

MILTON KEYNES COLLEGE



CORPORATION BOARD MEETING Minutes of the meeting held on 6th May 2020 via Microsoft Teams 17:00 – 18:30

The College is responding to COVID19 government advice and consequently this meeting was held via MS Teams.

Board Members	Category of Governor	Attendance 2019/20	Present at this meeting
Richard Bartlett-Rawlings (joined 3.10.19)	Independent	5 of 5	Yes
Tony Berwick	Independent	5 of 5	Yes
Rebecca Carrington	Independent	1 of 1	Yes
Alan Cook	Independent	6 of 6	Yes
Peter Cox	Independent	6 of 6	Yes
Mat Gotkowski	Independent	6 of 6	Yes
Liz Marr	Independent	5 of 6	Yes
David Meadowcroft	Independent	6 of 6	Yes
Julie Mills	CEO	6 of 6	Yes
Asad Mir (joined 6.11.19)	Student	4 of 6	No
Stephen Norrish	Independent	6 of 6	Yes
Ruby Parmar	Independent	5 of 6	Yes
Charlyne Pullen	Independent	5 of 6	Yes
Neil Sainsbury (joined 3.10.19)	Independent	5 of 5	Yes
Aniesa Shah	Staff	5 of 6	Yes
Gwynneth Tan	Independent	5 of 6	Yes
Manish Verma	Independent	4 of 6	Yes
Dotun Adeoye (resigned 2.10.19)	Independent	0 of 0	
Nathan Indge (resigned 28.2.20)	Staff	3 of 4	
Attendance % this meeting		94%	16 / 17
Attendance % year to date		90%	88 / 98

Attendees at this meeting: Sally Alexander (Principal: Prison Services), Imelda Galvin (COO), Chris McLean (Principal: MK College), Alex Warner (Principal: IoT), Karen Brown (Head of Governance)

Other attendees (in part): Lindsey Styles (Safeguarding Lead)

- 1.1 Apologies had been received from Asad Mir and Annie Allen. Rebecca Carrington was welcomed back after an agreed period of absence.
- 1.2 There is a standing declaration from Peter Cox and Gwynneth Tan relating to the IoT.

2.1 CEO's Report to the Board *(previously circulated as Paper 2.1)*

Julie Mills referred the Board to Paper 2.1 which updates governors on the College's response to COVID-19, T-Levels, People Strategy (including KPIs) and ISO27001.

1. Response to COVID-19

Safeguarding

Lindsey Styles, College Safeguarding Lead, assured the Board on the College's arrangements to keep staff and students safe during the lockdown:

- Liz Marr, Link Governor for Safeguarding & SEND has been briefed separately.
- KCSIE has been updated twice; the College is compliant in all areas and all known safeguarding needs are being met. The College has e-safety monitoring software which reports online staff or student safeguarding issues.
- Pre-lockdown, the College had identified c200 vulnerable students. The College is working effectively with partner agencies e.g. the Local Authority and Thames Valley Police to manage the issues. Incidents are slightly higher than usual.
- Lindsey is monitoring the wellbeing of staff as well as students. The Wellbeing and Resilience team has been temporarily increased to 14.
- Bursary payments are being made to students where there are financial difficulties.

In response to a question from governors, Lindsey assured the Board that the team had sufficient resource to meet all identified safeguarding needs. Additional members of staff have been redeployed into the team and whilst the team was busy at the outset, incidents have settled down.

Lindsey was thanked for attending and she left the meeting

2. Institute of Technology (capital project)

The PDMG met on Monday and progress is being made. The discussion was minuted as confidential.

3. ISO27001

The College has been recommended for ISO27001 accreditation which relates to information security management. The recommendation is subject to moderation but represents a great result in current circumstances. ISO27001 accreditation is a MoJ contractual requirement.

The Board received the CEO's report

2.2 Student Achievement / Experience

a) IoT Curriculum Development *(previously circulated as Paper 2.2A)*

Alex Warner summarised as follows:

- **Partner Commitment**
The College is working with the Anchor Partners to develop an innovative curriculum based on the knowledge skills and behaviours identified by the employers. Partners are co-creating and will be co-delivering content (dual

professionalism) e.g. Evidence Talks and McAfee will be sponsoring cyber security and software engineering.

There are some current challenges caused by the pandemic where partners have furloughed staff and / or requested that some aspects are put on hold for the time being.

- **Regulatory Requirements**
The College is liaising with awarding bodies e.g. Pearson, on determining assessment methodologies and expectations around the student experience. A Self-Regulated Framework (SRF) is being explored which will offer more flexibility on modules and remove external assessments.

When the contract with the DfE has been signed, the College will inform the Office for Students (OfS) as this is a 'reportable event'.

- **Digital Open Event and Student Recruitment**
The first IoT students are being recruited for September 2020 and will be based at Bletchley Campus. School leavers and progression students are being targeted; there is a pipeline of L4 Data Analyst Apprentices and offers are being made to Higher National students. The online recruitment event on 25th June will be supported by Anchor Partners.

