

## MILTON KEYNES COLLEGE GROUP

### CORPORATION BOARD MEETING

Minutes of the meeting held on 22<sup>nd</sup> March 2023

Room F44, Chaffron Way Campus

17:00 – 19:05

Board Members	Category of Governor	Attendance Record 2022/23	Present at this meeting
Maria Abbas (joined 25/11/22)	Student Governor	2 of 3	Sent apologies
Sally Alexander	CEO	6 of 6	Yes
Richard Bartlett-Rawlings	Independent	4 of 6	Yes
Alan Cook	Independent	6 of 6	Yes
Peter Cox	Independent	6 of 6	Yes
Kaye Dwight	Staff	6 of 6	Yes (Teams)
Mat Gotkowski	Independent	6 of 6	Yes
Sean Hainsworth	Staff	5 of 6	Yes
Jacob Jempson (joined 25/11/22)	Student Governor	3 of 3	Yes
Shalom Lloyd	Independent	4 of 6	Yes (Teams)
David Meadowcroft (Chair)	Independent	5 of 6	Sent apologies
Angie Novell (joined 28/10/22)	Independent	4 of 4	Yes
Ruby Parmar	Independent	5 of 6	Yes
Charlynn Pullen	Independent	6 of 6	Yes (Teams)
Ian Revell	Independent	5 of 6	Yes
Gwynneth Tan	Independent	4 of 6	Yes (Teams)
Sufian Sadiq	Independent	4 of 5	Sent apologies
Neil Sainsbury	Independent	5 of 6	Yes (Teams)
Manish Verma	Independent	3 of 6	Yes (Teams)
Jeremy Wilsdon (joined 28/10/22)	Independent	1 of 3	Sent apologies
Attendance % this meeting		80%	16/20
Attendance % year to date		83%	90/108

Attendees at this meeting: Annie Allen (Chief People Officer), Alex Warner (Principal: Curriculum Innovation and Pedagogy), Jason Mansell (Chief Operating Officer), Miranda Coles (Chief Financial Officer), Sam Samuels (Governance Partner), Karen Brown (Head of Governance) (clerk)

Other attendees: Anna Clarke (Group Director Employer Engagement and Partnerships) (in part).

Prior to the meeting, a group of governors had a tour of the ITC where they had seen the capital works (extension and refurbishment) funded by the Post 16 Capacity Fund and spoken to the Head of School about how the College was meeting skills needs in engineering and construction.

## 1.0 Procedural

### 1.1 Welcome and Apologies

- David Meadowcroft, Maria Abbas and Jez Wilsdon had sent apologies. Sufian Sadiq sent apologies after the meeting,
- Anna Clarke was welcomed to the meeting.

### 1.2 Declaration of Interests

None

## 2.0 Strategic Priorities 2021/22

### 2.1 CEO's Report (*previously circulated as Paper 2.1*)

Governors asked Sally Alexander to comment on the impact on our staff following the tragic death of Ruth Perry (the Headteacher who took her own life following an inadequate Ofsted inspection).

Sally assured governors that staff were being supported whilst balancing the need to not cause anxiety with a potential Ofsted inspection.

There is however more anxiety amongst prison staff who are seeing their effective provision being downgraded by Ofsted to 'requiring improvement' or 'inadequate'. This is due to reasons beyond their control, (e.g., if the prison regime does not allow offenders to access education, then retention of knowledge and progression cannot be evidenced). Ofsted will not award a separate grade for education. This is creating low morale and it is a challenge to retain good staff.

Governors asked:

***Are we giving feedback and is the AOC taking anything forward with Ofsted?***

We will participate in any consultations and have already given feedback to a Select Committee on our experience with prisons.

***Can anything more be done to support our staff e.g., a wellbeing programme?***

The Teaching Staff Governor confirmed that staff were feeling supported; experienced teachers were confident but less experienced teachers were feeling vulnerable but being supported by the team.

Sally highlighted some key points from her report.

