# **Kirklees College Corporation**

## Minutes of a meeting held from 1430 to 1730 on 8 May 2024 Held in the Conference Centre, Waterfront Centre, Huddersfield

### Director of Governance & Compliance (clerk)

**Present:**

* G Hetherington
* R Blackburn
* Dr A Conn
* Dr J Daniels
* J Firth
* C George
* A Greaves
* D Harding
* E Highfield
* F Parvez
* C Robinson
* J Robinson
* P Singh
* J Clement Walters (Independent Governor, Chair)
* Independent Governors: 6
* Staff Governor: 2
* Executive Governor: 1

**Quorum:**

* 14/17 = 82.35%
* KPI 80%
* Quorum: 6 (40%)

**In Attendance:**

* J Arechiga (Deputy Principal of Curriculum & Innovation)
* L Buckley (Vice Principal of Curriculum & Performance, via Teams)
* 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)
* P Sugden (Executive Director of Estates & Facilities)
* C Tague (Director of Governance & Compliance, Clerk)

## **Approval of Previous Minutes**

Resolved: The minutes of the meeting of the Corporation on 21 March 2024 be approved.

## **Matters Arising Not on the Agenda**

There were no matters arising from the minutes.

## **Update on Agreed Actions**

**Govs**: Read Part One of Keeping Children Safe in Education: Rolled over – CT advised that one governor had still to confirm that they had read the documentation, and this was being followed up.

## **Consent Agenda Approvals**

Synopsis 1

CT presented the Consent agenda for consideration and referred to 2 questions received in response to Item C5 - Health, Safety & Wellbeing Corporate Committee Minutes, 29 February 2024 and the responses circulated in advance of the meeting, which confirmed:

* The Committee would be undertaking a self-assessment exercise at its meeting on 11 June 2024 and would review its membership as part of that annual review process.
* The attendees list would include the role of the attendee.

Resolved:

* To approve the use of the Consent Agenda as amended;
* No items should be moved from the Consent Agenda to the Main Agenda; and
* To approve all Items on the Consent Agenda.

Items approved/noted via the Consent Agenda:

* Approved: Corporation and Committee appointments (C2).
* Monitor: Written resolution procedure (C3).
* Approve: Risk Management Policy and Procedures (C4).
* Note: Health, Safety & Wellbeing Corporate Committee minutes 29 Feb 2024 (C5).

## **Strategic Priority Updates**

### 5. Improve 16 – 18 Study Programme Achievement Rates

* **Synopsis 2**
* J Arechiga (JA), Deputy Principal of Curriculum & Innovation, gave a presentation on the strategic priority: Improve 16-18 Study Programme Achievement Rates.
* D Harding, Link Governor for the priority, referred to the corporate vision and objective to shine a brighter spotlight on 16-18 provision and raising achievement.
* Key Points from the Presentation:
* **Retention:**
* Current overall retention was 93.3%, a 3.3% improvement from 2022/23.
* 16-18 vocational, Maths, and English attendance ranged between 92.4%-94.6%, a 2.3-2.6% improvement from 2022/23.
* **Attendance:**
* Overall attendance was 79.5%, with a 1.3% improvement from 2022/23.
* 16-18 vocational attendance was 81.6%, a 1.7% improvement.
* English attendance was 71.7%, a 2.7% decline.
* Maths attendance was 71.3%, a 1.1% decline.
* **Forecast Achievement:**
* 16-18 overall: 82.7% (2.9% improvement).
* English: 81.5% (2.2% decline).
* Maths: 81.4% (0.8% decline).
* Vocational: 84.1% (7.1% improvement).
* Acknowledgment of the potential impact of national policy changes regarding Maths and English 16-18 attendance.
* College's efforts to influence policy before implementation, with discussions about removing the stigma of pass/fail criteria.

Resolved: The Corporation noted the direction of travel on the Improve 16-18 Study Programme Achievement Rates strategic priority.

### **6. Embed Environmental Sustainability**

* **Synopsis 2**
* P Sugden (PS), Executive Director of Estates & Facilities, gave a presentation on the strategic priority: Embed Environmental Sustainability.
* Dr A Conn, Link Governor for the priority, highlighted a change of direction since September 2023.
* **Key Actions**:
  + Reduction of energy use and waste on campus.
  + Change in direction for delivering carbon literacy training to all staff and students.
  + Sustainability elements introduced to student induction and staff development programs.
  + Integration of UN SDGs (Sustainable Development Goals) in College's actions.
  + Collaboration with the West Yorkshire Consortium of Colleges (WYCC).
  + Progress against the FE Climate Action Roadmap action plan.
* **Discussion Points**:
  + Need for a more focused and credible approach to combating the climate emergency.
  + Importance of Link Governor’s independent view.
  + Senior Leadership Team to revisit the approach to playing an influential role in combating the climate emergency.
* **Resolved**: 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.

