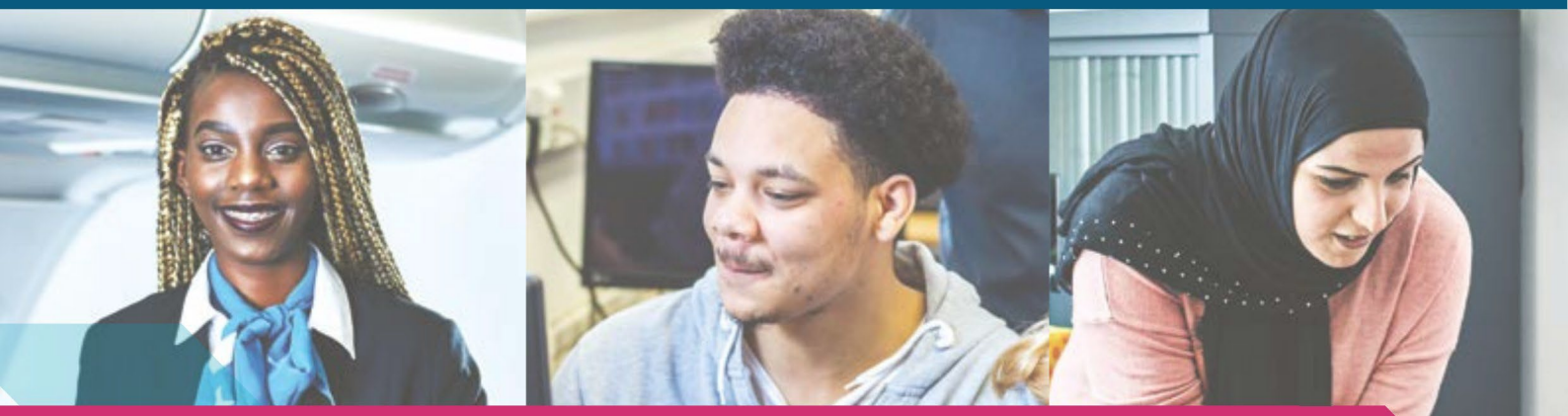


KIRKLEES COLLEGE

CREATING OPPORTUNITIES
CHANGING LIVES



GOVERNOR RECRUITMENT CANDIDATE PACK



EDUCATION
TRAINING
FOUNDATION

Contents

Introduction from the Chair 3
About Kirklees College 5
Responsibilities and Expectations 8
About the Roles 10
Indicative Timetable 12
Application Process 13

EDUCATION TRAINING FOUNDATION

Introduction from the Chair

Dear candidate,

Thank you for your interest in joining the Corporation of Kirklees College. Since 1825 the College has been a vital part of Huddersfield, Dewsbury, Batley and the wider region and, as we celebrate over 200 years of technical education, this is an important time to join us and help shape the next chapter of our story.

Kirklees College is one of the largest further education colleges in the country. We support more than 5,000 young people aged 16–18, educate over 9,000 adults and work with more than 1,500 apprentices, delivering a broad technical and professional curriculum shaped in partnership with employers. We are a values-led college: Kindness, Unity and Excellence shape our strategy, guide our decisions and underpin how we work together to deliver our mission – **Creating Opportunities, Changing Lives**.

The College has made significant progress in recent years. Ofsted rated us “Good” across all categories in 2023, our student achievement rates moved from the lowest to the highest among general FE colleges in West Yorkshire in 2023/24, and our financial health was confirmed as “Outstanding” for 2023/24, following the end of a period of Department for Education oversight.

Our Strategic Plan 2025–2030 sets out an ambitious agenda, grounded in our values. A key priority for 2026/27 is a strategic estates and capital framework that plans and delivers real improvements to our estate. Oversight of our recently approved Estates Strategy will be led by the Finance & Resources Committee and our Capital Oversight Group. To support our wider ambitions and bring fresh perspectives to our Board, we are seeking to appoint two independent governors:

- **Chair of the Finance & Resources Committee:** a qualified accountant or senior finance professional with board-level experience, able to lead the Committee’s oversight of the College’s financial strategy, sustainability and capital investment.
- **Independent Governor:** an individual who shares our values and can bring strategic insight, independent judgement and constructive challenge. Experience in estates, property or capital projects would be particularly welcome, but is not essential.

