Thornton Audit Findings report and note its contents.</p> <p>(ii) The Corporation is satisfied that, in all material respects, the expenditure disbursed and income received between August 2020 and 31 July 2021 were applied to purposes intended by Parliament and the financial transactions conformed to the authorities which governed them.</p> <p>(iii) To approve the Members' Report and Financial Statements 2020/21 for signature.</p> <p>(iv) To approve the use of the Chair and Principal's electronic signatures, if necessary, for the purpose of signing the various components of the Members' Report and Financial Statements 2020/21.</p> <p><u>Approval of Grant Thornton's Letter of Representation for signature</u></p>	Synopsis Item 9
iv	RM reminded the meeting that the Corporation was required to provide a signed copy of the Letter of Representation to Grant Thornton, to confirm that, as far as it was aware, all information relevant to the preparation of the accounts had been provided and Governors understood the key assumptions contained within the accounts.	
v	<p><u>RESOLVED:</u></p> <p>(i) To approve Grant Thornton's Letter of Representation for signature.</p>	Synopsis Item 10
16	EXECUTIVE FINANCE DIRECTOR REPORTS	
	<u>The current financial position for 2021/22</u>	
i	<p>It was noted that the headline financial indicators were all 'Green', although it was early in the year to make firm predictions. Both pay and non-pay costs remained under profiled budget year to date, and cashflow remained healthy and in line with forecast.</p> <p><i>Other matters discussed in RM's report are considered confidential at this stage and therefore the discussion is recorded in a confidential annex.</i></p> <p><u>ESFA Financial Dashboard</u></p>	Synopsis Item 11
iii	The ESFA summary of financial performance provided in response to the financial plan the College submitted in July was received and discussed. RM drew attention to the 'Outstanding' level of EBITDA ¹ and the much improving level of solvency. She said the national 'staff costs to income' ratio college average had increased and the College should rebase its target in line with the revised national average.	
iv	Referring to the ESFA's plan to introduce a measure of colleges ability to service their borrowing costs, to replace the 'debt to income' ratio, RM said this was a response to a number of colleges running out of cash. Her modelling suggested that, unless the College took mitigating action, the change would see it fall to a lower level of 'Requires Improvement' or possibly 'Inadequate'. She would discuss the impact of the proposed	

¹ 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.

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change with the ESFA at the College's Strategic Conversation ² on 15 February.	
17 CORPORATE OPERATIONS REPORT AND BCPIS	
<u>Covid-19</u>	
i The Vice Principal Corporate Operations Mr M Bennington ("MB") said the expectation of colleges remained the same: stay open for face-to-face delivery. Precautionary measures remained in place and contingency plans were being drawn up for January as absence levels among staff and students would likely impact on delivery. In response to a question, MB said the College had enough lateral flow tests to meet demand and students were being provided with kits to take away with them.	Synopsis Item 12
<u>Business Critical Performance Indicators ("BCPIs")</u>	
ii The BCPI report was discussed. A Governor asked for the management view on the likely Adult Education Budget ("AEB") outturn, based on the October accounts. RM said, if the College continued to recruit to plan, it would hit target. MB said an emerging risk was that the Combined Authority (which had taken over administration of the AEB) would not apply a 3% tolerance but would cap underperformance at £20k and would not fund overperformance, so over-delivery would be at the College's risk.	Synopsis Item 13
GOVERNANCE	
18 APPOINTMENT TO SAFEGUARDING COMMITTEE	
i <u>RESOLVED:</u>	
(i) To appoint Independent Governor Dr A Williams to the Corporation's Safeguarding Committee with immediate effect.	Synopsis Item 14
19 GOVERNOR TRAINING AND ACTIVITIES	
i Independent Governor Mrs C George ("CG") and PS reported from the Association of Colleges Annual Conference. CG had also attended a national safeguarding event.	
ii Action: To update the Governor activities and training record.	JG
20 PUBLICATION OF AGENDA PAPERS	
i <u>RESOLVED:</u>	
(i) In accordance with the Instrument, all items marked with an asterisk on the Agenda shall be confidential and excluded from publication.	
21 USE OF CORPORATION SEAL	
i <u>RESOLVED:</u>	
(i) To ratify the use of the seal.	
CHAIRS' REPORTS	
22 CHAIR AND VICE CHAIR'S REPORTS	
i The Corporation Chair was planning to meet with the chairs of governors at Greenhead College and New College Huddersfield, with the aim of relationship building.	

² Dame Mary Ney's review of the financial oversight of colleges recommended a more pro-active relationship between government and colleges. The ESFA's published government response included an action to introduce annual 'strategic conversations' involving all colleges and sixth form colleges, and this was reaffirmed in the Skills for Jobs White Paper.

