

## KIRKLEES COLLEGE CORPORATION

### Minutes of a meeting held from 1430 to 1730 on 21 March 2024 held in the Innovation Hub, Waterfront Centre, Huddersfield

Present:	G Hetherington	Independent Governor (Chair)
	Dr W Bailey	Independent Governor (Items 1-5)
	R Blackburn	Independent Governor
	Dr A Conn	Independent Governor
	Dr J Daniels	Independent Governor
	J Firth	Independent Governor
	C George	Independent Governor
	D Harding	Independent Governor (virtual attendance)
	E Highfield	Independent Governor
	F Parvez	Independent Governor
	C Robinson	Independent Governor
	J Robinson	Staff Governor
	P Singh	Executive Governor
	J Clement Walters	Independent Governor
	I Wainwright	Independent Governor

14/20 = 75% (falling to 70% from Item 5) KPI 80% Quorum: 6 (40%)

In Attendance:	J Arechiga	Vice Principal Curriculum & Innovation
	L Buckley	Assistant Principal, Curriculum & Performance
	P Doherty	Vice Principal Finance & Resources
	P Hughes	Assistant Principal, Quality & Student Experience
	D Rayneau	Executive Director of Business Systems
	H Rose	Director of External Relations and Apprenticeships
	P Sugden	Director of Estates & Facilities
	C Tague	Director of Governance & Compliance (meeting clerk)
	J Wilson	Director of Quality (FEHE) (Items 1-5)
	K Pogson	Teaching Learning & Digital Innovation Manager (Items 1-5)
	K Ingleson	Teaching Learning & Digital Lead (Items 1-5)
	L Watson	Governance Support Officer (observer Items 1-5)

#### Item

#### Action/ Synopsis Item

PRELIMINARY ITEMS		
	Prior to the meeting, governors had the opportunity to visit the recently installed immersive and podcasting rooms and experience a number of the virtual reality technologies on offer.	
<b>1</b>	<b>WELCOME AND INTRODUCTIONS</b>	
1.1	The Chair welcomed everyone to the meeting, particularly J Firth to their first meeting as independent governor and L Watson as the newly appointed Governance Support Officer.	
<b>1.2</b>	<b>VOTE OF THANKS</b>	
	<b>The Corporation agreed to put on record its sincere thanks to outgoing governors I Wainwright and A Williams.</b>	

Item		Action/ Synopsis Item
2.1	<b>NOTICE AND QUORUM</b>  Director of Governance & Compliance C Tague (CT) confirmed that due notice of the meeting had been given and the meeting was quorate.	
2.2	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Independent Governors F Hussain-Butt and A Williams and Staff Governor A Greaves.	
2.3	<b>DECLARATIONS OF INTEREST</b>  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.	
3	<b>APPROVAL OF PREVIOUS MINUTES</b>  <b>RESOLVED: The minutes of the meeting of the Corporation on 19 December 2023 be approved.</b>	
3.1	<b>MATTERS ARISING NOT ON THE AGENDA</b>  There were no matters arising from the minutes.	
3.2	<b>UPDATE ON AGREED ACTIONS</b>  <b>Read Part One of Keeping Children Safe in Education: Rolled over</b> – CT advised that a number of governors had still to confirm that they had read the documentation.  The Chair and Vice Chair reinforced the importance of this action and those Governors who had not already actioned were asked to confirm as soon as possible.	<b>Govs</b>
4	<b>CONSENT AGENDA APPROVALS</b>	
4.1	C Tague (CT), Director of Governance and Compliance presented the Consent agenda for consideration.	
4.2	<b>RESOLVED:</b> <b>(i) To approve the use of the Consent Agenda as amended;</b> <b>(ii) No items should be moved from the Consent Agenda to the Main Agenda; and</b> <b>(iii) To approve all Items on the Consent Agenda.</b>	
4.3	<b>Items approved/noted via the Consent Agenda:</b>  Approved: Appointments to Committees Monitor: Written resolution procedure Approved: Risk assessing DBS disclosure checks Approved: Fees Policy 2024-25 Approved: Financial Report 01/08/23 – 31/01/24 Monitor: Employer Engagement Strategy 2024-26. Approved: Equality, Diversity and Inclusion Strategic Group minutes, 19 February 2024 Approved: Gender, Disability & Ethnicity Pay Gap Report 2022/23 Monitoring: People, Payroll & Organisational Development Annual Report 2022-23 Approved: Adoption of the new AoC Code of Good Governance Approved: Code of Good Governance Compliance 2022-23	<b>C2</b> <b>C3</b> <b>C4</b> <b>C5</b> <b>C6</b> <b>C7</b> <b>C8</b> <b>C9</b> <b>C10</b> <b>C11</b> <b>C12</b>

