KIRKLEES COLLEGE
CREATING OPPORTUNITIES CHANGING LIVES

KIRKLEES COLLEGE CORPORATION

Minutes of a meeting held from 1430 to 1730 on 11 December 2025
Held in the Conference Room, Waterfront, Huddersfield

Present:	G Hetherington	Independent Governor (Chair)
	W Bailey	Independent Governor (via video link)
	P Brennan	Independent Governor
	A Conn	Independent Governor
	S Cooke	Independent Governor
	J Daniels	Independent Governor
	J Firth	Independent Governor
	M Green	Independent Governor
	C Jones	Independent Governor
	F Parvez	Independent Governor
	P Roberts	Independent Governor
	C Robinson	Independent Governor (via video link)
	M Smith-Connor	Independent Governor
	J Walters	Independent Governor
	D Mbabazi	Student Governor
	P Edwards	Staff Governor
	J Robinson	Staff Governor
	P Singh	Executive Governor
	18/18 = 100%	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
	H Rose	Vice Principal, External Relations & Apprenticeships
	P Lucarz	Vice Principal, People & Culture
	A Megbele	Student Governor nominee
	C Tague	Director of Governance (clerk)

Item		Action
1	**WELCOME AND INTRODUCTIONS** The Chair welcomed everyone, particularly Independent Governors P Brennan, S Cooke and C Jones to their first meeting of the Board and A Megbele who was observing the meeting, pending appointment as Student Governor was also welcomed.	
1a	**NOTICE AND QUORUM** C Tague (CT), Director of Governance confirmed that due notice of the meeting had been given and the meeting was quorate.	
1b	**APOLOGIES FOR ABSENCE** No apologies for absence were received.	

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 23 October 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	1. Appointment of J Robinson as EDI Link Governor 2. Appointment of A Megbele as Student Governor commencing on 12 December 2025 and ending on 9 July 2026.	Approved Approved
C`02	2025/26 Learner Financial Support Policy	Approved
C03	2025/26 Strategic Priority Action Plans	Monitor
C04	2024/25 Student Union accounts	Monitor
C05	2025-27 College Financial Forecasting Return	Note
C06	2025-2030 Financial Strategy	Approved
C07	Reserves Policy	Approved
C08	Treasury management	Monitor
C09	Finance & Resources Committee Terms of Reference	Approved
C10	2025/26 Quality Cycle & performance targets	Approved

Item		Action

C11	2024-25 Annual Report on Compliments and Complaints	Monitor
C12	Safeguarding Committee Terms of Reference	Approved
C13	Anti-Fraud Policy and response plan	Approved
C14	Whistleblowing Policy	Approved
C15	Health & Safety Committee minutes 12/11/2025	Monitor
C16	AoC Code of Good Governance compliance	Note
C17	RSM's FE Emerging Issues, Autumn 2025	Note

Item		Action
4	**AUDIT COMMITTEE REPORT**	
4.1	The Audit Committee Chair presented the Audit Committee Annual report and the minutes of the meeting held on 27 November 2025.	
4.2	**RESOLVED**: **The Corporation receives the Audit Committee's Annual Report 2024/25 and notes the assurances therein**	
1450	*R Lewis (RL) RSM's external auditor representative joined the meeting via Teams*	
5	**2024/25 FINANCIAL STATEMENTS AUDIT & REGULARITY ASSURANCE**	
5.1	Members welcomed the external auditor representative R Lewis (RL), from RSM to the meeting via Teams to present RSM's audit findings report.	
5.2	It was noted that the external auditor had issued unqualified opinions on both the financial statements and the regularity audit.	
5.3	Members were assured that a thorough and robust audit had been undertaken and thanked RL for his report.	
5.4	**RESOLVED: The Corporation receives and notes the 2024/25 Financial Statements Audit & Regularity Assurance**	
6	**2024/25 MEMBERS' REPORT & FINANCIAL STATEMENTS INCORPORATING THE STATEMENT OF CORPORATE GOVERNANCE & INTERNAL CONTROL**	
6.1	P Doherty, Deputy Principal Finance & Resources, presented the draft 2024/25 report and financial statements, which had been considered by the Audit Committee on 27 November 2024, alongside RSM's audit findings report on the financial statements audit and regularity assurance review.	
6.2	The Chair highlighted the Board's responsibility to review the annual Financial Statements, noting that Governors had a fiduciary duty to the College's beneficiaries and were required to exercise reasonable care, skill and diligence in the preparation of the Financial Statements and Members' report.	