As a Governor, you will help shape our strategic direction, scrutinise performance and risk, and ensure decisions remain focused on our students, staff, employers and communities. You do not need to have worked in further education. We welcome applications from individuals who share our commitment to education, inclusion and public service, who can contribute strategically, ask thoughtful questions and work constructively as part of a collegiate and supportive board. Thank you for considering this opportunity to contribute your expertise to Kirklees College.

Janie Walters | Chair of the Corporation

EDUCATION TRAINING FOUNDATION

About Kirklees College

Kirklees College is a large general further education college serving Huddersfield, Dewsbury, Batley and the wider West Yorkshire region. As an anchor institution, our role is not only to deliver learning but to shape opportunity, build resilience and foster hope in the communities we serve.

We operate from main centres in Huddersfield and Dewsbury, alongside specialist centres including the Springfield Sixth Form Centre, the Pioneer Higher Skills Centre, the Brunel Construction Centre, the Engineering Centre, the Process Manufacturing Centre and the Taylor Hill Animal Centre, which opened in 2023.

The College provides study programmes for young people, adult learning, apprenticeships, higher-level skills and employer-focused training across a broad technical curriculum. In 2025 we launched the Groundworks Skills Operator Hub, the first of its kind in the North of England, helping to close vital skills gaps in construction and green infrastructure.

Kirklees College has a strong financial foundation, with income exceeding £54 million in the financial year ended 31 July 2025. We employ nearly 1,000 talented and dedicated staff, 94% of whom told us in 2025 that they are proud to work at the College. Governors oversee the stewardship of substantial public investment and help ensure that resources – including our estate – are deployed effectively for the benefit of students, employers and communities.

EDUCATION TRAINING FOUNDATION

Our Strategic Priorities

Our Strategic Plan 2025–2030 is built around three themes – **Our People, Our Performance and Our Place** – and sets out our ambition to be a college at the heart of its community, embodying teaching excellence and ensuring curriculum is developed with employers, enabling all students to progress.

Being a values-led college is central to how we deliver our mission. Our values of Kindness, Unity and Excellence underpin our strategy, our decisions and the way we work together, providing a shared foundation for our strategic priorities for 2026/27:

- **A strategic estates and capital framework** that effectively plans and delivers estate improvements. Oversight of the recently approved Estates Strategy will be a key priority, led by the Finance & Resources Committee and the Capital Oversight Group.
- **Creative and responsible adoption of AI** for teaching, learning and operations.
- **Effective Quality First Teaching** to improve outcomes for young people with special educational needs and disabilities (SEND).
- **High-quality adult skills provision** with enhanced support for students.

Other key areas for the Corporation include 16–19 devolution, 14–19 technical pathways and qualification reform.

Why join the Corporation?

This is an exciting time to join Kirklees College. Governors will play a key role in helping the College deliver its Strategic Plan, oversee a significant programme of investment in our estate, maintain strong and sustainable financial performance, and ensure that we continue to deliver a fantastic learning experience with great outcomes for our students.

Equality, Diversity, & Inclusion

The Corporation of Kirklees College is committed to recognising and actively promoting equality, diversity and inclusion for our staff, students and members. We aim to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of people of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

We are proud to reflect the rich diversity of West Yorkshire, and we actively encourage applications from individuals who reflect the communities we serve. We particularly welcome candidates from groups that are under-represented in governance roles, and we value lived experience alongside professional expertise.

As part of our duty under the Equality Act 2010 to eliminate discrimination and advance equality of opportunity, we are committed to inclusive recruitment and to removing barriers wherever they exist. We provide reasonable adjustments throughout the recruitment and appointment process. If you require adjustments or would like to discuss how we can support you, please contact our recruitment partners, ETF, who will be pleased to help.

Inclusive governance is central to effective decision-making. The College is committed to ensuring that all governors feel supported, respected and able to contribute fully through induction, development opportunities and a board culture that values different perspectives and constructive challenge.

EDUCATION TRAINING FOUNDATION

Responsibilities & Expectations

The Kirklees College Corporation is the College's governing body. It plays a critical role in setting the strategic direction of the College and monitoring its performance, providing independent support and challenge to the Executive Leadership Team led by the CEO and Principal.

