# Kirklees College Corporation

## Minutes of a meeting held from 1430 to 1730 on 10 July 2024

## Held in Room P2.18, Pioneer House, Halifax Road, Dewsbury

Present: G Hetherington Independent Governor (Chair)

W Bailey Independent Governor

R Blackburn Independent Governor (via video link)

Dr A Conn Independent Governor

Dr J Daniels Independent Governor

J Firth Independent Governor

C George Independent Governor

D Harding Independent Governor (via video link)

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

14/16 = 87.50% KPI 80% Quorum: 7 (40%)

In Attendance: J Arechiga Deputy Principal of Curriculum & Innovation

P Doherty Deputy Principal of Finance & Resources

P Hughes Vice Principal of Quality & Student Experience

P Lucarz Executive Director of People & Governance

D Rayneau Vice Principal of Business Systems, Information & Technology

H Rose Vice Principal of External Relations & Apprenticeships

C Tague Director of Governance & Compliance (clerk)

K Ramsay Chair of the Dewsbury Town Board (Item 1 –3)

## Preliminary Items

### 1. Welcome And Introductions

The Chair welcomed everyone to the meeting.

It was noted that the meeting had started 10 minutes later than scheduled to allow governors to take a tour of the facilities at Pioneer House.

### 2.1. Notice And Quorum

The Director of Governance & Compliance C Tague (CT) confirmed that due notice of the meeting had been given and the meeting was quorate.

### 2.2. Apologies For Absence

Apologies were received from Staff Governor A Greaves.

### 2.3. Declarations Of Interest

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**. Welcome To Chair Of The Dewsbury Town Board**

3.1. The Chair introduced K Ramsay (KR), Chair of the Dewsbury Town Board who gave an overview of the work of the Board and its’ future ambitions which included:-

* Regeneration of the arcade and market, alongside the creation of a park in the heart of Dewsbury;
* Work to drive out anti-social behaviour; and
* The development of a cultural and creative hub.

3.2. It was noted that West Yorkshire Combined Authority (WYCA) funding had been received for a number of transport initiatives, including a new bus station and improved access to the train station train with better walkways.

3.3. The role of the college and the fundamental role it was playing in the development of Dewsbury was highlighted, with the college’s current campaign bolstering what Town Board wanted to deliver.

3.4. In response to a comment as to the significant investment the college had made in developing Pioneer House into a higher skills centre and the need to make the surrounding building more attractive, KR advised that work was ongoing with agencies such as the council, WYCA and Houses for England to secure funds, but it was acknowledged that it was not feasible to use public money to buy up buildings without a plan to build.

3.5. The plans to refit the arcade, which was opposite Pioneer House, were welcomed and it was felt that this alongside with the development of the market, outdoor entertainment space and park would bring inward investment with the potential to drive rapid and positive change in Dewsbury.

3.6. The Chair thanked K Ramsay for his attendance and update to the Corporation.

15.00 PM – K Ramsay left the meeting

4. Approval of previous minutes

Resolved: The minutes of the meeting of the Corporation on 8 May 2024 be approved.

4.1. Matters arising not on the agenda- There were no matters arising from the minutes.

4.2. Update on agreed actions

1. Read Part One of Keeping Children Safe in Education: Rolled over – all governors to read. - Actioned
2. The Senior Leadership Team to review the approach to the strategic goal of ‘playing an influential role in combating the climate emergency’ and consult with the relevant Link Governor as to the direction of travel. – Actioned
3. The Accountability Statement be approved for signature by the Chair and submitted to the DfE and published on the College’s website by the 30 June 2024 deadline. - Actioned.
4. The Corporation approves the assignment of the 13 strategic risks to the relevant Committee for ongoing review with the following caveats:-

a. Each Committee to undertake a deep dive into one of the assigned risks to test the principle and any impact on the Committee’s work programme;

b. The principle of risk assignment to be adjusted in-year if it is found to impact negatively on individual Committee performance; and

c. Training be provided for individual Committees as to their allocated risks.

1. The assignment of risk to the Curriculum Strategy Committee to be reviewed to ensure that this is the appropriate allocation. Actions 4 & 5 in progress and scheduled on Committee workplans.

