

MILTON KEYNES COLLEGE GROUP
CORPORATION BOARD MEETING
Minutes of the meeting held on 9th February 2022, MS Teams
17:00 – 19:20

Board Members	Category of Governor	Attendance 2021/22	Present at this meeting
Richard Bartlett-Rawlings	Independent	5 of 5	Yes
Rebecca Carrington	Independent	4 of 5	Yes
Alan Cook	Independent	5 of 5	Yes
Peter Cox	Independent	5 of 5	Yes
Kaye Dwight	Staff	5 of 5	Yes
Mat Gotkowski	Independent	5 of 5	Yes
Marcela Grabowski (joined 10/11/21)	Student	1 of 4	No
Shalom Lloyd (joined 14/12/21)	Independent	3 of 3	Yes
Liz Marr	Independent	5 of 5	Yes
David Meadowcroft	Independent	5 of 5	Yes
Julie Mills	CEO	5 of 5	Yes
Stephen Norrish	Independent	4 of 5	Yes
Ruby Parmar	Independent	3 of 5	Yes
Charlynn Pullen	Independent	5 of 5	Yes
Ian Revell	Independent	5 of 5	Yes
Neil Sainsbury	Independent	4 of 5	Yes (in part)
Sufian Sadiq (joined 31/1/22)	Independent	2 of 2	Yes
Aniesa Shah	Staff	4 of 5	Yes
Gwynneth Tan	Independent	3 of 5	Yes
Manish Verma	Independent	2 of 5	Yes
Adam Rixon (10/11/21 – 21/1/22)	Student	1 of 2	
Attendance % this meeting		95%	19 / 20
Attendance % year to date		85%	82 / 96

Regular attendees: Sally Alexander (Principal: Quality & Student Experience), Annie Allen (CPO), Alex Warner (Principal: Curriculum Innovation & Pedagogy), Karen Brown (Head of Governance)

Other attendees: Martin Owen (Interim Chief Financial Officer), Lee Parker (Director of Marketing & Comms).

1.1 Welcome and Apologies

The Chair thanked governors for agreeing to extend the meeting.

- Apologies had been received and accepted from Marcela Grabowski.
- Shalom Lloyd, Aniesa Shah, Neil Sainsbury and Manish Verma had sent apologies that they would be late.

1.2 Declaration of Interests

There is a standing declaration from Rebecca Carrington who is Director and Principal of Arts1.

2.0 Strategic Priorities 2021/22

2.1 CEO's Report *previously circulated as Paper 2.1*

Julie Mills updated the Board on developments arising after publication of her report.

Cyber Attack

The College was subject to a cyber-attack in January. The Chair of Governors and Chair of Audit & Risk Committee were briefed at the time and following professional advice, details can now be shared with the Board, staff and other stakeholders. An email was circulated to governors and staff today and an article will be published on the College website tomorrow [here](#)

Due to data security in place, and swift action by the IT team, the risk was contained although staff and students did suffer some disruption as systems were taken down for periods to fix vulnerabilities. All systems are now operational again. A full report will be presented to the Audit & Risk Committee at its next meeting on 30th March.

The ICO and the College's insurers have been kept fully informed. There was some data exfiltration, but this is regarded as low risk. Anyone seriously impacted will be contacted individually.

Leadership Structure

Minuted as confidential.

The Board received the CEO Report

2.2 Confidential Item

Minuted as confidential

2.3 a) Student Experience *previously circulated as Paper 2.3A*

- Quality Improvement Plan (QIP) *included in Paper 2.3A*
- Ofsted Readiness *previously circulated as Paper 2.3B*

Paper 2.3A provided a detailed update on the current position: the CQG scrutinises progress against the Quality Improvement Plan as additional assurance for the Board and had reviewed an update at its meeting on 7th February. Omicron impacted staff and student attendance after Christmas and the cyber attack in January / February created a backlog with recording registers.

Paper 2.3B was circulated for information with no discussion.