Duties

Under the Articles of Government, College Governors:

- Determine the educational character and mission of the College;
- Oversee and monitor the College's activities;
- Safeguard the College's assets and ensure its solvency;
- Approve budgets and forecasts;
- Appoint and manage the Principal, senior post holders and the Clerk; and
- Set the framework for pay and conditions of all other staff.

Further education colleges are charities in law, and Governors act as charity trustees. Charity trustees have six main duties: to ensure the charity carries out its charitable purpose; comply with its governing document and the law; act in the charity's best interests; manage resources responsibly; act with reasonable care and skill; and ensure the charity is accountable.

Accountabilities and relationships

Governors are accountable to students and customers for the quality of their experience and outcomes; to government funding bodies and the public for the use of public funds; to the Secretary of State for Education as principal regulator; to the local community; and to College staff as their legal employer. Key relationships are with the Chair and Vice Chair, fellow Governors, the CEO and Principal, the Executive Leadership Team and the Clerk.

Eligibility

Governors are required to make an annual declaration of eligibility and of interests. A person is not eligible to be a Governor of an FE college if they:

- are a member of College staff (except the Principal or a Staff Governor);
- are disqualified from being a charity trustee or a company director;
- have an unspent conviction for certain offences; or
- are not a 'fit and proper person' within the meaning of the Finance Act 2010.

All Governors must undertake a Disclosure and Barring Service (DBS) check, support the College Values, commit to the safeguarding policy, promote equality of opportunity and diversity, and support the management team in all health and safety matters.

EDUCATION TRAINING FOUNDATION

Committees

Governors are asked to sit on at least one committee of the Corporation. The committees include:

- Finance & Resources Committee
- Audit Committee
- Quality, Performance & Standards Committee
- People, Culture & Governance Committee
- Capital Oversight Group (recently established; meets virtually)

Expectations of Governors

- To be appointed for a term of four years, with a maximum of two terms.
- To attend Corporation meetings, of which there are generally five each year. These are held in person from 2.30pm to 5.30pm and are usually preceded by a governor development session and buffet lunch.
- To sit on at least one committee. Committees meet three to four times a year for around two and a half hours. They are usually held in person, although some have been held in a hybrid format.
- To prepare for meetings by reading and reviewing papers. Board papers can be substantial, but a consent agenda allows the Board to focus its meeting time on strategic matters.
- To attend the annual Corporation dinner and strategic away day in January, and a follow-up strategic half-day session in April or May.
- To complete safeguarding, Prevent and equality & diversity training, and to take up governor development sessions and external training and networking opportunities as they arise (for example through ETF and the Association of Colleges).
- To consider taking on a link governor role. The Corporation has EDI, Higher Education, Health & Safety and Safeguarding Link Governors, and nominates link governors for each strategic priority, who meet the relevant Executive Leadership Team lead to agree and review an action plan. This can be a light-touch role.
- Governors are also invited to attend College activities such as student experience walks, performance management reviews and events including graduation. These are optional but provide valuable assurance and insight.

Governors are asked to self-assess their own performance annually. Attendance targets are a guide to expectations, and adjustments will be made in recognition of the different barriers governors may face, such as self-employment, caring responsibilities or shift work. A copy of the Corporation and committee meeting dates for 2027 is available on request from ETF.

EDUCATION TRAINING FOUNDATION

About the Roles

We are seeking two independent governors for Kirklees College. One will chair the Finance & Resources Committee; the other will join as an Independent Governor, ideally bringing experience in estates, property or capital programme delivery projects, although this is not essential. Both will help ensure that our strategy, decisions and collective approach reflect our values of Kindness, Unity and Excellence as we deliver our mission.

Governors bring independent oversight, insight and challenge, working collectively to support the CEO and Principal and the Executive Leadership Team while ensuring the long-term success and sustainability of the College. Prior experience as a governor is not required, and candidates do not need education sector experience, but they should be able to engage strategically and confidently at Board and committee level.