5. Consent agenda approvals

5.1. The Chair presented the Consent agenda for consideration.

5.2. Resolved:

(i)To approve the use of the Consent Agenda as amended;

(ii)No items should be moved from the Consent Agenda to the Main Agenda; and

(iii)To approve all Items on the Consent Agenda.

5.3. Items approved/noted via the Consent Agenda:

C2 - Updated Action Plans for the Strategic Priorities 2023/24 (Noted)

C3 - Written Resolution (Noted)

C4 - 2024/25 Curriculum Plan (Noted)

C5 - Growth Strategy (Approved)

C6a - Supporting Improved Performance Policy (Approved)

C6b - Supporting Attendance Policy (Approved)

C7 - Annual Equality, Diversity & Inclusion Annual Report (Approved)

C8 - Modern Slavery Statement (Approved)

C9 - RSM 2023/24 Financial Statements Audit Plan & Sector Guidance document (Approved)

C10 - Internal Audit Plan 2024/25 (Approved)

C11 - Learner Financial Support Policy 2024/25 (Approved)

C12 - Major Incident Business Continuity Plan (Approved)

C13 - Health & Safety Policy (Approved)

C14 - Close down against the current Code of Good Governance Compliance (Approved)

C15 - Committee Terms of Reference (Approved)

C16 - Calendar and Draft Business Schedules (Approved)

C17 - Committee memberships 2024/25 (Approved)

C18 - Health, Safety & Wellbeing Corporate Committee minutes (Noted)

C19 - Equality, Diversity and Inclusion Strategic Group (Noted)

C20 - Higher Education end of year report (Noted)

C21 - Higher Education update (Noted)

6. Principal’s report

6.1. P Singh (PS), Principal, shared the Principal’s report which opened by highlighting the nomination of an Access to HE student for a West Yorkshire Adult Learner Award.

6.2. Members were advised that it had been a tremendous term with numerous events including a pre-election husting, the college awards, the recent cultural celebration, KC staff festival and the opening of the reptile centre at Taylor Hill. It was also noted that the recent Maths and English examinations had seen their highest attendance.

6.3. Members also received an update as to the potential Home Office site adjacent to the college

6.4. The Principal’s report was noted.

### Synopsis 1

7.Financial report (year to date: 31 may 2024)

7.1. P Doherty (PD) Deputy Principal Finance & Resources presented the accounts for the period 1 August 2023 to 31 May 2024, together with a commentary report.

7.2. The Committee discussed the headline data outlined within the report.

7.3. Members welcomed the report and the sustainable financial performance outlined which highlighted how far the college had come over the past 2 years. Members also welcomed the improved reporting and quality of information provided.

7.4. The sound and sustainable financial performance outlined was welcomed.

8. 2023-24 business critical performance indicators (year to date: 31 may 2024)

8.1. P Doherty (PD) presented a report on the College’s business critical performance indicators

8.2. With regards to the 97% completion rate for mandatory safeguarding training, the Chair of the Safeguarding Committee advised that they had no concerns in this respect, adding that the matter had been discussed at a recent meeting of the Committee, where it was noted that the non-completers were new starters, recent leavers etc.

8.3. The business-critical performance indicators (year to date: 31 May 2024) monitoring information were noted.

9. Strategic priorities

9.1. P Doherty (PD) Deputy Principal Finance & Resources, presented a paper which set out the proposed Strategic Priorities for 2024/25

9.2. Members were advised that this would be the final year of the existing Strategic Plan and that 6 strategic priorities were being proposed, each of which would be supported by a detailed delivery plan and a Link Governor.

9.3. In discussing the priorities, the need to link the priorities to the relevant strategic goal was highlighted as was the need to incorporate appropriate measures of success.

9.4. Members agreed that the priorities reflected their strategy session discussions and noted the request for Link Governor volunteers.

9.5. Action: A Link Governor to be identified for each of the 6 Strategic Priorities.

9.6. Resolved: The proposed Strategic Priorities 2024/25 be approved.

### Synopsis 4

10. 2024-25 budget & 3-year financial plan

10.1. P Doherty, Deputy Principal, Finance & Resources presented a report which proposed a college budget for 2024/25, a 3-year CFFR and a supporting commentary. Approval was sought to enable the CFFR and commentary to be submitted to the ESFA by 31st July 2024.