#### Ofsted Inspection – College Nursery

The inspection this week confirmed our provisional judgement that the provision is 'Good' from which governors can take assurance that our self-assessment process is accurate. Alex Warner managed the one-day inspection, and it all went very smoothly. Thanks were expressed to the Nursery Manager.

#### Mind the Skills Gap

Representatives of the FE sector campaigned outside Parliament on the 1<sup>st</sup> March to raise awareness of under-funding in FE despite skills, and the role of FE, being high on the government's agenda. The College did not send a representative but wrote to Robert Halfon MP, Minister for Skills, Apprenticeships and Higher

Education, and received a standard reply. The local MPs are visiting the College next week where we will have the opportunity to discuss further.

The introduction of T-Levels (which have not been fully tested) will lead to de-funding of the existing BTEC qualifications from 2025. Some T-levels planned for September 2023 have been withdrawn by the DfE due to concerns about quality which has created a reputational issue with employers, students (and their parents) who were due to start in September. The College will offer an alternative qualification.

### Board Awayday 7<sup>th</sup> June 2023

The focus of the Board Awayday is to review progress against the Strategic Plan and determine the priorities for the remaining three years of the plan informed by guest speakers (e.g., views from the sector, local community, skills (Chamber) and prisons).

### Prison Education Services (PES)

The Board requested more information on prisons and Miranda Coles confirmed it was the intention to report more financial information as the cost-plus model comes to an end in March 2023.

The CQG receives regular updates on the quality of provision e.g., the Education Manager at HMP Full Sutton attended the last CQG meeting (details are included in the meeting minutes).

Governors were encouraged to visit a prison if they have not already done so. Sufian Sadiq is the Link Governor.

Governors asked:

***Will long-term high security being included in regional Lots be an advantage or not?***

There may be less of a geographical spread and there could be funding advantages if there is a wider 'mix' of prisons in each Lot (the current funding focuses on rehabilitation).

### ***The Board received the CEO Report***

## **2.2 Student Experience and Student Success: Meeting Local Skills Needs** *(previously circulated as Paper 2.2)*

The Board watched a short video<sup>1</sup> demonstrating how the College is working in partnership with Silverstone (hospitality and motor vehicle students) which is just one example of how the College is working with employers to meet skills needs. The video is taken at the Grand Prix weekend and is the culmination of twelve months work with Silverstone; Hospitality learners are transported every fortnight to work in Silverstone's commercial kitchens and Silverstone chefs are doing their assessor qualifications with the College, so they are being developed into dual professionals as well as informing curriculum design.

Alex Warner and Anna Clarke referred to paper 2.2 and highlighted:

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<sup>1</sup> <https://www.youtube.com/watch?v=rABOt1AfFno>

## LSIP (Local Skills Improvement Plan) and Ofsted

- Governors were reminded of the Skills for Jobs White Paper (subsequently the Skills and Post 16 Education Act), which places a legal requirement on colleges to work with employers, to ensure that post 16 provision meets the skills needs of the local area.
- The LSIP is being developed by the Chamber of Commerce (the Chamber) for the DfE, based on input from employers in the SEMLEP (South East Midlands Local Enterprise Partnership) geographical area. The Chamber will submit a report to the DfE setting out what employers expect of the FE sector.
- The College is also working with and supporting the development of the Buckinghamshire LEP LSIP, as there are employers who are immediately on our geographical boundary.
- An early draft of the LSIP has been seen this week and as the College has been working with the Chamber, there are no surprises and the content reflects work already in place. The report is at a high level (i.e., does not propose specific courses) and as SEMLEP is diverse, the College will be overlaying this with a Milton Keynes context.
- There will be some future funding available through the Local Skills Improvement Fund (LSIF) to assist providers to deliver the plans.
- Colleges are required to produce an Accountability Statement by the end of May 2023, reflecting both the LSIP and national skills priorities, which must be approved by the Board and published on the College website (a draft will be brought to the May Board meeting).
- The College is working with the Chamber and other providers e.g., CoSEM (Colleges in South East Midlands). The College may choose to work with a green skills provider to upskill staff.
- Governor Shalom Lloyd and Anna Clarke serve on the Board of MK Chamber and Anna is also a SEMLEP Board member.

