



**CALDERDALE COLLEGE
CORPORATION BOARD MEETING**

**Minutes of the Meeting held on 7 April 2022
at 17.00 in person, Board room and via MS Teams**

Present:

Peter Clark	Chair of the Corporation / External Governor
Rachel Court	External Governor
Katherine Disley	External Governor
Adrian Furness	External Governor
Jenny Grainger	External Governor
Safia Kauser	External Governor
Richard Laycock	External Governor
John Rees	Principal & Chief Executive
Malcolm Rogers	Vice Chair / External Governor
Paul Waterworth	Staff Governor
Andrew Wright	External Governor
Iqra Zada	Student Governor
Shwana Maulou	Student Governor

In Attendance:

Sharon Bowker	Executive Director (Finance and Funding)
Julia Gray	Vice Principal (Curriculum, Quality & Student Services)
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: *There were no changes to the agenda*

Min. Ref.	Minutes	Actions
	22/101 - Apologies for absence	
1	Apologies were received from, Diane Cothey, External Governor and Richie Dunk, External Governor.	
2	Apologies were also received from Mr E Dockrat, Director of Commercial Services and Partnerships	
	22/102 - Confirmation of eligibility, quorum and declarations of interest	

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3	No notice had been received of any member becoming ineligible. The meeting was quorate.	
4	Mr Clark and Mr Rogers declared an interest in agenda item 22/116 as pertained their appointment. Mr P Waterworth, Staff Governor declared an interest in agenda item 22/113.	
	22/103 – Search & Governance Committee	
5	Mr P Clark, Chair of the Corporation / External Governor explained that there had been an application received from a member of the local community who had been approached specifically in relation to the Safeguarding Link Governor role. Unfortunately, the application had been withdrawn.	
6	The Search and Governance Committee were considering further options and individuals who may have the relevant skills in relation to the Safeguarding Link Governor role.	
7	The importance of the Safeguarding Link Governor role was discussed and it was agreed that Mr Clark would be appointed to the role in the interim until a permanent appointment was made.	
8	Governors recorded their thanks to Mrs P Drake for her dedication and contribution to the Governing body and to the Safeguarding Link Governor role.	
9	Thanks were also recorded to Mr R Swindells, Staff Governor who had recently resigned from his position.	
10	Resolved: Mr Clark was appointed as Safeguarding Link Governor role.	
	22/104 – Minutes of previous meetings	
11	The minutes of the meeting held on 16 December 2021 were amended with the inclusion of Safia Kauser on the attendance list.	
12	Resolved: Subject to the amendment, the minutes of the meeting of 16 December 2021 were approved as a true and accurate record.	
	22/105 – Matters arising	
13	In relation to the action arising from agenda item 21/180 it was noted that all Governors were invited to attend student focus groups. Work would be undertaken to further review the Student	

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14	<p>Governor role to ensure that this is a useful experience for students.</p> <p>All further actions were complete or on the agenda.</p>	
	<p>22/106 – Chief Executive’s report</p> <p>15 Mr J Rees, Principal and Chief Executive presented a report providing an update on key policy issues. In addition to the content of the paper, updates were provided as follows;</p> <p>16 In relation to the COVID update, Mr Rees explained that there had been a further increase in cases however it was hoped that the Easter holiday would provide a break in transmission and positively impact on case numbers.</p> <p>17 Mr Rees referred Governors to the senior staffing update and it was noted that Governors on the Senior Staff Employment Committee would be involved in the process of recruitment in the coming weeks and months.</p> <p>18 Governors thanked the Director of Operations for his contribution to the College. It was agreed that Mr Clark would send a message of thanks on behalf of the Governing body.</p> <p>19 Governors reviewed the student recruitment profile in each area. It was noted that there had been a decrease in the number of students enrolling on Access to HE programmes however, there had been some growth in Access to NHS courses. An adult recruitment project was underway.</p> <p>20 Mr Rees explained that the demand for apprenticeships remained high and that the HE applications remained an area of focus as numbers were below the position in the previous year. Some detailed course planning had been undertaken to ensure that this reflects demand and costs.</p> <p>21 Mr Rees provided Governors with an update on a number of key strategic partnerships including the development of a health and care system partnership to address NHS workforce issues locally.</p> <p>22 A memorandum of understanding (MOU) was being developed to formalise the partnership and the plan was to formally launch this at the ‘We Are Calderdale’ event.</p> <p>23 Governors noted the five themes/ programs of work which would be included within the partnership and the positive development of a scholarship program. A further area of focus would be the</p>	<p>Action: Mr Clark April 2022</p>

