



**Minutes from the meeting of The Corporation
on the 8th July 2025**

Present:

Peter Whittle (PW) - Chair
 Paul Goodridge (PG) - Vice Chair
 Sanjoy Kundu (SK)
 David Butcher (DBu)
 Joanne Beaumont (JB)
 Catherine O'Conner (CO) - arrived 6pm
 Paul Riley (PR)
 Ranjit Arora (RA)
 Faye Alexander (FA)
 Lucy Pripachailo (LP)
 Shamila Hussain (SH)
 Diana Bird (DBi)-Principal

In Attendance:

Danielle Carter (DC)- Director of Governance
 John Flaherty (JF) - Vice Principal Finance and Planning
 Greg O'Shea (GOS) - Vice Principal Curriculum
 Shoeb Desai (SD) - Head of Student Experience

Apologies:

Kerry Robinson (KR)
 Nigel Hainsworth (NH)
 Grace Jeffrey (GJ)
 Phil Hunter (PH)

		Action
Meeting commenced 4.40pm		
1	Welcome, Apologies of absence, Disclosure of financial and/or personal interest Welcome Staff Governors LP and SH. To note governor FA endorsed via email 16th June 2025 PW welcomed everyone to the meeting. Apologies were received from KR, NH, GJ and PH. New staff governors LP and SH were welcomed, and FA was introduced as newly endorsed external governor (via email on the 16th of June) There were no disclosures of interests.	
2	To agree agenda and order of business as circulated Move item 14 after item 5 to allow SD to report.	
3	To approve the minutes of the meetings held on 1 April 2025 The minutes were approved as a true and accurate record of the meeting.	
4	Matters arising None.	
5	Chair's Update	

	<p>The Chair reported on the current recruitment drive for the Audit Committee and for members to join the C&Q committee.</p> <p>Ofsted inspections have been delayed due to the new framework not being ready to roll out therefore the visit hasn;t taken place - expected to be in Autumn term.</p> <p>There will be training for governors on the new framework, but this cannot happen until it is finalised and staff have had training. It is reported there will be an increased focus on inclusion.</p> <p>The Chair explained the importance of attendance at meetings and completing the mandatory training, and requested that apologies for meeting are given in advance where possible to the Director of Governance.</p> <p><i>SD arrived at 4.45pm</i></p>	
14	<p>Annual Safeguarding Report</p> <p>SD introduced himself and explained his role for the benefit of the new governors.</p> <p>The key aspects were reported on, SD explained the topics which are covered through the PSHE programme in college.</p> <p>No Prevent concerns were raised during the academic year.</p> <p>SD reported on the positive impact on student wellbeing as a result of additional staffing in the department.</p> <p>A governor asked about the increase in take up of support and it was reported how the roles had evolved to make accessing support easier.</p> <p>GO agreed and stated the impact on the role and on the learners is noticeable.</p> <p>Key priorities from September were discussed.</p> <p>A question was asked on raising awareness on reporting sexual harassment which has recently been increased in Higher Education. GO explained the process for staff and students and the procedures in place to allow concerns to be reported via QR codes. GO will look at the new HE legislation to see if there are things the college wish to mirror.</p> <p>A governor asked if the report was covering just the 16-18 cohort, SD confirmed this includes all learners, including those in the community.</p> <p>Governors asked about the KCSIE annual update and SD confirmed this will be shared in September. The Chair requested Governors to prioritise this when it comes through and comply by the October half term.</p> <p>GO explained the programme of safeguarding training to new students and welcomed governors to join a session in the new academic year.</p> <p>Governors thanked SD for the report.</p> <p><i>SD left the meeting at 5.00pm</i></p>	
6	<p>Principal's Report including:</p> <p>a. To note the approval of the Accountability Statement</p> <p>DBi explained the text is the same as when Governors approved the document but it has been adapted as a multi-use document with images. Governors agree that approval was signed off at the May strategy event.</p>	