## Curriculum Development

- To identify local skills needs the College refers to:
  - Labour market intelligence data (EMSI Analyst) to understand industry and occupational trends, predicted growth or retraction. The DfE has also recently launched a new [interactive dashboard on local skills](#) which enables comparisons between regions.
  - Employer forums both sector specific groups (sector requirements) and cross sector groups (broader employability skills), to inform curriculum development.
  - Input from partners e.g., the College is represented on MK Chamber, SEMLEP and CoSEM skills boards and has a productive working relationship with Milton Keynes Council.
- Ofsted will make a separate judgment (strong, reasonable or limited) on how well the College is meeting local skills needs. The College assesses itself to be 'strong' at a strategic level (i.e., relationships with SEMLEP, the Chamber and employer responsive bodies) but there is more work to do at a curriculum level. Some schools already have an excellent relationship with employers and can demonstrate how effective employer engagement is informing the curriculum and sequencing of learning. Other schools are developing relationships and Heads are being challenged, and supported with this, through the IQR process and 360 reviews.

Examples of employer and stakeholder collaborations are detailed in Paper 2.2. e.g.

- Development of the Chaffron Business Centre to deliver skills training
- Institute of Technology: SCIoT will address the regional and national skills shortage in digital (it will be the largest, in-person, higher education institution in Milton Keynes).
- The Skills Academy (Level 1) has been developed following employer input at cross-sector forums.
- Carey's Campus (a pre-apprenticeship programme in construction).
- Silverstone Partnership (hospitality and motor vehicle).
- Naturally Tribal and Paramount (games animation through the SCIoT).

Governors asked questions:

***What proportion of employers are participating in the Chamber's consultation on skills needs?***

We believe that the Chamber have received 85 responses to date, from their employer base. One of the emerging headlines is that employers are not engaging with FE.

This is a low response rate, but the College has direct contact with 2000 engaged employers and strong employer links through its 500 apprentices.

***Which schools are working most effectively with employers to meet local needs?***

The strongest area currently is Hospitality and Catering; the Silverstone project is an example of a totally employer-sponsored provision.

At Link Governor visits, governors were reminded to seek assurance from Heads on how stakeholders are influencing the curriculum e.g.:

- Who are the last three employers you engaged with to inform the design of the curriculum?
- How do you involve employers in curriculum design and development e.g., talks, assignment briefs?
- When did an employer last visit to inform teachers and / or students about a current industry trends/ curriculum topic?
- How are employers informing curriculum planning for 2023/24?
- How can governors support you to be to bring in more employers?

The Student Governor added that he had not had any opportunities to interact directly with employers (Media Studies).

***How is the College planning for future skills and industries e.g., green skills?***

We believe the likely themes will be engineering, digital and logistics.

There are strong links with employers in Engineering which were highlighted to governors during the tour of the ITC.

***The Chancellor announced in the budget that LEPs will be abolished within a year. What impact will this have?***

Currently we don't know as the SEMLEP Board is meeting next week to discuss this. It is in line with devolution, and we are talking to colleagues about this. If funding is devolved locally, our ability to influence could increase.

### ***Are colleges expected to meet national as well as regional and local needs?***

Yes, we have a large Health & Social Care and Construction provision because these are national priorities.

### ***The Board received the update on meeting local skills needs and working with stakeholders.***

*Anna Clarke was thanked for attending and she left the meeting.*

## **2.3 Student Experience and Success**

### **a) In-Year Performance (previously circulated as Paper 2.3A)**

Alex Warner referred to paper 2.3A and highlighted:

#### In Year Progress / BRAG ratings

- BRAG-ratings, (based on a range of judgements and not just predicted achievement), track individual learner performance. It is an assessment undertaken by Course Leads, where learners receive a rating (blue - outstanding/ achieving stretch targets, green - on track to achieve/ pass, amber - low to moderate chance of not completing or red - high chance of not completing rating), based on attendance, completion of in year course targets and summative assessments. BRAG ratings were reported to CQG at the meeting on 6<sup>th</sup> March.
- When learners are retained, they are highly likely to pass / achieve. 16-19 and adult retention is better compared to the same time last year (by 2.5 and 3.9 percentage points respectively), because of a range of interventions, including Project September. We also evidenced today (although results are embargoed until tomorrow), that more learners achieved higher grades (merit and distinctions) in externally set exams in the January sitting.
- The early indicators for 2022/23 achievement are positive.

