

## KIRKLEES COLLEGE CORPORATION

### Minutes of a meeting held from 1430 to 1710 on 23 October 2025 Held in Conference Room, Waterfront, Huddersfield

Present:	G Hetherington	Independent Governor (Chair)
	W Bailey	Independent Governor
	A Conn	Independent Governor
	J Daniels	Independent Governor
	M Green	Independent Governor
	P Roberts	Independent Governor
	C Robinson	Independent Governor
	M Smith-Connor	Independent Governor
	J Walters	Independent Governor
	P Edwards	Staff Governor
	J Robinson	Staff Governor
	P Singh	Executive Governor

12/16 = 75%

KPI 80% Quorum: 7 (40%)

In attendance:	J Arechiga	Deputy Principal of Curriculum & Innovation
	P Doherty	Deputy Principal of Finance & Resources
	L Buckley	Vice Principal, Vice Principal Curriculum & Performance
	D Rayneau	Vice Principal, Business Systems, Info & Technology
	P Hughes	Vice Principal, Quality and Student Experience.
	H Rose	Vice Principal, External Relations & Apprenticeships
	P Lucarz	Vice Principal, People & Culture
	C Tague	Director of Governance (clerk)

Item		Action
<b>1</b>	<b>WELCOME AND INTRODUCTIONS</b>	
1.1	The Chair welcomed everyone to the meeting, particularly P Edwards (Staff Governor) and M Green (Independent Governor) to their first meeting.	
1.2	It was noted that B Brown and S Johnson had recently stood down as Independent Governors and the Corporation thanked them for their contributions to the Board.	
<b>1.3</b>	<b>VOTE OF THANKS</b>  <b>The Corporation agreed to put on record its sincere thanks to outgoing governors B Brown and S Johnson.</b>	
<b>1a</b>	<b>NOTICE AND QUORUM</b>  C Tague (CT), Director of Governance confirmed that due notice of the meeting had been given and the meeting was quorate.	

Item	Action							
<b>1b</b>	<b>APOLOGIES FOR ABSENCE</b>							
	Apologies were received from Independent Governors A Fell, J Firth and F Parvez.							
<b>1c</b>	<b>DECLARATIONS OF INTEREST</b>							
	There were no interests declared.							
<b>2</b>	<b>APPROVAL OF PREVIOUS MINUTES</b>							
	<b>RESOLVED:</b> The minutes of the meeting of the Corporation on 10 July 2025 be approved.							
<b>2a</b>	<b>MATTERS ARISING NOT ON THE AGENDA</b>							
	There were no matters arising from the minutes.							
<b>2b</b>	<b>UPDATE ON AGREED ACTIONS</b>							
	There were no actions arising from the previous meeting.							
<b>3</b>	<b>CONSENT AGENDA APPROVALS</b>							
3.1	The Chair presented the Consent agenda for consideration.							
<b>3.2</b>	<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.							
<b>3.3</b>	<b>Items approved/noted via the Consent Agenda:</b>							
	<table border="1"> <tr> <td>C01</td><td>Keeping children safe in education: Part 1, DfE September 2025</td><td>Noted</td></tr> <tr> <td>C02</td><td>           1. The extension of G Hetherington's appointment as Corporation Chair from 7 to 19 December 2025;            2. The appointment of J Clement-Walters as Chair Designate from 23 October 2025;            3. The re-appointment of C Robinson from the end of the current term of office on 31 December 2025, to 31 July 2026;            4. The current Corporation membership set out at Appendix 1 of the report;         </td><td>           Approved             Approved             Approved             Noted         </td></tr> </table>	C01	Keeping children safe in education: Part 1, DfE September 2025	Noted	C02	1. The extension of G Hetherington's appointment as Corporation Chair from 7 to 19 December 2025; 2. The appointment of J Clement-Walters as Chair Designate from 23 October 2025; 3. The re-appointment of C Robinson from the end of the current term of office on 31 December 2025, to 31 July 2026; 4. The current Corporation membership set out at Appendix 1 of the report;	Approved  Approved  Approved  Noted	
C01	Keeping children safe in education: Part 1, DfE September 2025	Noted						
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Item		Action	
		5. The written resolutions passed regarding governor and co-optee appointments in July, August & October 2025; 6. The Committee appointments set out at Appendix 3 of the report; and 7. The Link Governor appointments set out at section 4 of the report.	Noted  Approved  Approved
	C03	Appointment of AoC to lead on recruitment of Audit Committee and Finance & Resources Committee chairs.	Approved
	C04	Corporation Scheme of delegation	Approved
	C05	Code of Conduct	Approved
	C06	Conflict of Interests Policy	Approved
	C07	Governor Expenses Policy	Approved
	C08a	Governance Development Plan	Approved
	C08b	Assessment of compliance against the AoC Code of Good Governance compliance	Approved
	C09	2024/25 Governor training activities	Approved
	C10	2024/25 People & Culture annual report	Approved
	C11	2024/25 Gender, Ethnicity, & Disability Pay Gap Annual Report	Approved
	C12	2024/25 annual staff survey	Approved
	C13	Regularity self-assessment questionnaire	Approved
	C14	Report on Teachers' Pensions end of year certificate	Noted
	C15	Health & Safety annual report 2024/25	Approved
	C16	Data Protection annual report 2024/25	Approved
	C17	Whistleblowing annual report 2024/25 & Policy	Approved in principle
	C18	Audit Committee Terms of Reference	Approved
	C19	WBG Internal Audit Plan 2025/26	Approved
	C20	RSM's Emerging Risks Radar, Autumn 2025	Noted
	<b>Items approved/noted via the Confidential Consent Agenda:</b>		
	CCA1	Draft Corporation minutes, 10 July 2025 Confidential annexes 1 and 2	Approved
	CCA2	Draft People, Culture & Governance Committee meeting minutes, 8 October 2025 – confidential annex 1	Noted