Alex advised the Board that he is now the Executive lead for the IoT and all HE provision across the MK College Group. Last week Alex co-hosted MK Tech Fringe which was a week of online events.

Governors asked questions to which Alex responded:

What will the student experience for students in September 2021 look like?

Students will be located on the ground floor of the APB (Bletchley Campus). Students will have the IoT student experience e.g. dual professionals, innovative and industry relevant curriculum, development of talent pipelines and acceleration of career roles etc. So the 'experience' is less about the building and more about the overall experience.

Who is in the curriculum team?

Currently the team comprises Alex and Laura Marulanda-Carter, Head of School. Alex and Laura are working with Anchor Partners to develop the innovative curriculum. More roles will be advertised later.

The Board received the update on IoT Curriculum Development

b) Campus (previously circulated as Paper 2.2B)

Chris McLean summarised as follows:

Progress in securing the 2019/20 student outcomes

- The full timetables (16.5 hours per week) are being delivered. There is synchronous (live) and asynchronous learning to accommodate staff and student needs. Teachers / teaching assistants / students come together at set times and attendance online is c70%. Some students (e.g. English & Maths GCSE) are not motivated to engage with learning because they have finished their qualification. Students are being encouraged to continue because it is in their long-term interests.

- Teachers have followed the published guidance and have graded English and Maths GCSEs based on supporting evidence i.e. work completed prior to lockdown such as mock tests. Proposed grades are now being moderated by the Assistant Principal. Functional Skills English and Maths will then be reviewed.
- Guidance is awaited on assessing vocational outcomes. Where possible, work was accelerated pre-lockdown so there is evidence to support students' outcomes.
- Students on professional courses and apprentices will need to complete their programmes.
- Forecast achievement will be reported at the next meeting.

Student Voice

- The team of 5.5FTE Progress Mentors has been temporarily increased by redeploying staff from other areas. Progress Mentors are in regular contact with students to review targets, discuss progression and identify wellbeing issues. Some students are contacted weekly and the more vulnerable students are contacted daily.
- Feedback includes Hair and Beauty students who are concerned about the impact of an extended lockdown on their industry. Initially there was poor engagement from motor vehicle students, but most are now re-engaged with learning.

Taking Learning Online

- In the first few weeks, delivery was live 16.5 hours per week, but it became quickly apparent that this was not sustainable. The theme of the Easter conference (online), which was attended by over 550 staff, was online pedagogy. Staff are now sharing resources and developing a good online learning community.
- A curriculum 'Restart Group' has been convened to start planning for September.

Feedback from Link Governors' meetings with Heads of Schools:

- Care and Access - there are good arrangements in place (including safeguarding) and staff have responded well to moving learning online.
- Digital and Business – discussed openly what had been tried and what had worked / not worked.
- Arts and Media – not all students are engaging.
- English & maths - teachers are not delivering live sessions. Many students are not engaging, especially in English, because they know that work now will not influence their final grades. Staff are unsure about planning for the future.
- Safeguarding and SEND – discussed reasonable adjustments which would be required if more learning is online as part of a blended learning delivery model. Lindsey Styles is carrying out an Equality Impact Assessment of activity during the lockdown (including challenges and blockers) which will inform the future.

Governors asked questions to which Chris responded:

What advice have you given to staff about students' expectations of 24/7 availability during the lockdown?

Initially, teachers were receiving emails and calls late in the evening. We have stressed that staff should work their standard hours, i.e. only make themselves available to students in accordance with the timetable.

We are also encouraging teachers to adopt a facilitative approach so that students take more responsibility for their own learning and work independently.

Wellbeing is emphasised in internal comms to staff e.g. sports teachers are setting exercise challenges.

Historically retention issues have impacted final achievement; what is the retention position?

Retention is significantly higher than previous years i.e. pre-lockdown retention rates were above national rates for the first time.

How robust is the English and maths GCSE grading?

We are rigorously following the published guidance and as well as assigning a grade we also have to rank our 1500+ students in order. We do not rely entirely on teachers' judgements and the leadership team has called for the evidence supporting all recommended grades. Keith Turner (Assistant Principal) is reviewing the evidence (e.g. mock exam results) and analysing the data for anomalies e.g. by area, teacher, gender, ethnicity etc. We were forecasting an improvement in student outcomes this year.

Do you anticipate that all institutions will adopt the same level of rigour and will the College be able to provide supporting evidence if this is called for?

Yes, tutors are providing evidence if and when we are audited and can demonstrate rigour. We cannot speak for other institutions. The awarding bodies will monitor the national picture and apply grade boundaries.

The AOC expects increased numbers in FE in September; are we planning for this?

The AOC is predicting an additional 100,000 16-25 FE students next year (this is the age range which the government predicts will have the highest levels of unemployment until the economy recovers). We do not know whether the government will fund additional places or whether funding will be extended to age 25.

