KIRKLEES COLLEGE CORPORATION

Minutes of a meeting held from 1430 to 1730 on 10 July 2025
Held at the Taylor Hill Animal Centre

Present:	G Hetherington	Independent Governor (Chair)
	R Blackburn	Independent Governor
	B Brown	Independent Governor
	F Hussain Butt	Independent Governor
	Dr A Conn	Independent Governor
	E Highfield	Independent Governor
	F Parvez	Independent Governor
	S Johnson	Independent Governor
	C Robinson	Independent Governor
	Prof P Roberts	Independent Governor
	M Smith-Connor	Independent Governor (Items 1 – 9)
	J Walters	Independent Governor
	J Robinson	Staff Governor
	P Singh	Executive Governor
	14/18 = 77.78%	KPI 80% Quorum: 7 (40%)
In attendance:	J Arechiga	Deputy Principal of Curriculum & Innovation
	P Doherty	Deputy Principal of Finance & Resources
	D Rayneau	Vice Principal, Business Systems, Info & Technology
	H Rose	Vice Principal, External Relations & Apprenticeships
	P Sugden	Executive Director, Estates & Facilities
	P Lucarz	Executive Director, People & Culture (Items 1 – 9 via Teams)
	C Tague	Director of Governance & Compliance (clerk)

Item		Action
PRELIMINARY ITEMS		
1	**WELCOME AND INTRODUCTIONS**	
1.1	The Chair welcomed everyone to the meeting.	
1.2	It was noted that this was the final meeting for Independent Governors R Blackburn, F Butt, E Highfield and Student Governor D Mbabazi. The Corporation thanked them for their contributions.	
1a	**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.	
1b	**APOLOGIES FOR ABSENCE** Apologies were received from Independent Governors W Bailey, J Daniels and J Firth.	

Item		Action
1c	**DECLARATIONS OF INTEREST** There were no interests declared.	
2	**APPROVAL OF PREVIOUS MINUTES** **RESOLVED: The minutes of the meeting of the Corporation on 22 May 2025 be approved.**	
2a	**MATTERS ARISING NOT ON THE AGENDA** There were no matters arising from the minutes.	
2b	**UPDATE ON AGREED ACTIONS** There were no actions arising from the previous meeting.	
3	**CONSENT AGENDA APPROVALS**	
3.1	The Chair presented the Consent agenda for consideration.	
3.2	**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.**	
3.3	**Items approved/noted via the Consent Agenda:**	

C01	Membership Report The re-appointment of A Conn to the end of the 2025/26 academic year (31 July 2026); and To appoint A Fell as Independent Governor for a term of four years, commencing 1 August 2025.	Approved
C02	2024/25 External audit plan	Approved
C03	2024/25 Internal Audit follow up review	Noted
C04	2024/25 Internal Audit annual report	Noted
C05	2025/26 Internal Audit plan	Approved
C06	National achievement rates	Noted
C07	Positive Behaviour Policy	Approved
C08	Modern Slavery Statement	Approved
C09	Single Equality Scheme 2025-29	Approved
C10	Link Governor Scheme	Approved
C11a	DRAFT Quality, Performance & Standards Committee minutes, 10 June 2025	Noted

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C11b	DRAFT Finance & Resources Committee minutes, 19 June 2025	Noted
C11c	DRAFT Audit Committee minutes, 26 June 2025	Noted
C12	Proposed changes to the Instrument re: voting rights of student governors under 18	Approved

Item		Action
4	**PRINCIPAL'S REPORT** P Singh (PS), the Principal, presented the Principal's report which outlined key developments, achievements, and strategic initiatives at Kirklees College since the last meeting of the Corporation in May.	
5	**STRATEGIC PLAN 2025/26**	
5.1	P Doherty (PD) presented the Strategic Plan 2025–2030 for approval.	
5.2	Members agreed that the process which included the 'Your Voice Our Future' stakeholder consultation, along with individual and collective Governor input, particularly during the Strategic Away Days in January and May 2025, was highly effective in developing the plan.	
5.3	**RESOLVED: The Corporation approves the college's Strategic Plan 2025 – 2030.**	
6	**FINANCIAL REPORT**	
6.1	P Doherty (PD) presented a report in relation to the College's financial performance for the ten months ended 31 May 2025, together with a forecast outturn for 2024/25.	
6.2	It was noted that financial performance remained strong, driven primarily by growth in 16-18 year old student numbers. Medium and longer term financial sustainability challenges were acknowledged, particularly in view of the government's public sector funding constraints.	
6.3	Financial Health was assessed as Outstanding as at March 2025 and forecast to be Outstanding for the full year.	
6.4	Members welcomed the positive financial position outlined and were assured as to the rigorous financial monitoring in place.	
6.5	In concluding the discussion, P Doherty was congratulated on his appointment as a national leader of further education finance specialists working for the FE Commissioner.	
6.6	**RESOLVED: Members welcomed the financial performance position outlined.**	