Item		Action
6.3	The financial statements overview which encompassed income, reserves, cash flows and the balance sheet as at 31 July 2025 was noted, as was the projected 'outstanding' financial health rating, pending formal assessment by the Department for Education (DfE).	
6.4	Members welcomed the positive financial position and thanked staff for their work on the accounts and audit support.	
6.5	**RESOLVED: The Corporation:-** **1. Approves the Financial Statements and Letters of Representation; and** **2. Authorises the Chair of the Corporation and the Principal to sign on the Corporation's behalf for submission to the DfE before the deadline of 31 December 2025.**	
6a	**GOVERNANCE SELF-ASSESSMENT GRADE 2024/25**	
6a.1	C Tague, Director of Governance, asked Governors to reflect on the effectiveness of governance over the past year in order to agree the Ofsted grade (outstanding, good, 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.	
6a.2	It was determined to record a grading of good, given that there had been some membership turnover which had presented some difficulties in maintaining committee membership during the year.	
6a.3	**RESOLVED: The Governance Self-Assessment grade be recorded in the Financial Statements 2023/24 as GOOD.**	
1510	*R Lewis left the meeting*	
7	**QUARTERLY FINANCIAL REPORT**	
7.1	P Doherty presented the accounts for the period 1 August 2025 to 31 October 2025, together with a commentary report.	
7.2	The positive financial and EBITDA position was discussed and it was noted that the approach to developing the new Financial Strategy (approved via the Consent agenda) had considered in-year delivery, longer term conditions and the strategic goal of maintaining a strong sustainable performance.	
7.3	With regard to ensuring adequate funding for the student experience, it was noted that recent performance management reviews involved the leadership team collaborating with service areas to thoroughly examine budgets and pinpoint any areas of additional support that may be required. Furthermore, it was noted that the Student Parliament engaged with various managers after the Term 1 student survey to discuss and address any issues that may have been identified in the survey.	

Item		Action
7.4	**RESOLVED: Members welcomed the strong financial performance position outlined.**	
8 8.1 8.2 8.3	**FINANCE AND RESOURCES COMMITTEE REPORT** The Committee Chair presented the minutes of the 11 November 2025 meeting and the items of report were noted. Members stressed the pressing need for the Estates Strategy to be finalised and highlighted the role of the strategy in serving the needs of the curriculum. Members were assured that whilst national policy developments created uncertainty as to future needs, continued dialogue with curriculum teams would ensure that the Estates Strategy was not developed in isolation from curriculum requirements.	
1550	*A 10 minute comfort break was taken and the meeting resumed at 1600*	
9 9.1 9.2 9.3 **9.4**	**SELF-ASSESSMENT REPORT** J Arechiga, 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 robustly challenged and validated through a formal panel which took place on 3 December 2025 consisting of the Quality, Performance and Standards Committee and the Corporation Chair. 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:-** **1. College's Self-Assessment Report for 2024/25; and** **2. Quality Improvement Plan 2025/26**	
10	**QUALITY, PERFORMANCE & STANDARDS COMMITTEE REPORT** The Committee Chair presented the minutes of the 13 November 2025 meeting and the items of report were noted.	

Item		Action
11	**SAFEGUARDING ANNUAL REPORT**	
11.1	J Arechiga presented the 2024/25 Annual Safeguarding report which set out key strengths and achievements, a comparison with last year, external factors, risk context and priority actions for 2025/26.	
11.2	The Safeguarding Link Governor advised that the report and associated policies had been considered in detail by the Safeguarding Committee, who were assured that there were clear expectations and policies in place and were as such, recommending to the Corporation for approval.	
11.3	In discussing the responsibilities set out within the Freedom of Speech Policy, it was noted that whilst centre site leads were members of the Senior Leadership Team, it may be appropriate to consider a second sign off from a member of the Executive Leadership Team.	
11.4	A member commented on the need to ensure that discriminatory behaviour on the grounds of race, religion and ethnicity was given due prominence and asked that the College take part in the forthcoming Jo Cox 10-year commemoration activities.	
11.5	**The Corporation approves the:-** **1. 2024/25 Safeguarding Annual Report;** **2. Prevent Strategy 2025/26;** **3. 2025 Prevent Risk Assessment;** **4. 2025 Single Comprehensive Source of Information (SCSoI); and** **5. 2025/26 Freedom of Speech Code of Practice**	
12	**SAFEGUARDING COMMITTEE REPORT** The minutes of the 20 November 2025 meeting and the items of report were noted.	
13	**STRATEGIC PRIORITY UPDATE PRESENTATION**	
13.1	L Buckley, Vice Principal, Vice Principal Curriculum & Performance, delivered a presentation which provided an update on the 2025/26 strategic priority: *Develop adult learning provision alongside regional priority areas*	
13.2	Members were advised of work to embed Adult Learning Support (ALS) as an integral part of adult education, including the expansion of the ALS team, the streamlining of assessment and diagnosis and staff training and CPD.	
13.3	All curriculum areas were on track to maximise utilisation of the Adult Skills Fund and mitigate any funding reductions and tighter budget control and improved fund allocation had seen increased support for disadvantaged learners.	

Item		Action
13.4 **13.5**	Work was also ongoing to align adult education with WYCA reforms by transitioning non-regulated provision to the Tailored Learning Model. This included a full review of non-regulated courses and the development of new delivery models to maintain learner progression pathways. **RESOLVED: The strategic priority update was noted.**	
1630	*M Smith Connor left the meeting*	
14	**PRINCIPAL'S REPORT** P Singh, 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 October.	
15 15.1 **15.2**	**BUSINESS CRITICAL PERFORMANCE INDICATORS (BCPIS)** P Doherty presented a report which set out the BCPIs position as at 31 October 2025. **RESOLVED: The BCPIs position as at 31 October 2025 is noted.**	
16	**APPOINTMENT OF CHAIR** **The Corporation approves the appointment of J Clement Walters as Corporation Chair for a 4-year term commencing 20 December 2025 and ending 21 December 2029.**	
17	**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. Members gave a round of applause to mark G Hetherington's final meeting as Corporation Chair.	