The curriculum Restart Group will be including this scenario in its planning. Recruiting good quality additional staff could be an issue even if more funding was made available however, blended learning provides an opportunity for larger groups.

How much of your planning is being communicated to staff and how quickly?

The curriculum Restart Group will be meeting for the first-time next week and will include a cross section of staff. An internal comms has been circulated to all staff this week from Imelda about planning for the future.

What is the percentage of students with no access to suitable technology?

We have loaned laptops to students on request and we know that some families are sharing devices so students are learning in the evenings. Most

(70%) of students are engaging but for those who are not, lack of a device should not be a reason.

The Board received the update on 2019/20 student outcomes and the student voice

c) Curriculum & Quality Group (CQG) 30th March 2020 *(previously circulated as Paper 2.2C)*

The Chair of CQG drew attention to the WIC / Pearson issue. Some students are still waiting for results from last year which is unacceptable. A further communication will be sent to Pearson and if there is no response, the matter will be referred to the OfS.

The Board received the report from the CQG meeting on 30th March 2020

2.3 Financial Health

a) 2019/20 Financial Health *(previously circulated as Paper 2.3A)*

- The 2019/20 budget is forecast to be £10k ahead of budget having taken into account the impact of COVID-19. Much of the income was secured prior to lock down with the exceptions being:
 - Adult funding which has been recovered through increased Distance Learning
 - Apprenticeships however income was already ahead of target for 2019/20
 - Commercial – all commercial activities are paused, and 49 staff have been furloughed (the College is paying the additional 20% which is included in the budget)
- The MoJ has confirmed the funding for 2019/20 as profiled.
- Cash is being monitored daily.

The Board noted the:

- ***Financial position as at Period 8 (31st March 2020)***
- ***Cashflow position as at 31st March 2020***
- ***Update on the Campus investment budget***
- ***Financial implications of COVID-19 pandemic***

b) 2020/21 Budget and 3-year financial plan *(previously circulated as Paper 2.3B)*

- The 2020/21 budget is work in progress, and the Executive is confident that a budget in line with the 3-year plan will be achieved. The budget will be presented for discussion at the June Board meeting prior to final approval, including financial KPIs, at the July Board meeting.
- When the budget is presented, the Board will want to know where compromises have been made, and the impact.

Action 1: Imelda Galvin

The discussion was minuted as confidential

The Board noted the progress in developing the 2020/21 budget

c) Finance Group (FinG) Meeting 28th April 2020

The Chair of the FinG confirmed that all matters discussed by the Group had been covered at this meeting and reminded the Board that the minutes of the meeting had been circulated. At the next meeting (before the June Board meeting), the

FinG will review the further iteration of the budget and the benchmarking report (which has not yet been received) from Tribal.

The Board noted the verbal report from the Finance Group meeting of 28th April 2020.

Governance and Compliance

3.1 Audit & Risk Committee Meeting 19th March 2020 *(previously circulated as Paper 3.1)*

The A&R Committee Chair referred the Board to Paper 3.1 which summarises the matters reviewed at the meeting and the recommendations.

Governors challenged the number of items in the Strategic Risk Register (SRR) which are ragged red or amber. Imelda Galvin explained that the rag ratings were not based on a formula but reflected subjective judgements made by the College's Risk Management Group e.g. cash is red because it is critical.

The A&R Committee Chair added that the Committee requested a discussion on risk management at its next meeting including clarity of the risk ratings (possibly based on impact and probability) and also sight of the Operational Risk Register (ORR) which underpins the SRR. The A&R Committee may be requesting further detail be added to the SRR.

The Board:

- ***Noted the report from the meeting of 19th March 2020***
- ***Approved the Strategic Risk Register***
- ***Approved three sections of the Financial Regulations***
 - ***Section 5: People Services and Payroll***
 - ***Section 9: Credit Management***
 - ***Section 13: Capital Projects***
- ***Approved the re-appointment of Elucidate Consulting Ltd as providers of the College's Internal Audit Service for 2020/21***

3.2 PDMG Meeting 4th May 2020

Discussed at item 2.1

3.3 Agenda items for the next meeting:

- Planning for College re-opening (including prisons)
- Campus Forecast achievement 19/20 / Campus QIP – progress and impact
- Financial Health 2019/21 performance YTD
- Budget / Capex 2020/21 budget for review / approval in principle
- SEND Governor Development and SEND Annual Report
- Reports from CQG / PDMG / FinG

CONSENT AGENDA

The following items were approved by consent / without discussion:

4.1 Minutes of the Board Meeting held on 25th March 2020 *(previously circulated as Papers 4.1A and Confidential 4.1B)*

4.2 Siemens Financial Services Limited *(previously circulated as Paper 4.2)* ***The Board approved the contract for £1,284,197 over three years to lease IT equipment.***

Next Meeting 10th June 5pm