

CORPORATION BOARD MEETING
Minutes of the meeting held on 7th October 2020 via Microsoft Teams
17:00 – 19:00

Board Members	Category of Governor	Attendance 2020/21	Present at this meeting
Richard Bartlett-Rawlings	Independent	1 of 1	Yes
Tony Berwick	Independent	1 of 1	Yes
Rebecca Carrington	Independent	1 of 1	Yes
Alan Cook	Independent	1 of 1	Yes
Peter Cox	Independent	1 of 1	Yes
Kaye Dwight	Staff	1 of 1	Yes
Mat Gotkowski	Independent	1 of 1	Yes
Liz Marr	Independent	1 of 1	Yes
David Meadowcroft	Independent	1 of 1	Yes
Julie Mills	CEO	1 of 1	Yes
Asad Mir	Student	1 of 1	Yes
Stephen Norrish	Independent	0 of 1	No
Ruby Parmar	Independent	1 of 1	Yes
Charlyne Pullen	Independent	1 of 1	Yes
Neil Sainsbury	Independent	1 of 1	Yes
Aniesa Shah	Staff	1 of 1	Yes
Gwynneth Tan	Independent	1 of 1	Yes (in part)
Manish Verma	Independent	1 of 1	Yes
Attendance % this meeting		94%	17 / 18
Attendance % year to date		94%	17 / 18

In attendance: Sally Alexander (Principal: Prison Services), Annie Allen (CPO), Imelda Galvin (COO), Alex Warner (Principal: IoT), Karen Brown (Head of Governance), Lee Parker, Director of Marketing (in part), Marc Gillham (Director of MIS, Funding & Data) (in part).

- 1.1 Apologies had been received from Stephen Norrish and Chris McLean. Kaye Dwight was welcomed to her first meeting and she introduced herself.
- 1.2 There is a standing declaration from Peter Cox and Gwynneth Tan relating to the IoT. There is a new standing declaration from Rebecca Carrington (Director and Principal of Arts1) with whom the College has a partnership relationship this academic year.

2.0 Strategic Priorities 2020/21

Lee Parker was welcomed to the meeting

2.1 Strategic Review (Board Strategic Priority 1)

At the last meeting, the Board agreed that the College should undertake a robust strategic review during the Autumn term to determine the Strategic Plan for the next five years and that this would be a Board focus for the first three meetings this cycle. The Board Awayday has also been brought forward to the morning of 19th November.

Imelda Galvin presented the timeline for the review and Lee Parker, explained the research carried out (sector analysis, regional analysis, local analysis, MK stakeholder

perceptions, product mix and ELT/SLT interviews). The presentation has since been circulated.

The research and interviews with ELT / SLT members has identified nine emerging themes and governors will be invited to comment and ask questions on these themes (via Padlet), prior to the Board Awayday on 19th November.

Action 1: Imelda Galvin

Governors were also invited to meet online with Imelda and Lee.

The discussion was minuted as confidential.

The Board provided input to the strategic review and agreed to feedback further comments via Padlet.

Lee Parker was thanked for attending and he left the meeting.

2.2 CEO's Report to the Board (previously circulated as Paper 2.2)

Julie Mills referred to her report and drew attention to the following:

Lifetime Skills Guarantee

The Prime Minister has indicated potential additional funding for FE. The College is engaging with the consultation and has been asked to consider which L3 programme areas would be important to fund for an adult cohort.

Financial Health

The 2019/20 financial statements are being produced and the external audit is currently underway. It is an improved financial position since last reported to the Board and, subject to audit, the Financial Health grade has moved to 'Good'. The College has a strong cash position at a time when many colleges are known to have concerns about cash. Confirmation is expected shortly from the ESFA that the College is no longer in early intervention¹ although Financial Health will continue to be a strategic focus in 2020/21. Student recruitment for 2020/21 is discussed at item 2.3; student recruitment is the key indicator at this time of year on the likelihood of meeting income targets.