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	adult carer pathway and leadership and management qualifications.	
24	Mr Rees explained the development of the Industry 4.0 Hub proposal at Brighthouse and the proposed activities, partners involved and the current status of the hub.	
25	Mr Rees explained that the College had been approached to be the lead sponsor to hold the contract for the project with the council, to act as principal partner for the project and to be accountable for the finances and delivery of the project and the associated outputs. Mr Rees explained that following review by the SLT it was recommended that, subject to business plan viability being proven, the College agree to act as the lead sponsor for the project on behalf of the partners.	
26	Mr A Wright, External Governor, commented that without the College support as lead sponsor the project would be unable to proceed.	
27	Mr Rees referred Governors to developments in the Local Skills Improvement Plan and the approach being taken to narrow the gap between employers and Colleges through joint working in key strategic areas of skills planning and delivery.	
28	Mr Rees commented on the developments with the West Yorkshire Combined Authority and the devolution of the adult education budget (AEB). Mr Rees confirmed that the relationship continued to mature with the College being responsive to ensure that a high-quality adult learning offer was developed and that AEB funds were used effectively and fully.	
29	Mr Rees explained that the College had agreed to support a bid around the green agenda with the West Yorkshire College Consortium.	
30	Mr Rees referred to a developing relationship with the local housing association as a strategic partner. Discussions were underway as part of curriculum planning to develop green skills in construction and technology. The College had approached the local housing association to retrofit green technologies. Together Housing Association who were responsible for around 10,000 properties and were a partner in the Calderdale commitment had agreed to provide the College with a property in the 2022/23 academic year. Together Housing Association were very keen to discuss opportunities around construction skills, green technologies and options for training their future workforce. An MOU would be developed.	

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31	Governors received the reports on student success stories and the tiny noticeable things initiative. Governors noted the significant sporting achievements and developments in creative arts.	
32	Mr Rees explained that the Governor Development Day on the 10 June would focus on digital transformation following discussion at the Finance and Resources Committee.	
33	Mr Rees commented that a further area of focus at the Finance and Resources Committee had been environmental sustainability. The AoC had recently published the Green College Commitment and Governors were referred to appendix B of the report. It was noted that this was a framework to build sustainability within the College and sector and was aligned to the requirements within the AOC code of good governance.	
34	Further the Finance and Resources Committee had received the ESFA financial health assessment on the 2020/21 Financial Statements. On the basis of the position presented the College was scored as 'requires improvement'. The ESFA had confirmed that as part of the process to review measures and as part of the new assessment, the College had been informed that they would score 'good' for financial health. There remained confidence and comfort as the College was solvent and not at risk of financial failure.	
35	Resolved: Governors; <ol style="list-style-type: none"> 1. Noted the report. 2. Confirmed the College agreement to acting as lead sponsor for the Industry 4.0 Hub project, subject to business plan viability. 3. Confirmed the adoption of the AoC Green College Commitment. 	
	22/107 – College Action Plan	
36	Mr Rees explained that the information on the strategic priority areas had been provided in more detail to the Finance & Resources Committee or the Curriculum, Quality and Standards Committee.	
37	Governors reviewed the summary of projects and the reporting framework.	