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	<table border="1"> <tr> <td data-bbox="264 188 373 232">CCA3</td><td data-bbox="373 188 1139 232">Director of Governance targets 2025/26</td><td data-bbox="1139 188 1350 232">Noted</td></tr> <tr> <td data-bbox="264 232 373 322">CCA4</td><td data-bbox="373 232 1139 322">Deputy Principals' Performance Review 2024/25 and 2025/26 Objectives – Principal's report</td><td data-bbox="1139 232 1350 322">Noted</td></tr> <tr> <td data-bbox="264 322 373 378">CCA5</td><td data-bbox="373 322 1139 378">Principal objectives 2025/26</td><td data-bbox="1139 322 1350 378">Noted</td></tr> </table>	CCA3	Director of Governance targets 2025/26	Noted	CCA4	Deputy Principals' Performance Review 2024/25 and 2025/26 Objectives – Principal's report	Noted	CCA5	Principal objectives 2025/26	Noted	
CCA3	Director of Governance targets 2025/26	Noted									
CCA4	Deputy Principals' Performance Review 2024/25 and 2025/26 Objectives – Principal's report	Noted									
CCA5	Principal objectives 2025/26	Noted									
<b>4</b>  4.1  4.2	<b>PRINCIPAL'S REPORT</b>  P Singh (PS), the Principal, presented the Principal's report which outlined key developments at Kirklees College at the outset of the new academic year's 'Year of Purpose'.  The Board welcomed the update on the recent Ofsted Pilot Inspection and thanked all college staff for their efforts.										
<b>5</b>  5.1  5.2  5.3  <b>5.4</b>	<b>STRATEGIC PLAN 2025 – 2030 &amp; STRATEGIC PRIORITIES 2025/26</b>  P Doherty (PD) presented a report in relation to the College's newly-published Strategic Plan 2025 – 2030, as approved by the Corporation in July 2025. The report summarised progress on the 2024/25 Strategic Priorities, outlined the approved priorities for 2025/26, and included an Action Plan for each, developed with the Link Governor.  The action plans were welcomed and it was acknowledged that the strategic planning process was now fully established and effectively integrated with operational planning.  It was noted that a governor link was required for the 'develop restorative leadership skills for middle management' strategic priority, following S Johnson's departure.  <b>RESOLVED: The Corporation notes:-</b>  <b>1. The newly-published Strategic Plan 2025 – 2030, as approved by the Corporation in July 2025;</b>  <b>2. The progress made in completing the Strategic Priorities for 2024/25; and</b>  <b>3. The approved Strategic Priorities for 2025/26 and the Action Plans developed and agreed with Governor Links for each.</b>										
<b>6</b>  6.1	<b>STRATEGIC PRIORITY UPDATE</b>  P Hughes (PH), Vice Principal Quality and Student Experience delivered a presentation which provided an update on the strategic priority: <i>responding to education inspection framework reform</i> , including the key changes in the Education Inspection Framework and progress to date.										

