

KIRKLEES COLLEGE CORPORATION

Minutes of a meeting held from 1430 to 1730 on 12 December 2024 Held in Conference Room, Waterfront, Huddersfield

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| Present: | G Hetherington | Independent Governor (Chair) |
| | W Bailey | Independent Governor (Items 1 – 17 via video link) |
| | R Blackburn | Independent Governor (Items 1 – 14 via video link) |
| | B Brown | Independent Governor |
| | Dr A Conn | Independent Governor |
| | Dr J Daniels | Independent Governor (Items 1 – 21) |
| | C George | Independent Governor |
| | E Highfield | Independent Governor (via video link) |
| | S Johnson | Independent Governor |
| | F Parvez | Independent Governor (Item 7 onwards) |
| | P Roberts | Independent Governor |
| | C Robinson | Independent Governor |
| | J Robinson | Staff Governor |
| | P Singh | Executive Governor |
| | 14/17 = 82.35% | KPI 80% Quorum: 7 (40%) |

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| In Attendance: | J Arechiga | Deputy Principal of Curriculum & Innovation |
| | P Doherty | Deputy Principal of Finance & Resources |
| | Lisa Buckley | Vice Principal, Curriculum & Performance |
| | P Hughes | Vice Principal, Quality & Student Experience |
| | D Rayneau | Vice Principal, Business Systems, Info & Technology |
| | H Rose | Vice Principal, External Relations & Apprenticeships |
| | P Sugden | Executive Director, Estates & Facilities |
| | C Tague | Director of Governance & Compliance (clerk) |
| | R Lewis | RSM (External Audit) representative (Items 7 – 9) |

| Item | Action/Synopsis |
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| PRELIMINARY ITEMS | |
| 1 | WELCOME AND INTRODUCTIONS The Chair welcomed everyone to the meeting, particularly Professor P Roberts to their first meeting as independent governor and introductions were made. |
| 2 | 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. |
| 3 | APOLOGIES FOR ABSENCE Apologies were received from Independent Governors J Firth, F Hussain-Butt and J Clement Walters. |

| Item | Action/Synopsis | | | | | | | | | | | | | | | | |
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| 4 | 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. | | | | | | | | | | | | | | | | |
| 5 | APPROVAL OF PREVIOUS MINUTES | | | | | | | | | | | | | | | | |
| | RESOLVED: The minutes of the meeting of the Corporation on 24 October 2024 be approved. | | | | | | | | | | | | | | | | |
| 5.1 | MATTERS ARISING NOT ON THE AGENDA | | | | | | | | | | | | | | | | |
| | There were no matters arising from the minutes. | | | | | | | | | | | | | | | | |
| 5.2 | UPDATE ON AGREED ACTIONS | | | | | | | | | | | | | | | | |
| | 1. Annual Safeguarding Report 2023/24 - That the wording of the report's opening sentence and the paragraph in relation to knife crime to be amended. ACTIONED 2. A report in relation to recruitment and potential funding implications 2025/26 be scheduled for a future meeting of the Finance & Resources Committee. ACTIONED | | | | | | | | | | | | | | | | |
| 6 | CONSENT AGENDA APPROVALS | | | | | | | | | | | | | | | | |
| 6.1 | The Chair presented the Consent agenda for consideration. | | | | | | | | | | | | | | | | |
| 6.2 | 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. | | | | | | | | | | | | | | | | |
| 6.3 | Items approved/noted via the Consent Agenda: <table border="1"> <tr> <td>C1</td><td>Membership report – an 80% governor attendance target for 2024/25 was approved.</td><td>Approved</td></tr> <tr> <td>C2</td><td>Appointments – the re-appointments of A Conn, C Robinson and JC Walters were approved, as was the appointment of D Mbabazi as Student Governor.</td><td>Approved</td></tr> <tr> <td>C3</td><td>Governor training activities 2023/24</td><td>Approved</td></tr> <tr> <td>C4</td><td>Strategic priority updates</td><td>Noted</td></tr> <tr> <td>C5</td><td>ESFA financial returns review</td><td>Noted</td></tr> </table> | | C1 | Membership report – an 80% governor attendance target for 2024/25 was approved. | Approved | C2 | Appointments – the re-appointments of A Conn, C Robinson and JC Walters were approved, as was the appointment of D Mbabazi as Student Governor. | Approved | C3 | Governor training activities 2023/24 | Approved | C4 | Strategic priority updates | Noted | C5 | ESFA financial returns review | Noted |
| C1 | Membership report – an 80% governor attendance target for 2024/25 was approved. | Approved | | | | | | | | | | | | | | | |
| C2 | Appointments – the re-appointments of A Conn, C Robinson and JC Walters were approved, as was the appointment of D Mbabazi as Student Governor. | Approved | | | | | | | | | | | | | | | |
| C3 | Governor training activities 2023/24 | Approved | | | | | | | | | | | | | | | |
| C4 | Strategic priority updates | Noted | | | | | | | | | | | | | | | |
| C5 | ESFA financial returns review | Noted | | | | | | | | | | | | | | | |