PAPERS FOR ASSURANCE/INFORMATION PURPOSES ONLY		
23	ANNUAL REPORT OF THE AUDIT COMMITTEE	
i	The report had previously been received. The contents were noted.	
24	EQUALITY DIVERSITY & INCLUSION STRATEGIC GROUP MINUTES 11 OCTOBER	
i	The minutes were received and the contents noted.	
25	CORPORATE HEALTH & SAFETY COMMITTEE MINUTES 4 NOVEMBER	
i	The minutes were received and the contents noted.	
26	ACCESS AND PARTICIPATION PLAN ANNUAL IMPACT REPORT	
i	The report was received and the contents noted.	
27	USE OF THE WRITTEN RESOLUTION PROCEDURE	
i	The report was received and the contents noted. The procedure had not been used.	
28	SAFEGUARDING COMMITTEE MINUTES 10 NOVEMBER	
i	The minutes were received and the contents noted.	
29	DATE OF NEXT MEETING	
i	Friday 28 January 2021 – Strategic Away Day	
EXECUTIVE EMPLOYMENT MATTERS		
30.1	INVOLVEMENT OF STAFF AND STUDENT GOVERNORS	
i	<p><u>RESOLVED:</u></p> <p>(i) Pursuant to clause 13.5(d) of the Instrument of Governance, Staff Governors should be required to leave the meeting for, and should not receive the minutes or papers relating to, Items 30.2 and 30.3.</p> <p>(ii) Pursuant to clause 13.9 of the Instrument of Government, Student Governors should not receive the minutes or papers relating to Items 30.2 and 30.3.</p> <p><i>17.25 Non-Governors except the Clerk, together with Ms C Catmull and Mr A Greaves left the meeting.</i></p>	
30.2	EXECUTIVE EMPLOYMENT COMMITTEE 4 DECEMBER REPORT	
	<i>This matter is considered confidential and is restricted to Independent Governors; therefore the discussion is recorded in a confidential annex.</i>	
30.3	SENIOR POST HOLDERS AND CLERK'S PERFORMANCE, FUTURE TARGETS/ OBJECTIVES AND REMUNERATION	
	<i>This matter is considered confidential and is restricted to Independent Governors only, therefore the discussion is recorded in a confidential annex.</i>	
30.4	EXECUTIVE EMPLOYMENT COMMITTEE TERMS OF REFERENCE	
i	<p><u>RESOLVED:</u></p> <p>(i) To agree that there should be no changes to the EEC Terms of Reference.</p>	

Synopsis		
#	Details	Minute
1.	The Corporation received and discussed the 2020-21 College Self-Assessment Report.	5viii
2.	The Corporation discussed the Quality Improvement Plan which it agreed reflected the areas for improvement identified in the Self-Assessment Report.	6i
3.	A report on the College's Higher Education and Skills provision, including the impact of its Access and Participation Plan was received and discussed.	7
4.	The Corporation discussed the College's employer engagement framework, noting some of the key relationships with strategic partners and reviewing the key strategy for engaging with employers and other stakeholders. It gained assurance in respect of the systems in place to facilitate engagement with external stakeholders, to ensure the College offer was relevant and responsive to their needs and to measure stakeholder satisfaction.	8
5.	The College's annual Equality, Diversity & Inclusion report was received and discussed. It was approved for inclusion by reference in the College's Financial Statements.	9vi
6.	The College's annual Human Resources report was received and discussed.	10iii
7.	The meeting discussed the risk of modern slavery occurring in the College's own business and supply chains and the preventative steps the College was taking (and intended to take) to avoid this. The Modern Slavery Statement was approved for publication.	11ii
8.	Having considered a range of assurance sources, and having benchmarked against the descriptors in the Education and Training Foundation's Maturity Matrix on Governance for the FE sector, the Corporation determined that the effectiveness of governance was 'Good'.	12iii
9.	Being satisfied that, in all material respects, the expenditure disbursed and income received between August 2020 and 31 July 2021 was applied to purposes intended by Parliament and that the financial transactions conformed to the authorities which governed them, the Corporation approved its Members' Report and Financial Statements 2020/21 for signature.	15iii
10.	The Corporation approved Grant Thornton's Letter of Representation for signature.	15v
11.	A report on the current financial position for 2021/22 was received.	16i
12.	The Vice Principal Corporate Operations reported on the current Covid-19 position.	17i
13.	Governors monitored the Business Critical Performance Indicators.	17ii
14.	Independent Governor Dr A Williams was appointed to the Safeguarding Committee.	18i