	<p>b. To monitor the Corporation's Key Performance Indicators DBi reported on the KPIs and key areas within the report such as student numbers, inclusion and apprenticeship achievement rates. Areas of exceptional staff attendance were reported. Student attendance, as well as Level 4 and T Level enrolments were discussed. A question was asked on staff diversity percentage this year to last, DBi explained the data in table 5. A Governor noted that high needs retention is excellent, is there something we can learn and scale across to other areas, DBi identified factors driving attendance for High Needs students. GO explained the use of transition and taster events and summer schools, which are now replicated with full time students.</p> <p>c. To Consider the Termly Finance Report JF reported on the management accounts at this point of the year and the final numbers expected by the end of the year. From a financial point of view college is in a healthy position. A five year forecast is included to show trends and the outlook remains cautiously optimistic. Outturn and forecast is stated in the table on the report. Governors receive the report.</p>	
7	<p>Student Council: To receive a copy of the notes on 20th May 2025 GO reported on the student council meeting. Students discussed PSHE topics they find most useful. Reps were asked to speak to their Departments and report back in the new year. Students discussed their experiences of sitting their GCSE exams. A governor asked what the latest start time is, GO clarified the Awarding Body rules and the College's approach. DBi praised the Exam Team and wider College staff for their exemplary delivery of GCSE exam series. The majority of college staff support the process and it makes a huge difference to the student experience. A question was asked about Exam Access arrangements and GO explained how this works.</p>	
8	<p>Audit: To consider any recommendations arising from members consideration of papers. DC reported on the recommendations after the meeting had to be cancelled due to not meeting quorum. The chair of the committee reiterated that Audit is a compulsory committee of the Corporation and it is Corporation's responsibility to ensure the meetings are able to go ahead. The following recommendations were discussed:</p> <ul style="list-style-type: none"> • Members agreed the signing of the engagement letters • Members agreed the changes to the Financial Regulations & Annexes • Members agreed the Terms of Reference of the committee and recommend to the Corporation • Members agreed the following policies and recommended to Corporation for approval: Supply Chain Fees and Subcontracting Policy the Whistleblowing Policy and Procedure Data Protection Policy and Retention schedule <p>The Corporation approve the above recommendations.</p>	

9	<p>Finance & Resources: To consider any recommendations arising from the meeting held on 1st July 2025</p> <p>DBu reported the recommendations from the committee:</p> <ul style="list-style-type: none"> • Members agree to the proposals of the budget and recommend to the Corporation for approval. • Members recommend the budget to the Corporation for approval. • Members approved the lettings charges for 2025/26. • Members agree The learner financial support policy and recommend to Corporation for approval. <p>DBu explained the committee discussed the capital project at length, JF updated the Governors on the tender process, costings and land transfer arrangements.</p> <p>A Governor stated it would be good to report against the programme for this and noted that construction related inflation is around 4%. A question was asked around the management of this. Another questions was asked about a current staff absence. DBi stated that the College has had project manager in place since the very early stages and this has not changed.</p> <p>The Corporation approve the above recommendations.</p>	
10	<p>To Consider for approval:</p> <p>a) The 2024/25 budget</p> <p>b) Draft Commentary to the CFFR return July 2025</p> <p>c) The 3 year Financial Forecast report and Return data</p> <p>JF explained this has been through F&R and reported the headlines from the above reports. The new build was discussed and how the College will use this new space.</p> <p>The end of year position was discussed as well as the following years.</p> <p>Cash balance was explained and highlighted the money that is ring fenced. The Chair stated staff pay recommendations from the AoC have been delayed until the Autumn.</p> <p>The Corporation approved the 24/25 Budget, The CFFR Return and the three year financial forecast return.</p>	
11	<p>To consider the Annual Report on Risk Management & Corporate Governance arrangements and:</p> <p>Risk Grid</p> <p>Risk Register Detail</p> <p>The financial handbook has been updated for 2025, the Post 16 audit code of practice is no longer used so this is reflected in the annual report.</p> <p>The risks have been through the committees however JF highlighted those that had changed.</p> <p>Governors receive the update.</p>	
12	<p>Curriculum & Quality: To consider any recommendations arising from the meeting held on 17th June 2025</p> <p>DC reported the recommendations of the committee:</p>	