| Item | Action/Synopsis | | |
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| 6.4 | C6 | Review & Refresh of Financial Regulations | Approved |
| | C7 | Reserves Policy | Approved |
| | C8 | Student Union 2023-24 Accounts | Noted |
| | C9 | HE Access Participation Plan & Performance (APP) update | Noted |
| | C10 | People & Culture annual report 2023/24 | Approved |
| | C11 | Draft Recruitment Policy | Approved |
| | C12 | Annual staff survey 2024 | Noted |
| | C13 | Gender, Ethnicity, & Disability Pay Gap Annual Report 2023/24 | Approved |
| | C14 | Annual EDI report | Approved |
| | C15 | Trade Union Recognition Status & Update | Noted |
| | C16 | People, Culture & Governance Committee Terms of Reference | Approved |
| | C17 | Governance Development Plan 2023/24 | Noted |
| | C18 | KC Chronicle | Noted |
| | C19 | Corporation Seal | Noted |
| | Items approved/noted via the Confidential Consent Agenda:- | | |
| | CCA1 | People, Culture and Governance Committee minutes – confidential annexes 1-3, 19 November 2024 | Noted |
| | CCA2 | That the Director of Governance & Compliance be confirmed in post. | Approved |
| | CCA3 | Deputy Principals' / Principal's performance, targets and objectives. | Noted |
| | 1440 | R Lewis, RSM representative, joined the meeting via video link | |
| 1445 | F Parvez, Independent Governor, joined the meeting | | |

| Item | | Action/Synopsis |
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| <p>7</p> <p>AUDIT COMMITTEE REPORT</p> <p>7.1</p> <p>7.2</p> | <p>In the absence of the Committee Chair, Committee member Dr A Conn presented the Audit Committee Annual report and the minutes of the meeting held on 27 November 2024, which included a recommendation to extend RSM's engagement as external auditors for the 2 years 2024/25 and 2025/26.</p> <p>RESOLVED: Corporation:-</p> <ol style="list-style-type: none"> Notes the Audit Committee's Annual Report 2023/24 and the assurances therein; and Approves the Committee's recommendation to extend RSM's engagement as external auditors for the 2 years 2024/25 and 2025/26. | <p>Synopsis 1</p> |
| <p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> | <p>FINANCIAL STATEMENTS AUDIT & REGULARITY ASSURANCE 2023/24 AND LETTERS OF REPRESENTATION</p> <p>Members welcomed the external auditor representative R Lewis (RL), from RSM to the meeting via Teams to present RSM's audit findings report.</p> <p>The following key points were noted:-</p> <ul style="list-style-type: none"> The audit had been conducted as planned and the College team had responded positively throughout the process. The report on regularity was qualified in relation to a non-contractual termination payment exceeding the delegated authority threshold. Whilst the financial amount involved was minimal and not material from a financial perspective, it was material from a regularity perspective as the threshold guidance had been breached. <p>P Singh (Principal & Executive Governor) advised that this had arisen following a rule change where interpretation wasn't clear. It was noted that the College was not alone in its interpretation of the Department for Education's (DfE's) guidance in this respect and it was anticipated that the Education & Skills Funding Agency (ESFA) would receive a significant number of similar rule breaches from other colleges. With the exception of this matter, the results of the audit procedures were concluded with satisfactory results.</p> <p>Members were assured that a thorough and robust audit had been undertaken and thanked RL for his report.</p> <p>RESOLVED: Corporation:-</p> <ol style="list-style-type: none"> Notes the Regularity Audit findings; Approves the Financial Statements and Letters of Representation; and Authorises the Chair of the Corporation and the Principal to sign on | <p>Synopsis 2</p> |

