

MILTON KEYNES COLLEGE GROUP

CORPORATION BOARD MEETING

Draft Minutes of the meeting held on 1st May 2024

Room 3, Chaffron Centre

13:00 – 14:00

Board Members	Category of Governor	Attendance Record 2023/24	Present at this meeting
Sally Alexander	CEO	6 of 6	Yes
Richard Bartlett-Rawlings	Independent	4 of 6	Yes
Mat Gotkowski	Independent	6 of 6	Yes
Leroi Henry	Independent	4 of 6	No
Jacob Jempson	Student	5 of 6	Yes
Rebecca Myrie	Staff	6 of 6	Yes
Amit Nayyar	Independent	5 of 6	Yes
Angie Novell	Independent	6 of 6	Yes
Rosemary Ogunade (from 16.11.23)	Student	3 of 4	No
Ruby Parmar	Independent	6 of 6	Yes
Ian Revell	Independent	6 of 6	Yes
Neil Sainsbury	Independent	2 of 3	No
Manish Verma	Independent	5 of 6	No
Jeremy Wilsdon	Independent	3 of 6	Yes
Tom Wraight	Independent	6 of 6	Yes
Shalom Lloyd (resigned 22.8.23)	Independent	0 of 0	
David Meadowcroft (resigned 31.12.23)	Independent	2 of 3	
Sean Hainsworth (resigned 15.4.24)	Staff	4 of 5	
Alan Cook (resigned 15.4.24)	Independent	3 of 5	
Attendance % this meeting		73%	11/15
Attendance % year to date		82%	81/ 98

Attendees at this meeting: Jason Mansell (Chief Operating Officer), Annie Allen (Chief People Officer), Karen Brown (Head of Governance), Sam Samuels (Governance Partner), Arv Kaushal. Head of People Development & EDI

1.0 Procedural

1.1 Welcome and Apologies

Ruby Parmar welcomed everyone to the meeting.

Apologies had been received from Leroi Henry, Manish Verma, Neil Sainsbury, Rosemary Ogunade and Maxine Bennett.

Alan Cook and Sean Hainsworth have resigned from the Board and the Chair thanked them for their support for the College.

1.2 Declaration of Interests

None previously declared.

2.0 Strategic Priorities 2023/24

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

Executive Principal Recruitment

There has been a successful outcome, and an offer has been made. Governors Angie Novell and Jez Wilsdon were thanked for their support.

Partnership with Oracle Red Bull Racing

Discussion minuted as confidential.

Prisons Staff Sickness

Sickness entitlement is in line with other colleges.

High Sheriff College Champions

Five students from MK College Group and five students from Buckinghamshire College Group will be supporting Kurshida Mirza, High Sheriff.

The Board:

- ***noted the CEO Report***
- ***Approved the signing of the revised STEMeX contract with Oracle Red Bull Racing***

2.2 People Strategy / Gender and Ethnicity Pay Gap Report *(previously circulated as Papers 2.2A and 2.2B)*

People Strategy – sourcing talent from outside the education sector and growing our own talent from within.

Annie Allen highlighted the following:

- The Board has identified sourcing talent and developing in-house talent as strategic priorities for this year but there are multiple inter-linked projects which contribute to developing and retaining staff which are included in the People SOAP (Strategy on a Page).
- The Board is kept updated on the key people metrics through the Board Dashboard. Staff turnover and recruitment continue to be a challenge, especially in prisons (25%) due to some localities; on campus, turnover (18%) is workable. Across campus and prisons, headcount has grown by c.200 (25%) notwithstanding the competitive labour market. BAME representation on campus is increasing.

Governors asked questions to which Annie responded:

In the Dashboard, there has been a small drop in employee satisfaction (0.1 percentage point) and student satisfaction (0.9 percentage point). Is there an underlying issue?

The drop is very slight but does highlight the correlation between happy employees and the impact on the student experience. It is not a concern currently, but we will continue to monitor.

Growth and high turnover do impact staff who have to cover vacancies which will affect employee satisfaction levels.

Are there barriers, particularly on site, for employees with disabilities?