#### Disadvantaged Gaps

- Following a governor challenge, the data for disadvantaged learners has been closely analysed and there are gaps in anticipated achievement compared to non-disadvantaged learners e.g., free meals, ward uplift, gender, ethnicity and disability.
- Heads of Schools are ensuring that interventions are in place, as a priority, to address disadvantage gaps and this is being challenged through the IQR and 360 reviews. This will be monitored by the CQG and is a question for Link Governor visits.
- The MK Community Foundation's annual report 'Vital Signs' has been presented to all schools to raise awareness of disadvantage so as to better meet the needs of the MK communities.

#### IQRs (Internal Quality Reviews) and 360 reviews

- Schools assessed to have weaker performance have been prioritised for the IQRs (which is a form of mini-inspection), (e.g. Care Professions and Construction), and they have received additional scrutiny by the CQG governors (who continue to monitor). There are positive indications of improvement.
- The Quality Improvement Plan (QIP) will be circulated to the CQG at the end of this term.

## Quality of Teaching and Learning

- Observations of Teaching and Learning have taken place based on priority need (e.g., new teachers and/or teachers new to the College are prioritised).
- Of the 77 completed observations, 71.4% were deemed as 'Effective Practice', 26% were deemed as 'Developmental Actions to Improve' and 2.6% were deemed as having 'Priority Actions to Improve'.
- Staff who have not achieved Effective Practice have an action plan and receive bespoke coaching and support from the Quality team.

Governors asked questions:

### ***Has the staff recruitment challenge in Care been resolved?***

It is a stable workforce. The challenge in 2021/22 was learner behaviour and this has been less of an issue in 2022/23.

Construction has a high turnover of staff as trade professionals can earn more in industry.

### ***How does student recruitment and retention compare to other colleges?***

The MIDES report includes data from 244 comparative colleges. This year we increased 16-19 learner numbers by 3.2% compared to the sector average of 0.2% and in FE Week, 50% of colleges reported a reduction in learner numbers. In comparison, our recruitment is relatively positive. Additionally, our retention has also improved.

### ***Is there any data from other colleges on student recruitment targets for 2023/24?***

No, only retrospective data is available. We are business planning now and setting targets for next year.

### ***Can governors have confidence that the retention data is accurate? Are there students on roll who are not attending but have not withdrawn?***

The retention figure reported relates to the end of January since which time some learners have withdrawn e.g., if they have gained employment. The Heads are taking action to re-engage any students who are not attending as many are disadvantaged and have specific challenges. This is part of our 'Inclusive Classroom' efforts.

### ***Will you report attendance alongside retention so there is a more accurate picture?***

The BRAG rating (which is subjective) is an indicator of a learner achieving their qualification based on tutors knowing their students. It takes various measures into account including attendance. In some cases, learners are expected to achieve even where their attendance is poor. The attendance data could give a false picture hence we consider a balance of retention, attendance, vocational tracker and BRAG ratings.