| Item | | Action/Synopsis |
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| | the Corporation's behalf for submission to the ESFA before the deadline of 31 December 2024. | |
| 9 9.1 9.2 9.3 9.4 | MEMBERS' REPORT & FINANCIAL STATEMENTS P Doherty (PD) Deputy Principal Finance & Resources presented the draft report and financial statements for 2023/24, advising that they had been considered by the Audit Committee on 27 November 2024, alongside RSM presenting their audit findings report on the financial statements audit and regularity assurance review. It was noted that the external auditor had issued an unmodified opinion on the financial statements. Members were informed that the College Financial Health for 2023/24 was assessed as Outstanding (2022/23: Good). This was as a result of an audit adjustment to reporting within the creditors section of the balance sheet, which whilst not impacting the overall statement, had improved a key financial measure (the current ratio). This had resulted in improving the Financial Health grade for 2023/24 to Outstanding, whereas otherwise it would have remained as Good. RESOLVED: Corporation approves the Financial Statements for the year ended 31 July 2024. | Synopsis 3 |
| 1515 | <i>R Lewis left the meeting</i> | |
| 10 | FINANCE AND RESOURCES COMMITTEE REPORT The Committee Chair presented the minutes of the 19 November 2024 meeting and the items of report were noted. | |
| 11 11.1 11.2 11.3 11.4 | QUARTERLY FINANCIAL REPORT P Doherty (PD) presented the accounts for the period 1 August 2024 to 30 September 2024, together with a commentary report. The Committee discussed the data within the report and noted that whilst at an early point in the academic year, current modelling suggested that the College would outturn ahead or very close to the agreed budget, with exceptional growth in 16–18 numbers and positive apprenticeship recruitment. Following the recent Budget, additional costs relating to increases in National Insurance had been identified as a new risk. Public sector organisations had been advised that they would be recompensed for this, but there was no information as to the specifics as yet. RESOLVED: Members welcomed the strong financial performance position outlined. | Synopsis 4 |

| Item | | Action/Synopsis |
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| 12 12.1 12.2 12.3 | CAPITAL PLANNING & BUDGET 2024/25 P Doherty (PD) presented a report in relation to the College's immediate capital investment needs and proposals to increase the capital budget for 2024/25. In response to a question as to the budget setting process and the necessity for the proposed capital increase, so close to budget approval in July 2024, it was noted that in addition to the 'must do's' in terms of building regulations, there was a need to be agile and flexible and respond to changes in year. The College was growing and a number of proposals had been put forward which aligned to the strategic goals of the College. RESOLVED: Corporation:- 1. Approves the proposed increase in the capital budget for 2024/25; and 2. Agrees that all capital planning for 2025/26 be completed in time for the Finance & Resources Committee to be in a position to recommend the capital budget for approval at the Corporation meeting scheduled for 3 April 2025. <i>The financial detail in relation to this item is considered confidential at this time and is recorded in a confidential and restricted annex marked Annex 1, 12/12/2024.</i> | Synopsis 5 |
| 13 13.1 13.2 13.3 13.4 | AOC CODE OF GOOD GOVERNANCE COMPLIANCE 2023/24 AND 2024/25 C Tague (CT), Director of Governance & Compliance presented an initial review of compliance against the new AoC Code of Good Governance, as well as a final update on compliance with the previous Code for 2023/24. Regarding 2023/24, there were no changes since the previous report to the Corporation in July 2024, where the position was agreed upon as 'compliant.' In reviewing the preliminary assessment against the new AoC Code of Good Governance, members expressed satisfaction with the outlined sources of evidence and identified areas for improvement. RESOLVED:- 1. Compliance against the outgoing AoC Code of Good Governance 2023/24 be recorded as 'compliant'; and 2. In considering compliance against the newly adopted AoC Code of Governance, Corporation are satisfied as to the sources of evidence outlined and areas for improvement identified. | Synopsis 6 |
| 14 14.1 | GOVERNANCE SELF-ASSESSMENT GRADE 2023/24 C Tague (CT) asked Governors to reflect on the effectiveness of governance over the past year in order to agree the Ofsted grade (outstanding, good, | Synopsis 7 |

