

## KIRKLEES COLLEGE CORPORATION

### Minutes of a meeting held from 1430 to 1730 on 24 October 2024 Held in Conference Room, Waterfront, Huddersfield

Present:	G Hetherington	Independent Governor (Chair)
	R Blackburn	Independent Governor (via video link)
	B Brown	Independent Governor
	Dr A Conn	Independent Governor
	Dr J Daniels	Independent Governor
	J Firth	Independent Governor
	C George	Independent Governor
	E Highfield	Independent Governor
	F Hussain-Butt	Independent Governor (Items 1 – 7)
	S Johnson	Independent Governor
	C Robinson	Independent Governor
	J Clement Walters	Independent Governor
	J Robinson	Staff Governor
	P Singh	Executive 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
	D Rayneau	Vice Principal of Business Systems, Info & Technology
	H Rose	Vice Principal of External Relations & Apprenticeships
	C Tague	Director of Governance & Compliance (clerk)
	R Swallow	Head of Student Experience & Pastoral Support (Item 9)

Item	Action/Synopsis
<b>PRELIMINARY ITEMS</b>	
<b>1</b>	<p>Prior to the meeting, governors took part in an artificial intelligence training session and a self-assessment exercise to evaluate the effectiveness of governance in 2023/24.</p> <p><b>WELCOME AND INTRODUCTIONS</b></p> <p>The Chair welcomed everyone to the meeting, particularly B Brown and S Johnson to their first meeting as independent governors and introductions were made.</p> <p><b>VOTE OF THANKS</b></p> <p>The Corporation agreed to put on record its sincere thanks to outgoing governors A Greaves and D Harding.</p>

Item	Action/Synopsis	
2	<b>NOTICE AND QUORUM</b>  The Director of Governance & Compliance C Tague (CT) confirmed that due notice of the meeting had been given and the meeting was quorate.	
3	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Independent Governors W Bailey and F Parvez.	
4	<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.	
5	<b>APPROVAL OF PREVIOUS MINUTES</b>  <b>RESOLVED: The minutes of the meeting of the Corporation on 18 June 2024 be approved.</b>	
5.1	<b>MATTERS ARISING NOT ON THE AGENDA</b>  There were no matters arising from the minutes.	
5.2	<b>UPDATE ON AGREED ACTIONS</b>  1. A Link Governor to be identified for each of the 6 Strategic Priorities. <b>ACTIONED</b>  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. <b>ACTIONED</b>	
6	<b>CONSENT AGENDA APPROVALS</b>	
6.1	The Chair presented the Consent agenda for consideration.	
6.2	<b>RESOLVED:</b> (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:	
	C2	Corporation & Committee appointments
		Noted / Approved
	C3	Regularity self-assessment questionnaire
		Approved

Item		Action/Synopsis	
	C4	Report on Teachers' Pensions end of year certificate	Noted
	C5	Whistleblowing annual report 2023/24	Approved
	C6	Data Protection annual report 2023/24	Noted
	C7	Health & Safety annual report 2023/24	Noted
	C8	WBG Kirklees College annual report 2023/24	Noted
	C9	2023/24 outcomes - current achievement - young people, adults, apprenticeships and high needs	Noted
	C10	Maths & English analysis of achievement 2023/24	Noted
	C11	Closing Position of Quality Improvement Plan 2023/24	Noted
	C12	Annual report on compliments & complaints 2023/24	Noted
	C13	College quality cycle & 2024-25 targets	Approved
	C14	SAR Validation arrangements 2024/25	Noted
	C15	Senior Designated safeguarding lead strategic overview report, including:- <ul style="list-style-type: none"> <li>- Child Protection &amp; Safeguarding Policy and Guidance</li> <li>- Prevent Strategy</li> <li>- Freedom of Speech &amp; Guest Speaker Code of Practice</li> </ul>	Approved
	C16	Use of the Corporation Seal	Noted / Approved
<b>7</b>	<b>PRINCIPAL'S REPORT</b>		
7.1	P Singh (PS), the Principal, presented the Principal's report, which began by sharing the inspiring story of one of the College's adult learners who had been shortlisted for the prestigious AoC Adult Student of the Year award.		
7.2	<p>In response to the rest of the Principal's report, members noted the following key points:</p> <ul style="list-style-type: none"> <li>• The successful launch of the ABC (Attend, Behave, Commit) campaign, which focused on personal development and fostering a culture of high expectations.</li> <li>• A range of recent partnerships and events that had provided students with valuable opportunities for growth and development.</li> <li>• The recent flooding incident that occurred at the Brunel Construction Centre.</li> <li>• The current status of the site adjacent to the college.</li> </ul>		
<b>7.3</b>	<b>The Principal's report was noted.</b>		

