



**Minutes from the meeting of The Corporation
on the 9th of December 2025**

Present:

- Peter Whittle (PW) - Chair
- Paul Goodridge (PG) - Vice Chair
- Sanjoy Kundu (SK)
- David Butcher (DBu)
- Paul Riley (PR)
- Ranjit Arora (RA)
- Faye Alexander (FA)
- Lucy Pripachailo (LP)
- Grace Jeffrey (GJ)
- Mark Taylor (MT)
- Diana Bird (DBi)-Principal
- Mariya Hussain (MH)
- Jacob Charles (JC)

In Attendance:

- Danielle Carter (DC)- Director of Governance
- John Flaherty (JF) - Vice Principal Finance and Planning
- Greg O'Shea (GOS) - Vice Principal Curriculum

Apologies:

- Nigel Hainsworth (NH)
- Shamila Hussain (SH)
- Phil Hunter (PH)

		Actions
Meeting commenced:4.38pm		
1	<p>Welcome, Apologies of absence, Disclosure of financial and/or personal interest</p> <p>PW welcomed everyone to the meeting. Apologies were received and accepted from NH, SH and PH. Student Governors would be joining late due to transport issues.</p> <p>LP had an interest in items under 9 and would refrain from discussing and voting. Staff and students to leave for Part B discussions.</p>	
2	<p>To agree agenda and order of business as circulated</p> <p>Agreed</p>	
3	<p>To welcome the two Student Governor appointments and note the endorsement of MT as external Governor</p> <p>PW welcomed MT and noted his endorsement via email by the Corporation.</p>	
4	<p>To approve the minutes of the meetings held on 8 July 2025</p> <p>The minutes were approved as a true and accurate record of the meeting.</p>	
5	<p>Matters arising</p> <p>None</p>	
6	<p>Chair's Report</p> <p>PW congratulated DBi on her new role on behalf of the board.</p>	

	<p>The advert has been published for the additional senior post holder (vice principal), this closes 18th of December. It was reported that the LA have agreed the land transfer for the Towns Fund project.</p> <p><i>MH and JC joined the meeting 4.48pm</i></p> <p>PW welcomed Mariya and Jacob as student governors.</p>	
7	<p>Principal's Report including:</p> <p>a. To consider the Draft College Annual Report 2024/25 GO explained the purpose of the document. This is currently a working draft, marketing will use key points and add photos to the final published document. A governor asked if the final draft will be shared prior to publishing, GO stated this is the draft and Tuesday is the deadline for feedback.</p> <p>b. To monitor the Corporation's Key Performance Indicators DBi explained the KPIs focus on the five themes that link to the strategic plan. A member asked if SLT were confident the plans will address areas of risk. DBi stated the main risks are around recruiting the appropriate calibre of staff. The procedures currently being rolled out to support this were explained.</p> <p>d. Interim Full Time Enrolment Report This is an annual report, there has been a slight increase in 16-19 numbers. The college is now at full capacity, with only a small number of places in certain classes. T Levels were discussed and the national programme of defunding certain qualifications. A breakdown of enrollments by level was included in the report and discussed. DBi confirmed two departments will be merging going forward. Table 5 shows projected continued growth in 16-19 numbers in the district, a discussion around sufficiency challenges in the district took place in the context of the Youth Guarantee which was announced in the Education and Skills white paper. Increased numbers of high needs students was discussed, as a college this is an area we are extremely good at.</p> <p>e. To Consider the Termly Finance Report JF reported on the termly finance report, the references to EBITDA and surplus were explained and the focus being on EBITDA as the key financial measure going forward. Additional costs were noted from additional roles created at college.</p>	