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38	Mr Rees explained that there had been generally good progress against the strategic objectives and currently all workstreams were expected to be rated as green at year end.	
39	Resolved: Governors received and noted the College Action Plan update.	
	<p>22/108 – Curriculum, Quality and Standards Committee</p> <p>40 On Behalf of Mr R Dunk Chair of the Curriculum, Quality & Standards Committee, Mrs J Taylor-Holmes, Clerk to the Corporation provided feedback from the meeting held on 10 March 2022.</p> <p>41 Mr Dunk had provided an email to summarise feedback from the Committee as follows;</p> <p>42 • the Committee had received the largely positive learner voice survey results, although this was already discussed at the Governor Development Day.</p> <p>43 • A key concern arising from this (and other sources) was IT infrastructure in relation to T&L, and the Committee suggested this was made a strategic priority.</p> <p>44 • 37 iPhones had been received from the Local Authority and distributed to students whose access to technology may otherwise have been limited.</p> <p>45 • Complaints 2020/21: There were proportionately, a small number of complaints received and overall, there was a downward trend. The Committee was assured that complaints were handled effectively.</p> <p>46 • Whole college performance report: continued discussion around Maths and English but the Committee recognised the vast improvements in this area over the last few years. The College was not meeting attendance targets, but they were extremely aspirational. Additionally, although recruitment was below plan it was above allocation.</p> <p>47 • Received the College Action Plan progress and the Quality Improvement Plan (QIP), it had been agreed that the QIP would be presented to each meeting.</p> <p>48 • The Committee continued to be impressed by the Teaching, Learning and Assessment (TLA) process, and Mr Clark had recently seen it in action! The Committee had requested an</p>	

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49	updated report on professional learning events for the next meeting.	
50	<ul style="list-style-type: none"> Positive feedback from the annual safeguarding meeting had been received and was presented to the Board. 	
51	<ul style="list-style-type: none"> The Committee had reviewed risks specifically allocated to the Committee and the current scoring and had made no changes to the current risk scoring. 	
52	Governors received the minutes from the meeting held on 10 March 2022	
53	Resolved: Governors received the report from the Curriculum, Quality and Standards Committee.	
22/109 - Search and Governance Committee		
54	Mrs R Court, External Governor and Chair of the Search and Governance Committee explained that the Committee had met on 17 March 2022 to discuss Governor recruitment, staff Governor vacancies and plans in place regarding the recruitment of a Safeguarding Link Governor.	
55	The Committee had reviewed progress from the previous years' Governor Development plan and presented the updated Board and Governor development plan for 2022/23 for board consideration. The Committee had also reviewed the timetable for Board and Committee meetings in 2022/23 and had considered the corporation membership.	
56	The Committee recommended the reappointment of Mrs D Cothey as External Governor for a second term of four years.	
57	Governors received the minutes from the meeting held on 17 March 2022.	
58	Resolved: Governors; <ol style="list-style-type: none"> Received the Search and Governance Committee update Received the Board and Governor Development Plan for 2022/23. Approved the reappointment of Mrs D Cothey for a second term of four years until 31 July 2026. 	
22/110 – Audit Committee		

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58	Mrs Court, Chair of the Audit Committee, provided verbal feedback from the meeting on 17 March 2022. Governors received the minutes from the meeting held on 17 March 2022.	
59	Mrs Court explained that following a tendering process for the External Auditors, the Committee had appointed RSM as External Auditors. Mr R Lewis was the RSM Relationship Manager and had already met with Mr Clark and Mrs Court. The Committee were mindful of ensuring a smooth transition. One of the additional areas of support offered by RSM was in relation to Governor development and training and this would be considered.	
60	<p>The Committee had approved;</p> <ul style="list-style-type: none"> • The appointment of RSM as External Auditors for a period of 3 years with the ability to extend for a further 2 years • The re-appointment of ICCA as Internal Auditors, it had been agreed to roll over the existing contract for 12 months and then to conduct a tender exercise. 	
61	<p>The Committee had received the;</p> <ul style="list-style-type: none"> ➤ Health and Safety update. ➤ Internal Audit Annual Report on data security and a reasonable assurance opinion had been provided and the subcontracting report would be presented to the next meeting. ➤ Recommendations report and progress against recommendations and actions was positive and all actions were green or blue. ➤ Risk Register as part of the deep dive and each risk had been reviewed and assurances updated. Any gaps in the risk register would be considered at the Governor Development day in September. 	<p>Action: All September 2022</p> <p>Action: Mrs Bowker July 2022</p> <p>Action: Mrs Taylor-Holmes July 2022</p>
62	Governors discussed the Health and Safety risk and it was agreed that this would be added as a separate risk on the Risk Register. It was further agreed that Health and Safety would be a standing item on all future Board agendas. It was agreed that Mr Wright would be appointed as Health and Safety Link Governor.	
63	<p>Resolved: Governors received the report from the Audit Committee.</p> <p>Terms of Reference</p>	
64	Governors reviewed the amendments to the Audit Committee Terms of Reference noting that further amendments had been	