***The Board noted the report on in-year progress.***

**b) Report from the Curriculum and Quality Group (CQG) meeting of 6<sup>th</sup> March 2023 (previously circulated as Paper 2.2B)**

Charlynn Pullen, Chair of the CQG, referred to the report of the meeting and highlighted:

- The CQG had a preview of mid-year learner performance discussed above. The CQG challenged the presentation of data and requested triangulation of IQR outcomes, BRAG-ratings, vocational trackers, attendance, and retention.
- Governors were assured that the College is meeting its statutory responsibilities for Safeguarding and Prevent. The number of reported incidents continues to be high with over 50% relating to mental health and wellbeing. 50% of learners had a SEND declaration. The CQG report is circulated to the Board as Consent Paper 4.6.
- The Careers Lead reported on careers provision and noted the progress to date and further challenges. The Careers Link Governor is a vacant role.
- Ofsted will inspect aspects of the adult provision which receive government funding; the CQG received assurance and noted that an action plan is in place to improve this provision.
- Governors were assured that learner feedback is used as a tool to identify improvements in the student experience.
- The Education Manager from HMP Sutton (a high security prison for long term offenders), outlined the challenges when the contract was acquired in April 2019 and was congratulated on the transformational change since her appointment.

***The Board approved the report from the CQG meeting of 6<sup>th</sup> March 2023.***

**2.4 Financial Health**

Miranda Coles led on this item.

**a) Financial Health**

2022/23 Management Accounts Period 6 (January 2022) (previously circulated as Paper 2.4A)

**Budget Reforecast**

- A reforecast has been undertaken which reflects the mix and balance of learners, income and expenditure to date, potential staffing changes and adjustments for likely inflationary impacts. Income is expected to remain under budget for both Campus and Prison Services and savings in staff costs are expected to continue. A continued focus on cost control will ensure that the combined budgeted Group contribution of £373k (as approved by the Board in July 2022), will still be achieved.
- The budgeted contribution, albeit unchanged, includes the impact of the pay increase which was brought forward from January 2023 to September 2022 (i.e., 4 months of higher pay costs).

**P6 Management Accounts**

- Overall Group contribution is £48k better than budget. Campus and IoT contributions are £42k better than budget and Prison Services £6k better than budget.
- Income is £2,270k below budget, of which £1,279k relates to reduced activity in prisons and £991k to Campus and the IoT.
- Pay costs are £1,676k below budget which is £1,141k in prisons (60 vacancies) and £536k on campus (31 vacancies). Delivery is not being affected by



vacancies nor are the vacancies / reduction in pay costs masking budget issues elsewhere.

- Non pay costs are £643k below budget, £145k in prisons and £497k on Campus.
- Cash is on target and supports going concern. The cash balance at the end of P6 was £6,845k and cash days were 55 (target 45).
- The P6 Financial Health score is 'Good' (i.e., on target).
- The Prison Services Cost-Plus model continues until 31<sup>st</sup> March 2023. New prisons (Fosse Way and Lot 8) will be included from April.

Governors requested more granular reporting on prisons and the IoT.

### **Action 1: Miranda Coles**

#### Capital Budget

- The Board approved a capital budget of £1.5m for 2022/23 of which £643k is committed. The uncommitted items are being reviewed (it is unlikely that the CTF project will include any of these items).
- Further government grants are expected following the ONS reclassification, which must be spent on improving energy efficiency and sustainability.

#### Capital Projects

- The current cost of the CTF project works is above £7.4m (which is the total project budget including a College contribution of 50%). The College is evaluating options to reduce the costs through value engineering.

#### Vacancies

- There were 91 vacancies at the end of January including recruitment for HMP Fosse Way but not Lot 8 prisons (so the number will increase).
- Recruitment and retention of staff is a challenge across the sector. Everything possible is being done to ensure the student experience is not affected.

#### 2023/24 Budget Principles

- Budget planning has commenced. Strategic principles for the 23/24 budget are:
  - A 3-year planning horizon.
  - Financial health score to remain 'Good' for 2023/24, 2024/25 and 2025/26.
  - Ability to respond positively to sector changes and major capital projects.
  - Recognise a change in the PES (Prison Education Services) funding model for Contract Year 5 and 6 and the commencement of a new tender process.
  - Financial sustainability for Campus and the IoT.

#### Local Government Pension Scheme

- LGPS primary employer contributions will increase from 17.5% to 20.3% from April 2023 (an additional cost of £227k per annum).
- The College has previously paid modest secondary contributions however, from 2023/24, the secondary contributions will increase from £240k to £1.37m per annum. The secondary contribution is only payable if members leave the LGPS scheme. As the College has no intention of leaving the scheme, it will not pay the secondary contribution.