Item		Action/Synopsis
1520	<i>F Hussain-Butt, Independent Governor left the meeting</i>	
8	<b>STRATEGIC PRIORITIES REPORT 2024/25</b>  8.1 P Doherty (PD) Deputy Principal Finance & Resources presented a report which provided a Strategic Plan context, including the steps being taken to prepare for a new Strategic Plan 2025 – 2030.  8.2 The progress made in completing the strategic priorities for 2023/24 was noted, and the action plans developed and agreed upon with Link Governors for the 2024/25 Strategic Priorities were also acknowledged.	Synopsis 1
1520	<i>R Swallow joined the meeting</i>	
9	<b>STRATEGIC PRIORITY UPDATE PRESENTATION</b>  9.1 R Swallow (RS), Head of Student Experience and Pastoral Support, delivered a presentation on the strategic priority of ' <i>developing an ambitious personal development culture to enhance students' positive destinations</i> '. The presentation included a video showcasing some of the activities underway.  9.2 The importance of students' personal development beyond the classroom was emphasized, with several initiatives in place to drive social aspiration and build ambition. These included:-  9.3 <ul style="list-style-type: none"><li>The Personal Development Pledge which provided a clear framework, reflecting best practices across the sector and incorporating the outstanding criteria from the Education Inspection Framework. This was deemed critical for the college's context.</li></ul> 9.4 <ul style="list-style-type: none"><li>The ABC (Attend, Behave, Commit) initiative offered a clear framework for both staff and students, embedding restorative practices and a high-support, high-challenge model.</li></ul> 9.5 A significant restructuring effort has been undertaken, with funds invested to drive this work forward.  9.6 Members welcomed the work outlined and its' positive impact on the student experience.	Synopsis 2
1535	<i>R Swallow left the meeting</i>	
10	<b>ACCRUAL ACCOUNTING</b>  10.1 P. Doherty (PD), Deputy Principal of Finance and Resources, presented a paper on accrual accounting for 2023/24, which had been previously discussed by the Corporation at its meeting in July 2024 and the Audit Committee in October 2024.	Synopsis 3

Item		Action/Synopsis
10.2	There was consensus that accrual accounting would not be appropriate at this time and that any proposals regarding a pay award would be submitted to the Finance and Resources Committee in the new year.	
10.3	<b>RESOLVED: That an accrual would not be made in the College's 2023/24 financial statements.</b>	
11	<p><b>ANNUAL SAFEGUARDING REPORT 2023/24</b></p> <p>11.1 J Arechiga, Vice Principal of Curriculum and Innovation, and C George, Chair of the Safeguarding Committee, presented the draft Annual Safeguarding Report for 2023/24 to the committee for consideration.</p> <p>11.2 Members noted the high number of students requiring support and acknowledged the efforts of staff, including curriculum staff, in supporting vulnerable students. It was agreed that the college had a well-developed approach to safeguarding and that the interventions made were having a positive impact on student outcomes.</p> <p>11.3 The Chair of the Safeguarding Committee added that the college was also responsive to the Committee's suggestions, citing the recent development of processes to better support students during holiday periods as an example.</p> <p>11.4 Members were advised that the Committee had requested an amendment to the paragraph on knife crime to clarify that the data referred to incidents outside the college. Although this had been done, it was felt that the wording required further refinement.</p> <p>11.5 While agreeing with the sentiment of the report's introductory sentence, '<i>Safeguarding at Kirklees College is highly effective</i>', it was agreed that this should be expanded to include a reference to the inspection framework and to indicate that the college remained vigilant and was not complacent in this respect.</p> <p>11.6 <b>Action: That the wording of the report's opening sentence and the paragraph in relation to knife crime to be amended.</b></p> <p>11.7 <b>RESOLVED: Subject to the aforementioned amendments, the Corporation approves the Annual Safeguarding Report 2023/24.</b></p>	<p>Synopsis 4</p> <p><b>JA</b></p>
12	<p><b>OVERVIEW OF 2023/24 STUDENT OUTCOMES</b></p> <p>12.1 J Arechiga (JA), Deputy Principal, Curriculum and Presentation, delivered a presentation which summarised the 2023/24 achievement rates and start-of-year activities.</p> <p>12.2 Key points of note included:</p> <ul style="list-style-type: none"> <li>The 16-18 achievement rate, now in line with the national rate, had reached its highest level since 2017/18.</li> </ul>	<p>Synopsis 5</p>