8	<p>Student Council: To receive a copy of the minutes & and consider any recommendations from the meetings held on:</p> <p>a) 22 October 2025 Students were advised of the purpose of the student council including receiving a report to explain previous 'you said we did' Three reps put themselves forward for the student governor vacancy. The members voted for JC. The student wellbeing group presented to the council explaining the groups available to students, and reps were asked to take the information back to their departments.</p> <p>b) 8 December 2025 JC reported that yesterday's meeting was well attended. Actions were noted from the previous meeting and reps raised issues from their departments which included requests for additional seating in the canteens, maintenance issues which LP noted and will look at, and discussions around ideas to alleviate the queues at lunch.</p> <p>A member asked about the actions and if these were reported back, DC confirmed each meeting looks at previous student comments and what has happened since then to address these.</p>	
9	<p>Finance & Resources: To consider any recommendations arising from the meeting held on 3 December 2025</p> <p>DBu reported on the recommendations from the F&R.</p> <ul style="list-style-type: none"> ● Members agreed on the use of the going concern principle. ● Members agreed to recommend the signing of the College Financial Statements to the Corporation. ● Members recommended the Shipley College Developments end of year accounts to Corporation. ● Members discussed the pay report and recommended the pay award to staff to the Corporation. ● Members agreed to the Terms of Reference and recommended it to the Corporation. <p>JF updated members on the Towns Fund Project following the land transfer and meetings that had happened since the F&R committee.</p> <p>Governors approved the recommendations from the F&R Committee.</p>	
10	<p>Audit: To consider any recommendations arising from the meeting held on 2 December 2025</p> <p>PG reported on the recommendations from the Audit Committee and congratulated JF and the team on the clean audit report:</p> <ul style="list-style-type: none"> ● Members endorsed Joanna Green as co-opted member to the committee. ● Members agree to recommend the signing of the Financial Statements and the use of the Going Concern principle to the Corporation for approval. ● Members agree the Shipley College Developments end of year accounts and recommend to the Corporation for approval. ● Members agree the Acceptable Use Policy and recommend to Corporation ● Members recommend The Audit Committees annual report to the Corporation with a change to add in the December meeting. 	

	<ul style="list-style-type: none"> Members agree the Health and Safety report and recommend it to Corporation. <p>Governors approve the recommendations from the Audit Committee.</p>	
11	<p>Recommendation from the Audit & F&R Committees:</p> <p>i) As part of Shipley College draft Financial Statements:</p> <ol style="list-style-type: none"> Strategic Report the Statement of Corporate Governance and Internal Control Governing Body’s statement on the College’s regularity, propriety and compliance with funding body terms and conditions of funding the Statement of the Responsibilities of the Members of the Corporation for the Financial Statements Signing of the Balance Sheet Letter of Representation Year end audit Letter of Representation Regularity audit <p>ii) Shipley College Developments end of year accounts</p> <p>Governors approve the signing of the financial statements and letters and the Shipley College Developments end of year accounts.</p>	
12	<p>Curriculum & Quality: To consider any recommendations arising from the meeting held on 25 November 2025</p> <p>RA reported on the recommendations for the C&Q meeting:</p> <ul style="list-style-type: none"> MT and PD were endorsed as new members of the committee Members approved the signing of the gender pay gap report. Members recommend the College Self Assessment Report to Corporation for approval. Members recommend the Quality Improvement Plan and College Development Plan to the Corporation for approval. Members approve the Committee Terms of Reference. Governors approved the Additional Learning Support Policy and the Assessment and Verification Policy and recommended them to the Corporation. <p>Governors approved the above recommendations from the C&Q committee.</p>	
13	<p>To consider for approval the Whole College SAR and Associated plans:</p> <ul style="list-style-type: none"> QIP Development Plan <p>GO reported that overall we have graded the college as Good, all individual elements are Good with the exception of outcomes of students with high needs which is Outstanding.</p> <p>The SAR is data rich due to the imminent Ofsted inspection.</p> <p>GO explained the intent, implementation and impact sections of the report. It was noted 92% of students had experience of the world of work.</p> <p>The slight amendment since C&Q is that achievement has increased on both counts following staff completing the final reconciliation.</p>	