- The risk of paying is the significant adverse impact on our cash balance / financial sustainability. The risk of not paying only crystallises in the event the College leaves the LGPS scheme.

### Subsidiary Companies

- PETS Ltd and MKMF Ltd (both dormant) will be dissolved as of 31<sup>st</sup> March 2023. Employees of CMA Ltd will be moved to the College and CMA will then become dormant.
- The Directors of MKC Commercial Ltd will start to receive management accounts (MKCC will have its own bank account and payroll).

Governors asked questions to which Miranda and Jason responded:

***Does the LGPS position make the College a less attractive target for a potential acquisition?***

It could mean we carry more liabilities.

***Is the College in surplus with the LGPS scheme because secondary contributions have been paid in the past?***

No, it is due to the actuaries' calculations, and it swings between surplus and deficit.

***Is there any impact on individuals if the College does not make the secondary payment?***

No, it is an employer payment to Bucks Council and has no impact on the individual members.

***Is the Bucks Council Scheme at risk?***

Organisations are moving away from LGPS schemes to schemes such as NEST for new employees. The significant secondary payment is a way of discouraging organisations from leaving the scheme to protect the fund.

***In our reforecast, income and costs have reduced. How does that align to our agenda for growth?***

We did meet our aim to recruit more students, and whilst we exceeded the 16-19 and adult allocations (which means higher allocations in 2023/24), we did not meet our internal growth targets and we did not retain as many progressing students as we had planned. As discussed earlier in the meeting, this was a national picture due to economic circumstances i.e. some students had to choose between continuing in education or finding employment.

We have however grown provision in other areas e.g., prisons, projects, and apprenticeships.

Project September 2023 will focus on retaining progressing students as well as recruiting more Year 1 students.

The focus is still on growth.

**The Board:**

- **Noted the financial position as at Period 6**
- **Approved the recommendation not to make the LGPS secondary payment.**

**b) Report from the Finance Group meeting of 14<sup>th</sup> March 2023 (previously circulated as Paper 2.4B)**

Mat Gotkowski, Chair of the Finance Group, referred to the report of the meeting. The Group considered how in-year contribution could be maximised, sought assurance that resources were being allocated appropriately and the plan for building resilience in the Finance Team. Jason Mansell outlined his strategy (included in Paper 2.4B) based on:

- Staffing
- Stability
- Strategy (Strategic Plan)
- Systems
- Surplus

**The Board approved the report from the Finance Group meeting of 14<sup>th</sup> March 2023.**

**2.5 FE Climate Action Road Map (previously circulated as Paper 2.5)**

Alex Warner referred governors to Paper 2.5 and highlighted:

- The AOC's FE Code of Governance sets out the expectations relating to Environmental Sustainability i.e., the Board should adopt a long-term strategy and KPIs for carbon reduction paying regard to the EAUC's Climate Action Roadmap for FE Colleges<sup>2</sup> which is supported by the AoC and many FE Colleges and HE Institutions are signing up to it.
- Environmental Sustainability is also a Board strategic priority for 2022/23.
- The headline targets include Carbon Neutral by 2030 and Net Carbon Zero by 2050.
- The College has set up a Sustainability Committee (meetings are attended by Link Governors Ian Revell and Sean Hainsworth) where members monitor the actions in the Roadmap. Good progress is being made and the College is on target for:
  - Emerging Status: 2022/23
  - Established Status: 2023/24 and 2024/25
  - Leading Status: 2025/26
- Paper 2.5 includes examples of how the College is delivering 'emerging' and some 'established' and 'leading' actions e.g., carbon literacy training has been delivered to staff, students, and some external employers, recycling bins are available on all sites and 290m<sup>2</sup> of solar panels have been installed on the ITC building which will reduce carbon emissions by 28t per year.
- A strategy / plan and KPIs will be brought to a future Board meeting for approval and publishing.