10.2. The Committee discussed the headline data and EBITDA performance outlined within the report. The improvement in the income to debt ratio was noted as was work to respond to timetabling and associated accommodation challenges

10.3. The discussion and resolution in relation to a potential accounting accrual is recorded in a confidential annex at the end of this document marked Annex 1.

10.4. Resolved: The Corporation approves the College budget for 2024/25 and the CFFR/commentary submission to the ESFA.

16.15 PM – a 10 minute comfort break was taken and the meeting resumed at 16.25 PM

### Committee Reports

### 11. Curriculum Strategy Committee Report, Minutes 11 June 2024

The Committee Chair, E Highfield presented the minutes of the 11 June meeting and the items of report were noted.

12. Finance & resources committee report, minutes 18 June 2024

The committee chair, C Robinson presented the minutes of the 18 June meeting and the items of report were noted.

13. Safeguarding committee report, minutes 25 June 2024

The committee chair, C George, presented the minutes of the 25 June meeting and the items of report were noted.

14. Audit committee report, minutes 26 June 2024

The committee chair, J Waters, presented the minutes of the 26 June meeting and the items of report were noted.

15. Quality, performance & standards, minutes 25 June 2024

The committee chair, D Harding, reported on the meeting of 25 June and items of report were noted.

### Governance

16. Governor training activities

No activities were reported.

17. Publication of agenda papers

Resolved: Items marked confidential on the meeting agenda shall not be published.

18. Involvement of staff & students for item 19: people, culture & governance committee

It was agreed that the Staff Governor and Senior Leadership Team would leave the meeting for items 19b onwards as they related to Senior Postholder’s pay and performance.

19.1a. People, culture & governance committee report, minutes 18 June 2024 (open)

The Committee Chair, G Hetherington presented the minutes of the 18 June meeting and the items of report were noted.

### Open Session - Thanks And Close

As the meeting was now moving onto confidential items, the Chair thanked the Staff Governor and Senior Leadership Team for their contributions and they left the meeting at 16550.

17.00 PM C Tague, Director of Governance left the meeting

19.1b. People, culture & governance committee report, minutes 18 June 2024 (confidential)

The Committee Chair, G Hetherington referred to the confidential annex of the minutes of the 18 June meeting and the items therein which were on the agenda for discussion.

19.2. Director of governance 6 month review & targets

The details of the Director of Governance & Compliance probationary performance review are considered confidential and therefore the discussion is recorded in a confidential and restricted annex marked Annex 2, 10/07/2024**.**

17.10 PM C Tague, Director of Governance re-joined the meeting

19.3. Senior postholder performance & targets

The details of the Deputy Principal’s performance reviews are considered confidential and therefore the discussion is recorded in a confidential and restricted annex marked Annex 3, 10/07/2024.

19.4. Senior postholder pay

19.4.1.The Chair presented a report which set out the requirement for a statement on Senior Post Holder remuneration to be approved by the Corporation and published annually in accordance with the Association of Colleges Senior Post Holder Remuneration Code.

19.4.2. A draft was statement for 2023-24 was circulated alongside the AoC Senior Pay Survey 2023 and local comparator data.

19.4.3. Resolved: The 2022-23 Statement on Senior Postholder Remuneration be approved for publication.

17.20 PM P Singh, Principal and Executive Governor was thanked for his contribution and left the meeting.

19.5. Principal’s performance, pay & targets

The details of the Principal’s pay & performance review is considered confidential and therefore the discussion is recorded in a confidential and restricted annex marked Annex 4, 10/07/2024.

20.Thanks and close

There being no other business, the Chair thanked everyone for their contributions and the meeting closed at 1730.

### Agreed Actions

### Govs

### 1. A Link Governor to be identified for each of the 6 Strategic Priorities. (9.5, by Sept 2024)

PD

2. Representatives of the external auditor (RSM) be invited to the next meeting of the Audit Committee to discuss the qualification of an accrual; and that members of the Finance & Resources Committee be invited to the meeting. (Annex 1 - 10.6, by Oct 2024)

### Synopsis

1. The accounts for the period 1 August 2023 to 31 May 2024, together with a commentary report, were received. (Item 7)
2. The business-critical performance indicators (year to date: 31 May 2024) monitoring information were noted. (Item 8)
3. The Corporation approved the College’s Strategic Priorities for 2024/25. (Item 9)
4. The College budget for 2024/25 and the CFFR/commentary submission to the ESFA were approved. (Item 10)