## **Key Operational Updates**

### **7. Principal’s Report**

* PS shared the Principal’s report, which highlighted:
* The work of the Enrichment Team in identifying a valuable scholarship opportunity for a student.
* The signing of a Memorandum of Understanding with Huddersfield and Calderdale NHS Trust to support training, education, work placements, and jobs for local people.
* The College's collaboration on learning outside the classroom and its impact on student behavior.
* The Home Office visit regarding the Asylum Site on Manchester Road.
* **Resolved**: The Principal’s report was noted.

### **8. Accountability Statement**

* H Rose (HR), Vice Principal of External Relations & Apprenticeships, presented the draft Accountability Statement.
* Subject to minor amendments, the Statement was proposed for sign-off and publication by the 30 June 2024 deadline.
* **Resolved**: The Accountability Statement to 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.

### **9. Financial Report**

* P Doherty (PD), Deputy Principal Finance & Resources, presented a report on the College’s financial performance:
  + EBITDA forecast: £4.9m, an improvement of £0.9m compared to budget.
  + Exceptional growth in 16-18 student numbers resulted in an additional £0.75m.
  + College has a relatively high debt burden of £14.8m.
* **Resolved**: The report and the healthy financial position were welcomed.

### 10. Business Critical Performance Indicators (Year to Date: 31 March 2024)

* PD presented a report on the College’s business-critical performance indicators.
* **RESOLVED**: The business critical performance indicators (year to date: 31 March 2024) monitoring information be noted.

## **Risk & Compliance**

### 11. Strategic Risk Report

* + PD presented a report on the College’s risk management framework.
  + **Resolved**:
    - The Corporation approves the assignment of the 13 strategic risks to the relevant Committee for ongoing review, with the following caveats:
      * 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.
      * The principle of risk assignment to be adjusted in-year if it is found to impact negatively on individual Committee performance.
      * Training to be provided for individual Committees as to their allocated risks.
    - The assignment of risk to the Curriculum Strategy Committee to be reviewed to ensure it is the appropriate allocation.

## **Committee Reports**

### **12. Audit Committee Report, Minutes 17 April 2024:** The Committee Chair, J Waters, presented the minutes of the meeting.

### **13. Safeguarding Committee Report, Minutes 23 April 2024**: The Committee Chair, C Robinson, presented the minutes of the meeting.

### **14. Quality, Performance & Standards, Minutes 29 April 2024**: The Committee Chair, D Harding, presented the minutes of the meeting.

## **Governance**

### **15. Chair’s Report**

* Chair gave an update on informal succession planning discussions with governors.
* Preference to fill the positions of Chair, Vice Chair, and Safeguarding Lead/Chair from current governors.
* Chair to attend AoC Yorkshire and the Humber Principals and Chairs Forum.

### **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. Thanks and Close**

* The Chair thanked everyone for their contributions, and the meeting closed at 1710.

## **Agreed Actions**

* **1. Govs**: Read Part One of Keeping Children Safe in Education – The remaining Governor to confirm reading. (ASAP)
* **2. PSu**: Senior Leadership Team to review the strategic goal of ‘combating the climate emergency’ and consult with the relevant Link Governor. (ASAP)
* **3. HR/Chair**: Accountability Statement to be signed and published by 30 June 2024. (By 30/06/24)
* **4. PD/CT**: Corporation approves the assignment of 13 strategic risks for ongoing review, with caveats. The assignment of risk to the Curriculum Strategy Committee to be reviewed. (Ongoing, by 10/07/24)

## **Synopsis**

* Updated Risk Management Policy and Procedures approved.
* Strategic priority updates received on 16-18 Study Programme Achievement Rates and Environmental Sustainability.
* Accountability Statement approved.
* Financial performance update noted.
* Business Critical Performance Indicators (Year to Date: 31 March 2024) noted.
* 13 strategic risks assigned to committees for ongoing review, with the principle to be adjusted if needed.