The Board noted the updates on the Student Experience

b) CQG Meeting 7th February 2022

Liz Marr gave a verbal update on the CQG meeting held on 9th February. The CQG had invited students to attend to give direct feedback on the student experience; students were open and honest and had referred to the IT issues raised in item 2.1 above. The CQG also received assurance on English & Maths, prison education and academic KPIs

(attendance, student satisfaction, E&M achievement, and destination data capture). The motor vehicles leadership team also attended to discuss challenges and interventions to improve student attendance. The minutes will be circulated.

The Board noted the update following the CQG meeting on 7th February 2022

2.4 Financial Health *previously circulated as Paper 2.4*

Martin Owen referred to the financial position as at Period 5 (which has improved since Period 4).

Income is adverse to budget but the forecast is that the targeted contribution will be achieved through robust cost control.

Governors had a confidential discussion (minuted separately).

The Board:

- ***Noted the financial position to 31st December 2021 and forecast outturn***
- ***Approved the recommendation not to award a general pay increase (for reasons of affordability)***

3.0 Governance and Compliance

3.1 PDMG 12th January 2022

Peter Cox referred to the report of the meetings of 12th January 2022 when the PDMG had received assurance on project progress, variations from budget and vision / design principles.

- Bletchley. Risk analysis is Amber. Planning Permission has been received. The project is £113k over budget and the project is around six weeks behind plan but the team is optimistic that costs and time can be clawed back. The abortive costs (£575k) were refunded in January. The planning approval process has delayed finalising the main works contract with Ashe Construction consequently Board approval is required for an increased Letter of Intent (LOI) for £800k plus VAT with an extended expiry date of 31st March 2022 (which will supersede the current LOI for £647,288k).
- Oxford. Risk Analysis is Amber. The project is on track, but the budget is tight. The scheduled completion date is September 2022.
- Reading. Risk Analysis is Green. The IoT is live.

The Board:

- ***Noted the report from the PDMG***
- ***Approved a replacement Letter of Intent for Ashe Construction for £800k plus VAT (expiry 31st March 2022)***

3.2 CPMG 17th January 2022

Peter Cox referred to the report of the meeting of 17th January 2022 when the CPMG had received assurance on project progress (College Business Centre and ITC extension), variations from budget and vision / design principles.

- College Business Centre (CBC). Risk Analysis Green. The deadline for delivering the CBC has been extended and the project team is now working to a completion date of April 2022. To allow further time to finalise the contract with Ashe Construction, Board approval is required for an increased LOI for £499k plus VAT

with an extended expiry date of mid-March (which will supersede the current LOI for £300k).

- ITC Extension. Risk Analysis Green. The completion deadline is 31st August 2022. To allow further time to finalise the contract with T&B, Board approval is required for an increased LOI for £750k plus VAT with an extended expiry date of 30th April 2022 (which will supersede the current LOI for £300k).

The Board:

- **Noted the report from the CPMG meeting on 17th January 2022**
- **CBC**
 - **Approved a replacement Letter of Intent for Ashe Construction for £499k plus VAT (expiry mid-March)**
 - **Delegated authority to the CPMG to approve the main works contract**
- **ITC Extension**
 - **Approved a replacement Letter of Intent for T&B for £750k plus VAT (expiry 30th April)**
 - **Delegated authority to the CPMG to approve the main works contract**

3.3 Items for the next meeting

People Strategy: Gender Pay Report / Remuneration Project
Leadership Structure
Student Experience
Financial Health

3.4 Meeting Effectiveness

The Board did not request any item be rescheduled.

CONSENT AGENDA

The following items were approved by consent / without discussion:

4.1 *People Strategy – EDI Annual Report 2021/22 previously circulated as Paper 4.1*

The EDI Manager will attend the next meeting to answer any questions.

4.2 *The Board approved the Minutes of the Board Meeting held on 31st January 2022 previously circulated as Paper 4.2 and Confidential 4.2A*

Matters arising: None

Next Meeting 23rd March 2022