THE STRATEGIC CONVERSATION		
5	<b>STRATEGIC PRIORITY UPDATE: ESTABLISH A DIGITAL INNOVATION HUB</b>	Synopsis Item 1
5.1	P Hughes, Assistant Principal, Quality & Student Experience, J Wilson, Director of Quality (FEHE), K Pogson, Teaching Learning & Digital Innovation Manager and K Ingleson, Teaching Learning & Digital Lead gave a presentation and were joined by Independent Governor W Bailey (WB) as Link Governor for this strategic priority.	
5.2	<p>The presentation included the following key points:-</p> <ul style="list-style-type: none"> <li>– Pedagogy was a driver in identifying how AI could enhance teaching and learning in conjunction with streamlining workloads and supporting wellbeing.</li> <li>– Rather than a one-size fits all approach, the strategy was to plant seeds of curiosity and build a core of enthusiasts which would in turn encourage 'naysayers'.</li> <li>– A monthly digital newsletter had been developed to demonstrate what could be achieved through highlighting pockets of fantastic practice and celebrating staff achievements.</li> <li>– A recent survey of staff who had participated in the TeacherMatic pilot, indicated that the number of staff who spent between 11-15 hours per week on planning and marking had fallen from 37% to 3%.</li> <li>– 65 staff and 180 students had signed up to CAVA AI powered content training to date.</li> <li>– Kirklees College was part of a consortium of 25 colleges collaborating and sharing inspiration and good practice.</li> <li>– Future plans were to grow VR &amp; AR practice and drive awareness at other centres through initiatives such as a pop-up hub and 'headsets on tour' (VR headsets).</li> <li>– A collaborative art project was underway to enhance the aesthetic design of the digital hub space.</li> <li>– Students were engaged in podcasting provision and recognised opportunities to develop media skills and enhance their CV. A bank of resources was being developed in this area.</li> </ul>	
5.3	As Link Governor, WB added that he had been impressed by the enthusiasm, determination and innovation demonstrated by the college and expanded on the strategy of building curiosity and using early adopters to move towards engagement and practice.	
5.4	<p>In discussing the presentation, Governors made the following points:-</p> <ul style="list-style-type: none"> <li>– This was an area that presented opportunities for the college to showcase itself in the sector and wider community.</li> <li>– In addition to pedagogical opportunities, the pilot demonstrated the time that could be saved and capturing this through data collection and case studies would assist in promoting the benefits to staff.</li> <li>– This was a fast-moving area and it was reassuring to see that investment had been made in areas which aligned technology with content and longevity.</li> <li>– There were considerable opportunities for utilisation beyond teaching, where AI tools could be embedded to support creativity and remove transactional elements of work roles whilst maintaining human and behavioural elements.</li> <li>– There were opportunities to draw employers through technological developments, particularly in areas such as veterinary and nursing practice.</li> <li>– The importance of monitoring risk and effective policing of technology was acknowledged and AI/data protection guidance was in development.</li> </ul>	