**The Board noted the update on environmental sustainability and the FE Climate Action Roadmap.**

**2.6 Estates Strategy**

Minuted as confidential

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<sup>2</sup> Based on a the EAUC roadmap ([the alliance for sustainability leadership education](#)) and adopted by FE and HE Institutions). The FE Climate Action Roadmap.



### **3.0 Governance and Compliance**

#### **3.1 Capital Projects Monitoring Group (CPMG) Meeting of 22<sup>nd</sup> February 2023 and 22<sup>nd</sup> March 2023**

Peter Cox, Chair of the CPMG, referred to the report of the meeting of 22<sup>nd</sup> February (*previously circulated as Paper 3.1*), and gave a verbal update on the meeting of 22<sup>nd</sup> March, when the CPMG had received assurance on project progress, variations from budget and vision / design principles for the three capital projects:

1. The ITC Extension at Chaffron Way. Only the BREEAM Certificate is outstanding. Governors had a tour of the new facilities prior to this meeting.
2. Chaffron Way refurbishment. This is a £7.4m project funded by the 'Capital Transformation Fund' including 50% match funding. The total cost is c.£500k above the cost envelope. Significant VE (value engineering) has already been achieved to reduce this figure by over £1m. The Leadership Team is reviewing the options and impact of further VE. The financial challenges have been raised with the DfE. If VE does not deliver a reduction in costs within the cost envelope, funding received from the ONS reclassification may be used.
3. South Central Institute of Technology (SCIoT):
  - Oxford: the oil tank will be removed at Easter.
  - Bletchley: minuted as confidential

***The Board approved the report from the CPMG meeting of 22<sup>nd</sup> February 2023 and noted the verbal update from the meeting on 22<sup>nd</sup> March 2023.***

#### **3.2 Items for the next meeting:**

- Strategy / Meeting Local Skills: Accountability Statement (Draft)
- Student Experience - Student Voice
- Financial Sustainability: Management Accounts / KPIs / Emerging Themes 23/24 Budget
- People Strategy: People data, KPIs and SOAP / Gender and Ethnicity Pay Gap Report 2023 / Community Impact report
- Organisational: Internal Comms

#### **3.3 Meeting Effectiveness**

Governors gave feedback on the quality of meeting papers and technology:

- Papers including the Executive Summaries were good quality, informative and contained an appropriate level of information
- The technology in room F44 had worked better for all attendees including those attending remotely.

### **4.0 CONSENT AGENDA**

***The following items were approved by consent / without discussion:***

#### **4.1 Minutes of the last meeting**

***The Board approved the Minutes of the Board Meeting held on 8<sup>th</sup> February 2023 (previously circulated as Paper 4.1A and Confidential 4.1B)***

## Matters arising

Date Raised	Actions arising from the last and previous meetings	Action Owner	Current position
8/2/23	Ensure students in all areas are aware of College in the Community Events on 21/2/23	AW	Complete
	Report to Board / CQG on interventions to address student achievement and gaps / curriculum to meet EDI	AW	Complete - included in item 2.3
	Address technology challenges for hybrid Board meetings	JM	Complete – meetings have been moved to F44

### 4.2 Revised Minutes of the October 2022 and November 2022 meetings

*The Board approved the Minutes of the Board Meetings held on 5<sup>th</sup> October 2022 and 9<sup>th</sup> November 2022 (previously circulated as Paper 4.2A, Confidential 4.2B, 4.2C and Confidential 4.2D)*

### 4.3 Governor Engagement & Link Governor Report (previously circulated as Paper 4.3)

*The Board noted the Link Governor Report*

### 4.4 The Board approved the Procedures for Obtaining the Views of Staff and Students for publication (previously circulated as Paper 4.4)

### 4.5 Safeguarding & Prevent Update (previously circulated as Paper 4.5)

*The Board noted the update which had been scrutinised at the CQG meeting on 6<sup>th</sup> March*

**Next Meeting: 3<sup>rd</sup> May 2023**



Approved 3 May 2023  
Chair of Governors – David Meadowcroft