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65	<p>recommended by the Audit Committee and reflected changes to the Post-16 Audit Code of Practice.</p> <p>Resolved: Governors approved the Audit Committee Terms of Reference.</p>	
	<p>22/111 – Finance and Resources Committee</p> <p>66 Mr M Rogers, External Governor and Chair of the Finance and Resources Committee, provided verbal feedback from the meeting held on 24 March 2022.</p> <p>67 The Committee had;</p> <ul style="list-style-type: none"> Received the management accounts and noted that performance to date was above budget and following the reforecast Committee members were pleased to note that the College may achieve a surplus at year end. The area causing some concern was in the external contracts area as the Government was slow to replace ESF funding with the UK Prosperity Fund and it was likely that the size of opportunities would be reduced with more organisations being able to bid for those. The success in the Skills Bank 3 project in Sheffield was noted. It was noted that work was underway to ensure that costs associated with the projects were amended to reflect any changes in income. <p>68 • Received the Estates and IT update and the HR update. In relation to the HR update Committee members were referred to the publication from the AoC which provided an update from the sector, in particular on hard to recruit areas.</p> <p>69 • Received a new report on sustainability which members had been pleased to see improvements and plan in this area.</p> <p>70 • Noted the report on the progress of the business area action plans following the self-assessment process. Mr Rogers explained that progress was slow in some areas and an updated report would be provided to the next meeting.</p> <p>71 • Received an update on the progress against the College Action Plan.</p> <p>72 • Noted the data protection report and that an external specialist had been engaged to review Policies and Procedures and act as the Data Protection Officer. Some gaps had been identified in the initial review and steps are in place to ensure that actions are taken to improve in this area.</p>	

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73	<ul style="list-style-type: none"> Had reviewed its risks and in particular the likelihood score in relation to cyber security threat (on recommendation from the Audit Committee) and had recommended to increase this to a likelihood of 4. The Committee had also received the Internal Audit report on data security. 	
74	The Committee had also approved the Fees Policy for 2022/23 which including an inflationary fee increase.	
75	Resolved: Governors received the report from the Finance and Resources Committee.	
76	The Committee had received and reviewed the Sub-contracting report and additional information had been included within the report at section 3.1 to describe compliance and audit work undertaken.	
77	There had been a significant discussion around Project Challenge and the role of the Project in providing specialist help to those furthest from the labour market.	
78	Resolved: Governors approved the Sub-contracting report for non-core provision.	
	22/112 – Safeguarding update	
79	Ms J Gray, Vice Principal (Curriculum, Quality & Student Services) presented the Safeguarding Annual Review and explained that this had been undertaken by Mrs P Drake before her retirement from the role.	
80	For further information, Ms Gray explained that one of the four allegations related to the previous year and provided further information about each of the allegations and the action taken by the Designated Safeguarding Lead (DSL). As a result of the allegations, Ms Gray explained that the College would be reviewing the safeguarding training offered to new members of staff and this would include case studies and take a more conversational approach to ensure the exploration of situations.	
81	Ms Gray confirmed that this would also be included in refresher training for existing staff.	
82	In relation to section 4 of the report, Ms Gray explained that, where there was a delay in receiving a DBS check report, a risk assessment is undertaken to support staff during this period. In the case instance with employment date 22/11/2021, the initial application had been completed in October however, the check	