Item		Action/ Synopsis Item
5.5	In conclusion, the Principal P Singh (PS) highlighted the role of the Board in setting the strategic direction and parameters of this work.	
5.6	<b>RESOLVED: The Corporation welcomed the presentation, the enthusiasm and commitment shown and the direction of travel on this strategic priority.</b>	
1515 – W Bailey, J Wilson, K Pogson, K Ingleson and L Watson left the meeting		
<b>6</b>	<b>PRINCIPAL'S REPORT</b>	
6.1	PS shared the Principal's report which reflected on the tragic loss of a second care-experienced student to suicide. We are working with the national Care Leaver's Covenant, and working through the FE Champions role for proposals around intelligence gathering from across the sector to inform college provision and response to the needs of this cohort.	
6.2	<p>Responding to the rest of the Principal's report, Governors noted:</p> <ul style="list-style-type: none"> <li>– Home Office asylum site – the college were attending multi-agency forum meetings and a meeting with a senior lead from the Home Office was scheduled to ascertain what measures were in place to mitigate potential risks to the college and what financial support would be provided if additional capital and revenue costs were incurred.</li> <li>– The Corporation/SLT session on 25 April would focus on 2024/25 strategic priorities and include a progress update on current priorities.</li> <li>– An all-staff development day 20 March had been well attended and feedback on the day was positive.</li> <li>– The latest edition of KC Chronicle (an update on activities, events and achievements of staff and students) accompanied the report.</li> </ul>	
<b>7</b>	<b>LOCAL SKILLS IMPROVEMENT PLANS / FUNDS &amp; GROWTH OPPORTUNITIES</b>	Synopsis Item 2
7.1	H Rose (HR), Director of External Relations and Apprenticeships presented a report which provided an overview of progress with Local Skills Improvement Plans/Funds and future growth opportunities.	
7.2	The Board were advised that whilst West Yorkshire's progress against the 23 high level actions set out in the Local Skills Improvement Plan (LSIP) had been slow to date, the Chamber had now appointed a consultant to drive this work forward. In the interim, the College had been active in implementing many of the recommendations on a local basis.	
7.3	The Local Skills Improvement Fund (LSIF) had been designed to implement the LSIP and a joint collaboration the with West Yorkshire Colleges Consortium had seen the development of a number of strands within the project regionally, one of which was in relation to advanced manufacturing and engineering, to be led by Kirklees in collaboration with Bradford and Leeds City College.	
7.4	The Board were advised that the capital investment for Kirklees College totalled £813k and there was confidence that the required outputs outlined within the report would be met.	
7.5	<b>RESOLVED: The update in relation to the Local Skills Improvement Plans and Funds be noted.</b>	

Item		Action/ Synopsis Item
8	<b>2023-24 BUSINESS CRITICAL PERFORMANCE INDICATORS (YEAR TO DATE: 31 JANUARY 2024)</b>	Synopsis Item 3
8.1	Vice Principal Finance & Resources P Doherty (PD) presented the year to date business critical performance indicators.	
8.2	Members were assured that the rise in health and safety ‘near misses’ was due to better reporting. In response to a question as to the number of RIDDOR reports, it was noted that whilst 4 incidents had been minor, they had been recorded as RIDDOR due to the staff/student being directed to hospital. The other 3 incidents were being investigated.	
8.3	16-18 attendance continued to be an issue, particularly in maths, English, tutorial and work experience, with the latter two currently being re-modelled. It was noted that this would be examined further by the Quality, Standards and Performance Committee.	
8.4	<b>RESOLVED: The business critical performance indicators (year to date: 31 January 2024) monitoring information be noted.</b>	
<b>PEOPLE, CULTURE &amp; GOVERNANCE</b>		
9	<b>PEOPLE, CULTURE &amp; GOVERNANCE COMMITTEE, MINUTES 28 FEBRUARY 2024</b>	Synopsis Item 4
9.1	The Committee Chair, G Hetherington, presented the minutes of the 20 February meeting and the items of report were noted.	
9.2	<b>RESOLVED: The Corporation:-</b>  1. Approves the Succession Planning Policy; and  2. Agrees that the Chair of the Corporation meet with governors on an individual basis to informally discuss their role, term of office and any future ambitions as a governor to inform future succession planning activities.	
1625 – a 5 minute comfort break was taken and the meeting resumed at 1630		
10	<b>DISCIPLINE POLICY &amp; RESOLUTION POLICY</b>	Synopsis Item 5
10.1	P Lucarz (PL) Executive Director People and Culture, presented a report which sought approval for the implementation of two new policies, namely the Discipline Policy and the Resolution Policy, subject to completion of internal consultation.	
10.2	The Chair provided assurance that whilst the People & Culture Committee had not formally reviewed the policies, they have been circulated to committee members ahead of sharing with the Board and their comments had been incorporated into the documents presented.	
10.3	Members welcomed the approach outlined, the focus on resolution and the de-risking of policy language, but asked that an update on implementation be brought back to a future meeting of the Corporation given the significant change to current operations.	
10.4	<b>RESOLVED: The Corporation:-</b>  1. Approves the Discipline Policy and the Resolution Policy subject to completion of internal consultation; and  2. Agrees that a progress report on the implementation of the Discipline and Resolution Policies be brought back to a future meeting of the Corporation.	