Governors congratulated the College on moving to 'Good' Financial Health a year earlier than planned.

Student Experience – Safe return to learning

Return of students to campus has gone well and the College is now looking at ways to bring in more students safely (e.g. timetabling, changing rooms, additional resources etc.). The number of positive cases has been low and only one curriculum bubble has been quarantined. Equality Impact Assessments are being used to inform decisions and to make adjustments.

Board Business Plan

The Board's Business plan (Consent Paper 4.4) will be reviewed in the spring term following completion of the strategic review.

The Board received the CEO's report

¹ Confirmation received 13th October 2020

2.3 Institute of Technology

a) Capital Project (previously circulated as Paper 2.2A)

Imelda Galvin referred governors to paper 2.2A (which provides a comprehensive update on the IoT capital project) and highlighted the main points.

The discussion is minuted as confidential

b) PDMG Meetings 8th and 24th September (previously circulated as Paper 2.2A)

The discussion is minuted as confidential

2.3 Student Numbers 2020/21 (Student Experience /Finance (Board strategic priorities 2 and 3) (previously circulated as Paper 2.2A)

Marc Gillham was welcomed to the meeting.

Marc presented the latest students numbers against targets (presentation since circulated) and highlighted the key points.

The discussion is minuted as confidential

Gwynneth Tan left the meeting at 18:30

Alex Warner and Sally Alexander gave an update on the IoT and Prisons.

The Board received the update on Student Recruitment

Mark Gillham was thanked for attending and he left the meeting

Governance and Compliance

3.1 Student Experience

Three governors gave feedback from their attendance at SAR validation meetings which enabled governors to hear, at first hand, the strengths and areas for development for their linked areas:

- Hair, Beauty and Hospitality: Neil Sainsbury
- Engineering & Built Environment: Peter Cox
- Active Industries: Rebecca Carrington

Charlynn Pullen also gave feedback on her meeting with the English & maths team.

There will be an opportunity for feedback from other governors at a future meeting.

The Board received the feedback from Link Governors

3.2 Finance Group 22nd September 2020 (previously circulated as Paper 3.2)

Mat Gotkowski, Chair of the Finance Group (FinG) referred to Paper 3.2 which summarises the matters discussed at the meeting. This included the end of year financial reconciliation and the financial benchmarking report, which compares the College with HQCE (High Quality, Cost Efficient) colleges. The FinG asked for the report to be presented to the Board in November). The Committee also reviewed its Terms of Reference and recommended these to the Board for approval.

The Board:

- **Noted the report from the Finance Group meeting on 22nd September 2020**
- **Approved the Terms of Reference for 2020/21**

3.3 Agenda items for the next meeting (11th November 2020)

- Strategic Review
- Financial Health
- Prisons
- People Strategy

CONSENT AGENDA

The following items were approved by consent / without discussion:

4.1 Minutes of the Board Meeting held on 15th July 2020 (previously circulated as Papers 4.1A and Confidential 4.1B)

Matters arising:

Date raised	Actions arising from the last and previous meetings	Action Owner	Current position
15/7/20	Add contextual information to the Safeguarding Report and recirculate	LS	Complete
	Update the Board on Apprenticeships in the Autumn term	TM	Complete - included in item 2.3
	Discuss the Gender Pay Report in the autumn term.	AA	November Board meeting
	Consider feedback from governors (meeting 15 th July 2020) Governance when planning the cycle of business for 2020/21.	DM / JM / KB	Complete

4.2 Use of College Seal 2019/20

The Board noted that the College Seal was not used in 2019/20

4.3 Freedom of Information and Data Protection Annual Report 2019/20 (previously circulated as Paper 4.3)

The Board approved the Report

4.4 Board Business Plan (2020/21 Term 1) (previously circulated as Paper 4.4)

The plan will be reviewed when the strategic review is completed.

The Board approved its Business Plan for this term

Next Meeting 11th November 2020 at 5pm