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6.2	It was observed that the college was already integrating the principles of the new framework into its quality procedures and a new CPD training framework was under development. It was also noted that guidance regarding intervention measures had not yet been provided.	
6.3	In discussing the recent Ofsted Pilot Inspection, the importance of self-assessment and quality assurance was acknowledged, as was the role of external inspection in providing assurance to the board on the accuracy of reporting.	
6.4	<b>RESOLVED: Members welcomed both the strategic priority and Ofsted Pilot Inspection updates.</b>	
7	<b>2024/25 ACHIEVEMENT</b>  7.1 L Buckley (LB), Vice Principal, Vice Principal Curriculum & Performance presented a report in relation to 2024/25 achievement for Young People, Adults, Apprenticeships and High Needs.  7.2 Members noted that the 2024/25 academic year data demonstrated strong overall performance across education & training (E&T) and apprenticeships, with most areas exceeding College targets and national rates. The College continued to make sustained year-on-year improvement, positioning itself well above sector benchmarks in key performance indicators.  7.3 The 16-18 growth position demonstrated a significant year on year, upward trajectory. There was a similar increase in apprenticeships aligned with strong in-year retention. Adult growth was performing well and it was anticipated that growth would outturn above national rate. T Levels had also performed well.  7.4 <b>RESOLVED: The Corporation welcomed the positive position reported.</b>	
8	<b>2025/26 STUDENT RECRUITMENT</b>  8.1 H Rose, Vice Principal of External Relations and Apprenticeships presented a report which provided an overview of student recruitment trends over the past five years, current performance against targets and the implications for future funding and strategic planning.  8.2 It was noted that recruitment 2025/26 remained strong overall, with notable growth in the 16–19 provision. Higher education had shown a modest recovery following previous declining years and recruitment of adults and apprenticeships would continue for the remainder of the year.  8.3 While the growth was positively received, accommodation challenges were recognised, especially concerning construction workplaces. Addressing these issues would be a central element of the estates strategy in the short to medium term.  8.4 <b>RESOLVED: The Corporation welcomed the positive position reported.</b>	

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1610	<i>A 10 minute comfort break was taken and the meeting resumed at 1620</i>	
<b>9</b>	<b>BUSINESS CRITICAL PERFORMANCE INDICATORS (BCPIS)</b>	
9.1	P Doherty, Deputy Principal, Finance & Resources presented the BCPIs format and targets for 2025/26, which would be monitored at each Board meeting throughout the year.	
<b>9.2</b>	<b>RESOLVED: The BCPI format and targets were noted.</b>	
<b>10</b>	<b>PEOPLE, CULTURE &amp; GOVERNANCE COMMITTEE REPORT</b>	
10.1	The Committee Chair presented the minutes of the 8 October 2025 meeting and the items of report were noted.	
10.2	In discussing the Committee's recommendations not covered in the Consent agenda, the Corporation agreed to incorporate the business of the Curriculum Strategy Committee into that of the Quality, Performance & Standards Committee on the proviso there would be a dedicated focus on that element of business as outlined in the recommendation ie 2 meetings during 2025/26.	
<b>10.3</b>	<b>RESOLVED: The Corporation approves:-</b>  <b>1. That the business of the Curriculum Strategy Committee be incorporated into the workplan of the Quality, Performance &amp; Standards Committee for two of its' four meetings during 2025/26; and</b>  <b>2. Approves a governor attendance of 80% for 2025/26.</b>	
<b>11</b>	<b>AUDIT COMMITTEE REPORT</b>  The Committee Chair presented the minutes of the 8 October 2025 meeting and the items of report were noted.	
<b>12</b>	<b>GOVERNANCE MATTERS</b>	
12.1	The updated governor role profiles and terms of office were noted and all governors present confirmed that they had read the Department for Education's <i>Keeping Children Safe in Education, Part 1, September 2025</i> and the newly approved Code of Conduct, both of which were on the meeting's Consent agenda.	
12.2	The external recruitment proposal for Finance & Audit Committee Chairs, approved via the Consent agenda, was raised and the Board acknowledged the importance of maintaining diversity, including gender, within its composition.	
<b>13</b>	<b>GOVERNOR TRAINING &amp; ACTIVITIES</b>	
13.1	It was noted that the Chair and Chair Designate had attended the recent graduation ceremony.	

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13.2	The Board were advised that Drax was partnering with the college to help students gain hands-on experience with electric vehicle (EV) charging technology and had donated multiple EV chargers to the college's engineering department. The Chair of the Finance & Resources Committee reported that he had visited the centre and praised its facilities. Members noted this as strong employer engagement and effective industry collaboration.	
13.3	The Chair of the Audit Committee reported their participation in recent student walks, noting that these events were well organized and facilitated high-quality discussions. A particular example of an excellent interaction with a student was also highlighted.	
14	<p><b>PUBLICATION OF AGENDA PAPERS</b></p> <p><b>RESOLVED: Items marked confidential on the meeting agenda shall not be published.</b></p>	
	<p><b>THANKS AND CLOSE</b></p> <p>There being no other business, the Chair thanked everyone for their contributions and the meeting closed at 1710.</p>	