	<p>The below policies were agreed and recommended to the Corporation.</p> <ul style="list-style-type: none"> • The Equality, Diversity and Inclusion Policy • Staff Development Policy & Procedure <p>The Corporation approve the above policies.</p> <p>GO highlighted the key areas of discussions from the meeting.</p>	
13	<p>To monitor:</p> <ul style="list-style-type: none"> a) the Quality Improvement Plan and; b) the Development Plan <p>GO reported on the above plans and discussed the key points from these.</p> <p>Objective 4 of the QIP was discussed and the current position on attendance.</p> <p>A governor asked what the future plans are for the apprenticeship provision. GO explained that for 16-23 year olds, 19 - 23 we have the highest achievement rates of all colleges in West Yorkshire. We have small numbers of 24+ apprentices.</p> <p>A question was asked about point 5.2. around the College's contribution to and involvement in the City of Culture. A discussion around this took place.</p> <p><i>CO arrived at 6.00pm</i></p>	
15	<p>Governance and Search Committee: To consider any recommendations arising from the meeting held on 30th June 2025</p> <p>JB reports on the recommendations from the committee:</p> <ul style="list-style-type: none"> • 2024 Governance Review recommendations for progress on implementation <ul style="list-style-type: none"> - Members discussed linking strategic objectives and Accountability Statement objectives to committees. <p>Governors note the update.</p> <ul style="list-style-type: none"> • Members received the information. A discussion took place around stakeholder engagement. <ul style="list-style-type: none"> - Several ideas were discussed <p>DBi extended an invitation to governors to stakeholder events.</p> <p><i>Action:</i> To share these opportunities termly for any governors able to attend and engage. DBi stated there will be an event in September to launch the Strategic Plan.</p> <ul style="list-style-type: none"> • Receive FE Commissioner's letter on Good Governance • Receive report on DfE Governor Data Collection results • Members approve the Chairs questionnaire. • Weston College report recommendations and our compliance <p>Governors receive the above reports.</p>	DC

16	<p>Governance Matters</p> <p>a) To consider the 2024 review of the Code of Governance for compliance for reporting in the end of year accounts DC reported on the 2024/25 update. Governors receive the update.</p> <p>b) To consider a timetable of meetings & main agenda items to December 2026 The first strategy day of 25/26 may need moving. All other dates were agreed.</p> <p>c) FE Letter re: Governance Matters The letter was received and noted the update to the 16d.</p> <p>d) DRAFT standing Orders (amends to 12. vii e and viii b to remove the clauses that students under 18 cannot vote in financial matters) The changes were approved by the Corporation.</p> <p>e) ETF Governor's Programme / EDI Data collection DC explained that the College applies the ETF standards for teachers and leaders and recommended the programme on offer for Governors. This will be shared via email following the meeting. <i>Action: EDI data collect and annual returns will also be shared, if governors can complete by the 15th of August please.</i></p>	Govs
17	<p>To consider for approval the Health and Safety Policy <i>Action: The policy will be emailed out for approval due to an issue in accessing the document.</i></p>	
18	<p>Any Other Business PW thanked JB and CO for their contributions to the college and Corporation over the years. Both members step down in October therefore this is the final board meeting.</p>	
	<p>Proposed Dates of Corporation Meetings scheduled to December 2025:</p> <ul style="list-style-type: none"> 7th October 2025 - Training and Strategic Discussion Session - 4.30pm - to be rearranged 9th December - Corporation Meeting 4.30pm - approved 	
	<p>Part B Confidential Item Staff and Students to leave</p>	
19	<p>This item was confidential in nature and a separate minute was recorded.</p>	

Meeting closed 6.40pm

Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
080725 item 3	The minutes of the meeting on 1st April 2025 were approved as a true and accurate record of the meeting by those in attendance.	
080725 item 8	The Corporation approve the above recommendations from the Audit Committee.	
080725 item 9	The Corporation accept and agree to the recommendations from the F&R committee.	

080725 item 10	The Corporation approved the 24/25 Budget, The CFFR Return and the three year financial forecast return.	
080725 item 12	The Corporation approve the recommendations from the C&Q Committee.	
080725 item 15	<i>DC to share opportunities to join stakeholder meetings termly for any governors able to attend and engage</i>	DC
080725 item 16	<p>The timetable of meetings & main agenda items to December 2026 were approved by the Corporation.</p> <p><i>The first strategy day may need moving.</i></p> <p>The amendments to the Standing Orders were approved</p> <p><i>EDI data collect and annual returns will also be shared, if governors can complete by the 15th of August please.</i></p>	<p>DC</p> <p>Govs</p>
080725 item 17	<i>The Health and Safety Policy will be emailed out for approval due to an issue in accessing the document.</i>	DC/Govs