| Item | | Action/Synopsis |
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| 14.2 | <p>requires improvement or inadequate) the Corporation should award itself for its leadership of the College. The Board were advised that the judgement would be included in the Financial Statements.</p> <p>As part of their deliberations, Governors considered attendance which was well above the sector average, the Self-Assessment Review, as well as the current financial position and compliance with the Code of Good Governance. The balance of skills, backgrounds and experience was acknowledged, as was the progress and positive momentum of the College.</p> | |
| 14.3 | RESOLVED: The Governance Self-Assessment grade be recorded in the Financial Statements 2023/24 as GOOD. | |
| <p><i>1600 – a 10 minute comfort break was taken and the meeting resumed at 1610</i></p> <p><i>R Blackburn, Independent Governor, left the meeting at 1600.</i></p> | | |
| 15 | STRATEGIC PRIORITY UPDATE PRESENTATION | Synopsis 8 |
| 15.1 | P Sugden, Executive Director, Estates & Facilities, delivered a presentation which provided an update on the 2024/25 strategic priority: <i>Ensure department budget holders understand and take accountability and ownership for the development and promotion of College space.</i> | |
| 15.2 | The Committee were advised that a management consultancy with extensive education experience had been engaged to undertake a number of activities which included curriculum vision workshops, a condition and functionality assessment and Waterfront space mapping. This work provided a good understanding of the current position and detailed site specific utilisation and condition and functionality information which was share with Curriculum Directors. | |
| 14.3 | In discussing the importance of engaging curriculum leads in planning discussions, it was noted that visioning group meetings had taken place in December, with Curriculum Directors and Curriculum Area Managers tasked to collate thoughts and ideas about development of space and provide information relating to requirements for next academic year and the longer term vision. | |
| 14.5 | A task and finish group had also been established to create a ‘space of the future’ to include Digital Strategy and AI and was due to meet in January 2025. | |
| 14.6 | RESOLVED: The strategic priority update was noted. | |
| 16 | BUSINESS CRITICAL PERFORMANCE INDICATORS (BCPIS) | Synopsis 9 |
| 16.1 | P Doherty, Deputy Principal, Finance & Resources presented a report which outlined the BCPIs position as at 31 October 2024. There were no issues of note therein. | |
| 16.2 | RESOLVED: The BCPI monitoring information be noted. | |