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83	<p>was not received until 14/1/2022. Ms Gray confirmed that there were very specific processes in place to cover any period without a DBS check in place.</p> <p>Resolved: Governors received the Safeguarding Annual Review.</p>	
84	<p>22/113 – Equality & Diversity update</p> <p>Ms S Kauser, Equality, Diversity & Inclusion link Governor commented on the work being done to develop EDI activities, the growth of work with external groups and the work being undertaken to embed EDI with tutors. It was noted that student satisfaction data would be reviewed.</p>	
85	<p>Ms Kauser explained that the Festival of Cultures would be incorporated into the Mental Health Awareness week. Students were being encouraged to use the multifaith room at the College and feedback was being requested from users, this would be reported to the Curriculum, Quality and Standards Committee in due course.</p>	
86	<p>It was noted that the LGBTQ+ club had restarted and it was good to hear stories from students on their experiences. Mr Waterworth explained that attendance had been positive and it was pleasing to see such large numbers of students participating.</p>	
87	<p>Work had been ongoing through the enhance sessions to support learning in this area and recruitment was underway for an LGBTQ+ officer to support the Student Union.</p>	
88	<p>Governors noted the list of forthcoming events and activities planned and the training opportunities available for staff and students.</p>	
89	<p>Resolved: Governors received the Equality & Diversity update.</p>	
90	<p>22/114 – Risk Management</p> <p>Governors considered the risks allocated to the Board and approved the ratings.</p>	
91	<p>In relation to the COVID risk; it was noted that the rating of the risk had been reduced.</p>	

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92	Governors noted that a new risk had been added in relation to the changes in the senior leadership team and the risks associated in relation to this were reviewed.	
93	Resolved: Governors received and approved the elements of the risk register presented to the meeting.	
	22/115 – Chair’s report	
94	Governors received the Chair’s Report detailing activity undertaken since December 2021.	
95	Mr Clark provided an update in relation to the progress of the Principal and Chief Executive recruitment. Four candidates had been shortlisted for the assessment centre which would take place over two days; 28 and 29 April. A brief Board meeting would be required on 29 April for Board members to consider the recommendation from the recruitment panel.	
96	Resolved: Governors noted the report.	
	22/116 Appointment of Chair and Vice Chair	
97	While the existing Vice Chair had expressed an interest in a further term of office as Vice Chair, no other Governors had expressed an interest in this role.	
98	Resolved: the Board continued to support the election of two Vice Chairs, it was agreed that discussions around the Vice Chair role would be held with external Governors during their 1-1 meetings with the Chair and the Clerk in the Autumn with a view to seeking expressions of interest.	
	Appointment of Chair	
99	Mr Clark declared an interest in this item.	
100	The Board was advised that the current Chair, Mr Clark had put himself forward for a further term of office as Chair and that no other Governors had expressed an interest in the role.	
101	Resolved: that Peter Clark be re-appointed as Chair for a period of two years to 31 July 2024.	
	Appointment of Vice Chair	
102	Mr Rogers declared an interest in this item.	

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103	The Board was advised that the current Vice Chair, Mr Rogers had put himself forward for a further term of office as Vice Chair and that no other Governors had expressed an interest in the role. It was noted that Mr Rogers was only able to commit to the role for a period of one year to 31 July 2023 as this was when his current and final term of office was due to end.	
104	Resolved: that Malcolm Rogers be re-appointed as Vice Chair for a period of one year to 31 July 2023.	
105	22/117 Timetable of meetings 2022/23 Resolved: Governors received the timetable of meetings 2022/23, noting one change in the date of the May Governor Development day. An updated timetable would be presented to the July Board meeting.	Action: Mrs Taylor-Holmes July 2022
106	22/118– Dates of future meetings <ul style="list-style-type: none"> Corporation Board meeting – 29 April 2022 - TBC Audit Committee – TUESDAY 7 June 2022 – 17.00 	
107	Governor Development Day – 10 June 2022, 9am to 2pm	
108	<ul style="list-style-type: none"> Curriculum, Quality and Standards Committee – 23 June 2022 – 17.00 Search & Governance Committee – 30 June 2022 – 15.30 Finance and Resources Committee - 30 June 2022 – 17.00 Senior Staff Employment Committee – 14 July 2022 – 16.00 Corporation Board meeting – 14 July 2022 at 16.45 	

Signed as a true and accurate record

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Chair

Date: