MILTON KEYNES COLLEGE GROUP
CORPORATION BOARD MEETING
Minutes of the meeting held on 7th June 2023
Room 3, Chaffron Way Campus
13:00 – 14:00

Board Members	Category of Governor	Attendance Record 2022/23	Present at this meeting
Maria Abbas (joined 25/11/22)	Student Governor	3 of 5	Sent apologies
Sally Alexander	CEO	8 of 8	Yes
Richard Bartlett-Rawlings	Independent	6 of 8	Yes
Alan Cook	Independent	8 of 8	Yes
Peter Cox	Independent	8 of 8	Yes
Kaye Dwight	Staff	8 of 8	Yes
Mat Gotkowski	Independent	8 of 8	Yes
Sean Hainsworth	Staff	7 of 8	Yes
Jacob Jempson (joined 25/11/22)	Student Governor	5 of 5	Yes
Shalom Lloyd	Independent	6 of 8	Yes
David Meadowcroft (Chair)	Independent	6 of 8	Sent apologies
Angie Novell (joined 28/10/22)	Independent	6 of 6	Yes
Ruby Parmar	Independent	7 of 8	Yes
Charlynne Pullen	Independent	8 of 8	Yes
Ian Revell	Independent	7 of 8	Yes
Gwynneth Tan	Independent	5 of 8	Yes
Neil Sainsbury	Independent	7 of 8	Yes
Manish Verma	Independent	5 of 8	Yes
Jeremy Wilsdon (joined 28/10/22)	Independent	2 of 5	Sent apologies
Sufian Sadiq (resigned 6.6.23)	Independent	4 of 7	
Attendance % this meeting		84%	16/19
Attendance % year to date		84%	124/147

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)

1.0 Procedural

1.1 Welcome and Apologies
- **Alan Cook (meeting chair) welcomed everyone to the meeting.**
- David Meadowcroft, Jez Wilsdon, Sufian Sadiq and Maria Abbas had sent apologies.

1.2 Declaration of Interests

None

2.0   Strategic Priorities 2022/23

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

Sally Alexander highlighted some key points from her report.

Local Skills Improvement Fund (LSIF)

MK College is the lead applicant on behalf of the six colleges in the South East Midlands region. There is £5.2m available which will support projects to deliver LSIP (Local Skills Improvement Plan) priorities. The colleges are meeting this week to discuss potential projects. Proposals must be submitted to the DfE by 22nd June 2023.

Accountability Statement

A draft has been submitted but as the LSIP has not yet been approved, the proposed projects are 'fluid' for now. The College will submit the final version of the Accountability Statement in July after the LSIP is published and the Board has discussed priorities at the Awayday and the July Board meeting.

Institute of Technology (IoT)

Alex Warner reported that the DfE has accepted a change to the KPIs including:
-   Reduced learner target numbers
-   Inclusion of some Level 3 provision (T-Levels)
-   Broadening the subject sector areas beyond digital to include engineering and construction

This brings the SCIoT in line with other IoTs.

Consequently, the College has achieved 110% of the revised Year 2 recruitment target.

Discussion minuted as confidential.

The Board reviewed and noted the CEO Report

Gwynneth Tan arrived at 13:20

2.2   People Strategy *(previously circulated as Paper 2.2) and presentation.*

Annie Allen referred the Board to Paper 2.2 and highlighted the key messages:

-   Staff recruitment and retention remains a key risk.
-   The labour force in MK has shrunk by 30,000 post COVID.
-   There are 62 live vacancies which includes 19 from the new Kent Surrey and Sussex prison group and 9 from HMP Fosse Way.
-   The College uses a range of strategies to improve recruitment and retention
-   The Gender and Ethnicity Pay Gap Report has been brought forward by 12 months to provide a more timely insight into the progress, challenges and activities in these areas.
    -   over the last 5 years there has been a reduction in the mean and median gender pay gaps
    -   there has been small increase in ethnicity pay gaps (there are relatively small numbers of staff with black, Asian and minority ethnic backgrounds so small changes have a significant impact).

- The Community Impact Report shows the positive contribution which the College makes in the community which helps to engage existing employees and attract new employees.

Governors asked questions to which Annie responded:

Is recruitment and retention a sector issue?

Yes. Our salaries are on a par with the sector but teachers in schools are generally better paid as they have national pay scales. We pay similar salaries to other colleges in the SEM region.

It is a challenge for the College to compete on salaries (when in competition with other sectors) e.g., business support roles.

Are you looking at other strategies to address recruitment challenges e.g., retirees, volunteers? Do you offer flexible contracts and subsidised childcare etc.

Yes, we are doing this.

What are you learning from exit interviews and how have you responded? 25% turnover is too high - where are staff going?

A key theme is salaries i.e., people are leaving the sector for higher salaries and career opportunities.

A Staff Governor added that workloads / feeling valued are also important as teaching is a vocation.

Have you explored Teach First? Are we doing enough to 'develop our own' e.g., working in partnership with universities? Are there overseas opportunities?

Yes, we are working with Teach First and we support potential teachers through a teacher training programme. Many Teaching Assistants in the ESOL area move into teaching.

Are you seeing increased levels of staff sickness due to workloads? Are there still long COVID issues?

There are the usual seasonal peaks at certain times of the year.

The College is supportive and flexible when employees need help with sickness.

Are salaries in our new prisons on a par with salaries in our existing prisons?

Yes, generally, there is parity across prisons.

Governors discussed that:

- The College is already taking the obvious actions, but the market is competitive.
- The staff turnover KPI of 15% is only valid if there are mitigating actions in place.
- The marketing should be reviewed e.g., make more of the experience and opportunities from working with the College e.g., a springboard to other opportunities.
- Governors will use their networks to support the College in recruiting (but may have also have their own local recruitment challenges).
- David Hughes, AoC is joining the Board Awayday and may speak more about sector challenges and what the AoC is doing to lobby on salaries.

The Board reviewed and noted the People Report

3.0	**GOVERNANCE AND COMPLIANCE**

3.1   Election of the Chair of Governors

Ian Revell, on behalf of the Search & Governance Committee, thanked governors for voting after the last Board meeting. The Search & Governance Committee had convened after the Board meeting to count the votes (minutes have been circulated).

Ruby Parmar received the highest number of votes.

The Board approved the election of Ruby Parmar as Chair of Governors to serve from December 2023 to December 2026

3.2   Items for the next meeting
- **Strategy** – review of 22/23 performance and priorities for 23/24
- **Financial Sustainability:** Management Accounts / KPIs / Budget 2023/24 / Staff Pay Award
- **Student Experience** - Curriculum Planning / Campus Success Prediction
- **Compliance:** Safeguarding Annual Report, SEND Annual Report,
- **Consent:** H&S Annual Report, FE Roadmap

4.0	**CONSENT AGENDA**

The following items were approved by consent / without discussion:

4.1   Financial Sustainability (Period 9 Management Accounts) *(previously circulated as Paper 4.1)*

The Board noted the financial position as at Period 9

4.2   CQG Meeting 15th May 2023 *(previously circulated as Paper 4.2)*

The Board approved the report of the meeting on 15th May 2023

4.3   CPMG Meeting 24th May 2023 *(previously circulated as Paper 4.3)*

The Board approved the report of the meeting on 24th May 2023

4.4   Search & Governance Meeting 2nd June 2023 *(previously circulated as Paper 4.4)*

   The Board approved:
   - *the report of the meeting on 24th May 2023*
   - *the following role descriptions:*
     a) *Link Governor: Careers*
     b) *Link Governor: Safeguarding & Prevent*
     c) *Link Governor: SEND*
     d) *Chair / Vice-Chair of Governors*
     e) *Independent Governor*
     f) *Staff Governor*
     g) *Student Governor*
     h) *Link Governor: Governor Mentor*
   - *Policy and Procedures for the recruitment and appointment of Board Members*
   - *Policy and Procedures for obtaining independent professional advice for Board members*
   - *Governors' Protocols for Meetings*

4.5   Minutes of the last meeting (3rd May 2023)

   The Board approved the Minutes of the Board Meeting held on 3rd May 2023 (previously circulated as Paper 4.5A and Confidential 4.5B)

   Matters arising

Date Raised	Actions arising from the last and previous meetings	Action Owner	Current position
3rd May 2023	Student Satisfaction Feedback – further analysis requested: - By student groups e.g., SEND - Against other prisons	AW	Complete . This will be included in the student survey for 2023/24

4.6   Fee Policy 2023/24 *(previously circulated as Paper 4.6)*

   The Board delegated approval of Fee Policy 2023/24 to the Executive Leadership Team

Next Meeting: 12th July 2023

The Board Awayday followed this meeting.

Approved 12 July 2023
Chair of Governors – David Meadowcroft