| Item | | Action/Synopsis |
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| 17 17.1 17.2 17.3 17.4 | SELF-ASSESSMENT REPORT J Arechiga (JA), Deputy Principal, Curriculum and Presentation, presented a summary of the College's self-assessment report (SAR) which was included with the Corporation's Consent Agenda. It was noted that the SAR had been validated through a formal panel which took place on 4 December 2024 consisting of the Quality, Performance and Standards Committee (QPS) and members of the Curriculum Strategy Committee. In considering the report, Governors highlighted that the SAR was an indicator of the progress the College had made, with a number of areas having been identified as close to outstanding. In concluding their discussion, the Corporation agreed that the SAR was:- a. benchmarked against national norms; b. addressed the key questions of the Education Inspection Framework; c. dealt with all aspects of the College' activities; d. was self-critical and evidence based; and e. was detailed enough to provide Governors with assurance that the learning experience was being monitored and the appropriate learning resources were being made available. RESOLVED: The Corporation approves the College's Self-Assessment Report for 2023/24. | Synopsis 10 |
| | <i>W Bailey, Independent Governor, left the meeting at 1631.</i> | |
| 18 | CURRICULUM STRATEGY COMMITTEE REPORT, MINUTES 14 NOVEMBER 2024 The Committee Chair presented the minutes of the 14 November 2024 meeting and the items of report were noted. | |
| 19 | PEOPLE, CULTURE & GOVERNANCE COMMITTEE The Committee Chair presented the minutes of the 19 November 2024 meeting and the items of report were noted. As set out in the minutes, it was noted that the Committee had reviewed 3 provider proposals for the mandatory external governance review due to be carried out in 2024/25. The selection was narrowed to 2 during the meeting and as agreed, the Director of Governance & Compliance in consultation with the Chair, Vice Chair and Principle subsequently selected a preferred provider. It was also noted that the Director of Governance & Compliance's probationary review and SPHs performance and targets had been circulated to Independent Governors in a confidential annex to the agenda. | |

| Item | Action/Synopsis |
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| 20 | APPOINTMENT OF VICE CHAIR CT outlined the proposed timeline for appointing a Vice Chair for Kirklees College Corporation, focusing on internal candidates. |
| 21 | CHAIR'S / VICE CHAIR'S REPORTS The Chair and Vice Chair reported on their attendance at the recent AoC conference. |
| | <i>J Daniels, Independent Governor, left the meeting at 1700.</i> |
| 22 | STRATEGIC AWAY DAY, 31 JANUARY 2025 The Principal and Executive Governor P Singh (PS) referred to the forthcoming Strategic Away Day which would be attended by the Further Education Commissioner. |
| 23 | PUBLICATION OF AGENDA PAPERS RESOLVED: Items marked confidential on the meeting agenda shall not be published. |
| | THANKS AND CLOSE There being no other business, the Chair thanked everyone for their contributions and the meeting closed at 1710. |

| SYNOPSIS | | |
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| | Details | Min |
| 1. | The Audit Committee's Annual Report 2023/24 and the assurances therein were noted and the Committee's recommendation to extend RSM's engagement as external auditors for the 2 years 2024/25 and 2025/26 was approved. | 7.2 |
| 2. | The Regularity Audit findings were noted and the Financial Statements and Letters of Representation approved. The Chair of the Corporation and the Principal were authorised to sign on the Corporation's behalf for submission to the ESFA before the deadline of 31 December 2024. | 8.4 |
| 3. | The Financial Statements for the year ended 31 July 2024 were approved. | 9.4 |
| 4. | The accounts for the period 1 August 2024 to 30 September 2024 were received and the strong financial performance position welcomed. | 11.4 |
| 5. | The proposed capital budget increase for 2024/25 was approved and it was agreed that all capital planning for 2025/26 should be completed in time for the Finance & Resources Committee to be in a position to recommend the capital budget for approval at the Corporation meeting scheduled for 3 April 2025. | 12.3 |

| Item | | Action/Synopsis |
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| 6. | <p>It was agreed that compliance against the outgoing AoC Code of Good Governance 2023/24 be recorded as 'compliant'.</p> <p>In considering compliance against the newly adopted AoC Code of Governance, Corporation were satisfied as to the sources of evidence outlined and areas for improvement identified.</p> | 13.4 |
| 7. | It was agreed that the governance self-assessment grade would be recorded as GOOD in the Financial Statements 2023/24. | 14.3 |
| 8 | Corporation received an update on the 2024/25 strategic priority: <i>Ensure department budget holders understand and take accountability and ownership for the development and promotion of College space.</i> | Item 15 |
| 9 | It was noted that there were no issues arising from Business Critical Performance Indicators (BCPIs) as at 31 October 2024. | 16.2 |
| 10 | The College's Self-Assessment Report for 2023/24 was approved. | 17.4 |