	<p>The Quality Improvement Plan and Development plan were explained. Attendance was discussed.</p> <p>A governor stated it was a rich document which is very useful. GO stated that all departments complete an assessment report, it all then feeds up to the whole college report.</p> <p>PW explained he attended the whole college self assessment meeting, it was a very thorough and open debate, it was a genuine questioning approach and the final document reflects this.</p> <p>GO stated it was really useful to have the external thoughts and questioning from governors.</p> <p>A question was asked around the timescales in regards 3.7 - not yet expected, how do we capture that and continue to work on this. GO explained staff assess progress every 6 weeks, GO to update the report.</p> <p>PW stated there is a lot of work in these documents and thanked SLT and the staff for the work.</p>	GO
14	<p>Governance, Search and Remuneration Committee: To consider any recommendations arising from the meeting held on 14th October 2025</p> <p>GJ reported the recommendations from the GSR committee:</p> <ul style="list-style-type: none"> ● GJ was appointed as Chair of the committee. ● The terms of reference for the committee were approved ● GJ's term of office was recommended to Corporation to be renewed for a final four year term. ● Members agreed the Appointment of Governors Policy and recommended to Corporation. ● It was noted the SPH Remuneration Policy was approved at the July Corporation. <p>Governors approve the above recommendations.</p> <p>PW requested governor support for the upcoming recruitment. A Governor asked where this was advertised, DBi confirmed the Vice Principal role is on the college website, AoC website and Indeed.</p> <p>PW explained a tender process happened in regards to recruitment agencies to support the Principal recruitment process. PG and PW met to discuss the options and they then took these to the GSR meeting on the 4th of December. The committee is recommending that the Corporation use the Association of Colleges out of the four quotes. It was noted the costs are very similar across the four however the AoC are specialists in FE.</p> <p>A question was asked around SLT experience with the AoC, DBi explained the previous recruitment processes they have supported and the same individual will be supporting in this process if we go ahead with them. A governor stated the expertise and database they hold will be a huge benefit.</p> <p>Members asked about the timescale. DBi explained the dates the AoC hoped to deliver.</p> <p>It was noted all the companies would take the process from creating the job pack right through to appointment.</p> <p>Discussions around timelines and notice periods took place.</p>	

	Governors approve the recommendation of using the AoC for the recruitment process.	
15	<p>Governance Matters:</p> <p>a. To consider the outcome from the 2024/25 Corporation Performance Review Questionnaire and Cover Report</p> <p>DC reported on the outcomes from the annual performance review. The two areas that were graded amber were discussed.</p> <p>A governor asked about a comment on the meetings section, DC confirmed she had spoken to this member about the processes and compliance needed to be covered within meetings.</p>	
16	<p>Any Other Business</p> <p>DBi reported that Governors are at 100% in mandatory training.</p> <p>PW thanked RA for her contribution to the Corporation over the last four years as this is her last meeting.</p>	
17	<p>Dates of Corporation Meetings scheduled to December 2025:</p> <ul style="list-style-type: none"> ● 24 March 2026 ● 12 May 2026 (Strategic Planning & Training) ● 7 July 2026 ● 6 October 2026 (Strategic Planning & Training) ● 8 December 2026 	
Part B	Confidential: Staff and Students to leave	
18	<p>CONFIDENTIAL ITEM</p> <p>Remuneration Business:</p> <p>To consider any recommendations arising from the meeting 14.10.25 This meeting was to discuss the additional SPH post which was approved and the decision was shared with Governors via email ahead of the post being advertised.</p> <p>GJ reported on the recommendations from the meeting on the 4th of December 2025:</p> <p>Members recommend appointing the AoC to the Corporation for approval.</p> <ul style="list-style-type: none"> ● Members recommended PR a further term of office to the Corporation for approval. ● Members endorsed FA as a member of the committee. ● Members agreed to the Colleges' Senior Post Holder Remuneration Code –Annual Report to the Corporation 2024/25 and recommended it to the Corporation for approval. ● Members discussed the reports and agreed to recommend the same increase as staff to SPH pay from January to the Corporation for approval. ● Members agreed to recommend an uplift of annual hours for the Director of Governance to the Corporation for approval. <p>Discussions took place round the recommendations.</p> <p>Governors approved the above recommendations from the GSR committee.</p>	