Item		Action
7 7.1 7.2 7.3 **7.4**	**2025/26 BUDGET & 3 YEAR FINANCIAL PLAN** P Doherty (PD) presented a report which proposed a college budget for 2025/26, a 3-year financial plan (CFFR) and supporting commentary. Approval was sought to enable the CFFR and commentary to be submitted to the DfE by 31st July 2025. The Chair of the Finance & Resources Committee stated that the proposals had been thoroughly reviewed at the committee's meeting in June. The report was found to align with the College's mission and financial strategic goals and provided a clear explanation of the financial position and plan, including detailed analysis. As a result, the Committee recommended the proposed 2025/26 budget for approval. While reviewing the proposed budget, members discussed the college's strong financial position, demographic mapping, fee and adult learner plans and the need to maintain an appropriate balance on new administrative roles whilst supporting growth. **RESOLVED: The Corporation approves the College budget for 2025/26 and the 3-year CFFR and supporting commentary submission to the DfE.**	
9 9.1 **9.2**	**BUSINESS CRITICAL PERFORMANCE INDICATORS (BCPIS)** P Doherty, Deputy Principal, Finance & Resources presented a report which outlined the BCPIs position as 31 May 2025. **RESOLVED: The BCPI monitoring information be noted.**	
1600	*A 10 minute comfort break was taken and the meeting resumed at 1610* *P Lucarz left the meeting*	
10 10.1 10.2 **10.3** **10.4**	**EXTERNAL GOVERNANCE REVIEW – FINAL REPORT** The Chair introduced the final report of the external governance review conducted between January and May 2025. The review highlighted that governance at Kirklees College was strong across all areas, showed visible leadership and made a significant impact on the College. Members acknowledged the findings and agreed that the review was comprehensive and detailed, offering a substantial degree of assurance. **Actions:- The first sentence of the report be amended to reflect the college's wider geographical spread.** **RESOLVED: The Corporation welcomes the findings of the external governance review and is assured of the strength of the governance arrangements in place at the college.**	
1620	*M Smith-Connor left the meeting*	

Item		Action
11	**GOVERNANCE 2025/26 AND BEYOND**	
11.1	C Tague, Director of Governance & Compliance presented a report which set out the People, Culture & Governance Committee's recommendations in relation to the external governance review and a number of other governance related matters.	
11.2	While recognising the challenges of maintaining six committees, the proposal to merge the Curriculum Strategy Committee with the Quality, Performance & Standards Committees was not supported.	
11.3	It was agreed that the Curriculum Strategy Committee would remain independent and meet twice a year. It was acknowledged that Members might be required to serve on multiple committees to enable this arrangement.	
11.4	Proposals in relation to the Chair Designate role and seeking of nominations were approved as were the 2025/26 calendar of meetings and schedule of business.	
11.5	**RESOLVED: The Corporation:-** **1. Agrees that the Safeguarding Committee should continue to operate on an annual basis;** **2. Agrees that the Curriculum Strategy Committee should continue to operate as an independent committee, meeting twice per year;** **3. Approves the amendment of the Standing Orders to include the appointment of a Chair Designate role;** **4. Approves the process and timeline for the appointment of Chair Designate; and** **5. Approves the 2025/26 calendar of meetings and schedule of committee business.**	
	OPEN SESSION - THANKS AND CLOSE The meeting moved into the closed session for Independent Governors to consider the confidential items. The Chair thanked the Staff Governor and Executive Leadership Team for their contributions and they left the meeting at 1645.	
12	**MINUTES OF THE PEOPLE, CULTURE & GOVERNANCE COMMITTEE, 19 JUNE 2025 (CONFIDENTIAL ANNEX)** The Corporation noted the confidential annex to the minutes of the meeting of the People, Culture & Governance Committee held on 19 June 2025.	

Item		Action
13	**SENIOR POSTHOLDER REMUNERATION REPORT & POLICY** *The details of the Senior Postholders' remuneration are considered confidential and therefore the discussion is recorded in a confidential and restricted annex marked Annex 1, 10/07/2025*	
14	**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 1700.	