Item		Action/Synopsis
<p>10.3</p> <p>10.4</p>	<ul style="list-style-type: none"> <li>The 19+ achievement rate stood at an outstanding 90%, surpassing the national average.</li> <li>The all-ages achievement rate (excluding apprenticeships) was 87%, matching the national rate of 84%.</li> <li>Apprenticeship achievement rates have reached 61%, exceeding the national rate of 55%.</li> </ul> <p>It was noted that while national achievement rates were declining, the college's rates were rising, with the college ranking as the sixth most improved post-COVID.</p> <p>The positive start to the term was welcomed and staff had responded to in a positive and solution-focused manner to the challenges posed by the over-recruitment of the 16-18 cohort. The significant increase in English and Maths enrolments was also discussed. It was noted that 69% of students entered the college without English and/or Maths which provided context for the level of achievements outlined.</p>	
<p><b>13</b></p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p><b>13.4</b></p>	<p><b>2024/25 STUDENT RECRUITMENT</b></p> <p>H Rose (HR) Vice Principal of External Relations &amp; Apprenticeships presented a report which provided an update as to current student recruitment and an overview of recruitment trends for the last 3 years across all markets.</p> <p>Members were advised that the college was in a strong position this year, with growth predicted in student numbers for adults and apprenticeships. However, higher education numbers were declining, but the introduction of Higher Technical Qualifications (HTQs) was expected to mitigate this decline.</p> <p>The positive numbers and upward trend were welcomed, and it was agreed that, given the direct impact of the college's performance this year on the funding allocation for the 2025/26 academic year, a breakdown would be provided to the Finance and Resources Committee.</p> <p><b>Action: A report in relation to recruitment and potential funding implications 2025/26 be scheduled for a future meeting of the Finance &amp; Resources Committee.</b></p>	<p>Synopsis 6</p> <p><b>HR</b></p>
<p><b>14</b></p> <p>14.1</p> <p>14.2</p>	<p><b>BUSINESS CRITICAL PERFORMANCE INDICATORS (BCPIS) 2024/25</b></p> <p>P Doherty, Deputy Principal, Finance &amp; Resources presented report which outlined the proposed Business Critical Performance Indicators (BCPIs) format and targets for 2024/25.</p> <p>This inaugural report for 2024/25 concentrated on the revised set of BCPIs and the targets established for 2024/25, which were compared to the draft outturns for 2023/24. It was noted that subsequent reports would track and compare progress against the targets, including both year-to-date and forecast outturn, as well as against the previous year's performance.</p>	<p>Synopsis 6</p>

Item		Action/Synopsis
14.3	In response to a question regarding the red RAG ratings, it was clarified that the red designation was due to the lack of available data at this stage in the year, rather than an indication that performance was worse than the target. It was proposed that an alternative colour might be more suitable to differentiate between these two scenarios.	
14.5	<b>RESOLVED: The Corporation approves the BCPIs format and targets for 2024/25.</b>	
1635 – a 10 minute comfort break was taken and the meeting resumed at 1645		
<b>COMMITTEE REPORTS</b>		
15	<b>QUALITY, PERFORMANCE &amp; STANDARDS COMMITTEE REPORT, MINUTES 9 OCTOBER 2024</b>  The Committee Chair for the meeting, J Clement-Walters presented the minutes of the 9 October 2024 meeting and the items of report were noted.	
16	<b>SAFEGUARDING COMMITTEE REPORT, MINUTES 9 OCTOBER 2024</b>  The Committee Chair, C George, presented the minutes of the 9 October 2024 meeting and the items of report were noted.	
17	<b>AUDIT COMMITTEE REPORT, MINUTES 10 OCTOBER 2024</b>  The Committee Chair, J Walters, presented the minutes of the 10 October 2024 meeting and the items of report were noted.	
<b>GOVERNANCE</b>		
18	<b>CHAIR'S / VICE CHAIR'S REPORTS</b>  The Chair and reported that they would be attending the forthcoming AoC Annual Conference.	
19	<b>GOVERNOR TRAINING ACTIVITIES</b>  19.1 The Chair of the Safeguarding Committee reminded members of the requirement for safeguarding and PREVENT training.  19.2 The Chair of the Audit Committee and Safeguarding Committees reported positively on their recent learning walks which provided an opportunity to meet and talk with students and staff directly.	
20	<b>PUBLICATION OF AGENDA PAPERS</b>  <b>RESOLVED: Items marked confidential on the meeting agenda shall not be published.</b>	

Item	Action/Synopsis
<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	JA	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.	11.6	ASAP
2	HR	A report in relation to recruitment and potential funding implications 2025/26 be scheduled for a future meeting of the Finance & Resources Committee.	13.4	TBC

SYNOPSIS		
	Details	Min
1.	The progress made in completing the strategic priorities for 2023/24 was noted, and the action plans developed and agreed upon with Link Governors for the 2024/25 Strategic Priorities were also acknowledged.	8.2
2.	An update in relation to the 2024/25 strategic priority ' <i>developing an ambitious personal development culture to enhance students' positive destinations</i> ' was received and the work outlined welcomed.	Item 9
3.	The Corporation agreed that an accrual would not be made in the College's 2023/24 financial statements.	Item 10
4.	The Annual Safeguarding Report 2023/24 was received and approved.	Item 11
5.	A presentation which provided an overview of 2023/24 achievement outcomes and start of year activities was discussed and the positive performance welcomed. The presentation summarised the report considered by the Quality, Performance and Standards Committee at its' meeting on 9 October 2024, which was also included in the Corporation's consent agenda pack.	Item 12
6.	The College's strong current student recruitment position was noted.	Item 13
7.	The proposed Business Critical Performance Indictors (BCPIs) format and targets for 2024/25 were approved.	14.15