Chair of the Finance & Resources Committee

- Candidates should be a qualified accountant or a senior finance professional, such as a Chief Financial Officer or Finance Director, with experience of financial strategy, planning and reporting in a complex organisation.
- Experience of chairing a board or committee, or of senior board-level leadership, is highly desirable.
- The postholder will lead the Finance & Resources Committee in overseeing the College's financial strategy, budgets and forecasts, financial health and business efficiency, supporting the College to maintain strong, sustainable financial performance.
- They will play a leading role in the oversight of the Estates Strategy and capital programme alongside the Capital Oversight Group, including the appraisal and affordability of capital investment decisions.
- Applicants from all sectors are encouraged, including the public, charity, regulated and private sectors.

Independent Governor

- We welcome candidates from a broad range of professional backgrounds who share our values and can contribute strategic insight, independent judgement and constructive challenge to the Corporation.
- Experience in estates, property or capital programme delivery projects would be particularly welcome, but is not essential.
- An understanding of sustainable buildings, decarbonisation and health and safety would also be welcome, but is not essential, and could support the College's commitment to climate action integrated with sustainable development.
- The governor's committee contribution will reflect their skills and experience and the needs of the Corporation.

Essential criteria for both roles

- A commitment to the College's values of Kindness, Unity and Excellence, demonstrating these through strategic decision-making, constructive working relationships and support for our mission of Creating Opportunities, Changing Lives.
- An interest in further education and a commitment to lifelong learning.
- Proven commitment to equality, diversity and inclusion, and to safeguarding children, young people and vulnerable adults.
- Commitment to quality and raising standards, and willingness to promote the College within the community it serves.
- Strategic awareness, critical listening and appraisal skills, and the ability to ask probing questions and analyse complex information.
- The ability to work constructively as part of a team and within a framework of collective decision-making, acting with integrity and without self-interest in the best interests of the College.
- The ability to handle highly sensitive and confidential information, and a commitment to abide by the Seven Principles of Public Life.
- Excellent communication and influencing skills

Additional Information

Legal status and governance: Kirklees College is a further education corporation and exempt charity. Governors act as charity trustees and have legal responsibilities under charity law and the relevant further education governance framework.

Standards in public life: Each Governor must ensure that during their tenure they are committed to, and conduct themselves in accordance with, the seven principles of public life.

Induction and development: The College provides a full induction for new governors, access to the Instrument and Articles of Government and relevant Corporation documents, regular updates on governance and FE sector issues, and opportunities to attend conferences and external training.

This is a voluntary, unremunerated role. Reasonable expenses will be reimbursed in line with the College's policy. Please contact ETF for more information.

EDUCATION TRAINING FOUNDATION

Indicative Timetable

Please note that the recruitment timetable below is provisional. The Education Training Foundation (ETF) will keep candidates informed of any changes to the process and timetable as they arise.

Date	Activity
10 November 2026	Roles launched
2 February 2027	Application deadline
W/c 15 February 2027	Shortlisted candidates notified
8–9 March 2027	Interviews (in person at the College)
TBC	Board approval, references and appointment

Interviews will take place in person at the College. They are designed to be relatively informal and conversational, giving you the opportunity to learn more about the College and the Corporation. Virtual interviews may be considered in exceptional circumstances.

The selection panel will be:

- Chair or Vice Chair of the Corporation
- CEO and Principal
- A member of the People, Culture & Governance Committee
- Director of Governance (in attendance)

Application Process

ETF is supporting Kirklees College with this recruitment. To apply for either role, please provide the following:

- **A CV** (maximum two sides) setting out your career history, with key responsibilities and achievements.
- **A cover letter** (maximum two sides) stating which role you are applying for, and highlighting your suitability for the role and how you meet the criteria in this pack.
- Please send your application to boardrecruitment@etfoundation.co.uk by **Tuesday 2 February 2027**.
- **Diversity monitoring form:** please complete the diversity monitoring form provided by ETF. This information is stored separately from applications and is not shared with the selection panel.
- We are committed to ensuring that all candidates can take part in the process fairly. If you require any reasonable adjustments, please contact boardrecruitment@etfoundation.co.uk.
- If you have any questions or would like to arrange an informal call to discuss either role, please contact Cezanne Ritchie-Hutchinson, Sector Governance & Workforce Lead at ETF, at cezanne.ritchie-hutchinson@etfoundation.co.uk.