COMMITTEE REPORTS		
11	<b>CURRICULUM STRATEGY COMMITTEE REPORT, MINUTES 20 FEBRUARY 2024</b>  The Committee Chair, E Highfield, presented the minutes of the 20 February meeting and the items of report were noted.	
12	<b>FINANCE &amp; RESOURCES COMMITTEE REPORT, MINUTES 11 MARCH 2024</b>  The Committee Chair, C Robinson, presented the minutes of the 11 March meeting and the items of report were noted.	
13	<b>AUDIT COMMITTEE / SLT RISK MANAGEMENT SESSION</b>  13.1 The Committee Chair, J Walters (JW), gave a verbal update as to the recent risk management session held on 13 March attended jointly by the Audit Committee and the Senior Leadership Team (SLT).  13.2 The session was facilitated by RSM UK Risk Assurance Services LLP and comprised of two sections, the first being refresher training and the second a consideration of the College's risk appetite. Following robust discussion, target risk scores were agreed for each of the 13 strategic risks within the strategic risk register.  13.3 JW welcomed SLT's work in this respect and assured the Board that the new risk register was a significant improvement on the previous version. Moving forward, the Audit Committee would receive reports on the College's strategic risk management relative to the newly defined target risk levels and report the strategic risk management position back to Corporation	
GOVERNANCE		
14	<b>GOVERNOR TRAINING ACTIVITIES</b>  14.1 Independent Governor, C George (CG), referred to the student-led ceremony held on 18 March to commemorate the International Day of Remembrance for the Victims of the Transatlantic Slave Trade Event which was both educational and deeply moving.  14.2 CG also reported on a recent AoC Chair and Vice Chairs meeting, adding that the College should consider such opportunities to promote the College and its achievements.	
15	<b>PUBLICATION OF AGENDA PAPERS</b>  <b>RESOLVED: Items marked confidential on the meeting agenda shall not be published.</b>	
16	<b>THANKS AND CLOSE</b>  There being no other business, the Chair thanked everyone for their contributions and the meeting closed at 1720.	

AGREED ACTIONS				
	Who?	Action	Min	By
1.	Govs	<b>Read Part One of Keeping Children Safe in Education: Rolled over</b> – Those Governors who had not already actioned to confirm that they had read Part 1 of <i>Keeping Children Safe in Education</i> as soon as possible.	3.2	ASAP
2	Govs	The Chair of the Corporation to meet with governors on an individual basis to informally discuss their role, term of office and any future ambitions as a governor to inform future succession planning activities.	9.2	TBC
3	PL	A progress report on the implementation of the Discipline and Resolution Policies be brought back to a future meeting of the Corporation.	10.4.2	TBC

SYNOPSIS		
	Details	Min
1.	The Corporation received a presentation which provided an update on the strategic priority 'Establish a Digital Innovation Hub' and welcomed the enthusiasm and commitment shown and the direction of travel on this strategic priority.	5.6
2.	The Corporation received and noted an overview of progress with Local Skills Improvement Plans/Funds and future growth opportunities	7.5
3.	In considering the business critical performance indicators (year to date: 31 January 2024) monitoring, it was noted that 16-18 attendance continued to be an issue, particularly in maths, English, tutorial and work experience, with the latter two currently being re-modelled. This would be examined further by the Quality, Standards and Performance Committee.	8.3
4.	The Corporation approved the Succession Planning Policy and agreed that the Chair would meet with governors on an individual basis to informally discuss their role, term of office and any future ambitions as a governor to inform future succession planning activities.	9.2
5.	The Corporation approved the Discipline Policy and the Resolution Policy subject to completion of internal consultation.	10.4