We monitor where employees self-declare and make reasonable adjustments where possible.

The tariff funding project has considered disability access (we know that the Institute of Technology new building is more inclusive in terms of accessibility). It is always a consideration when we are upgrading facilities.

The College is a 'Disability Confident' employer.

What are your plans to bring a 3-5 years Workforce Strategy / Plan to the Board which is aligned to the Finance Strategy, Estates Strategy, Curriculum Strategy etc? The impact on the student experience is key.

It is work in progress and will come to the Board next cycle.

What is the reason for the low employee satisfaction score for 'environment'?

Mainly the lack of shared collaborative spaces for staff which is a consideration for our future Estates Strategy.

We are limited in the space available to us in prisons and on campus, growth in student numbers has impacted on collaborative space.

Gender and Ethnicity Pay Gap Report as at 31 March 2024

Figures in brackets relate to 31 March 2023.

Arv Kaushal highlighted the following:

- We are obliged to publish gender pay gap data but we voluntarily publish ethnicity gap data.

Gender

- Across prisons and campus, 69.6% of employees are female (similar to last year). However, in the lowest quartile (lower entry roles), 80% of employees are female and at the highest quartile (leadership), 65% of employees are female.
- The mean gender pay gap has narrowed to 5.8% (8.2%)
- The median gender pay gap has widened to 7.3% (6.3%)
- Both the mean and median pay gaps are considerably smaller than the sector average which is above 20%.

Ethnicity

- 84.4% of employees have shared their ethnicity. Minority ethnic representation is 16.5% (14.9%). As the percentage is low, and with small numbers, each person has a higher impact.
- The mean ethnicity pay gap has narrowed to 5.6% (5.7%)
- The median ethnicity pay gap is volatile due to the lower numbers.
- White female employees have the smallest pay gap at 3.7% when compared to all male employees. Other ethnicity gaps are higher.

- There is a potential pipeline to increase minority ethnic representation at more senior levels providing that those staff are developed and retained.

Addressing the Gaps

- Flexible and hybrid working strategies to improve working conditions where it is possible (this is more of a challenge when roles require regular and physical presence on site e.g. teaching roles)
- Transform, Develop and the new Aspire programmes continue to develop existing and aspiring leaders.
- Launch of the ACE Recruiter programme for hiring managers is improving consistency in hiring practices.
- Employee Networks continue to raise awareness and are solutions-focused on creating more inclusive cultures. These include:
 - Women's Network
 - Men's Network
 - Cultural Diversity Network
 - LGBTQ Network
 - Disability Network
- Leroi Henry is the Board's Link Governor.
- Arv runs workshops on EDI at the AoC Conference for sector colleagues.

Governors asked questions to which Arv and Annie responded:

Is there a succession plan with specific targets to increase diversity? Is the plan evaluated to test that the actions are having the right impact?

This will be included in the Workforce Strategy / Plan referenced above which will include development activity, growing our own talent.

The CEO chairs the ESG (Equality Strategy Review Group) and holds members to account. EDI is at the heart of the College's Fairer Futures Strategy.

The College is committed to EDI and has signed the [AoC's EDI Charter](#)

Do you analyse staff satisfaction scores through an EDI lens? Are there any gaps?

It is possible but the number of responses are too small (154) for meaningful analysis (but are growing). Where comments are made relating to a protected characteristic, we do respond

Can we have a spotlight item on how equity and inclusion are reflected in the curriculum, either at CQG or Board (included in the Charter)

We are leading a new initiative, originally designed by the University of Kingston, in September which will be a roots and branch review across all elements of the curriculum. It will be a small pilot to start with including prisons. We want to identify and spread good practice.

Action 1: Arv Kaushal by December 2024

How are you measuring success in terms of EDI? For example, are there specific targets to increase representation at senior levels?

The Equality Strategy will include specific targets for the next 3-5 years.

In the meantime, there are KPIs in the Dashboard, which can be analysed by the protected characteristics, and the annual Gender and Ethnicity Pay Gap data.

The Student Governor added that the student experience in terms of equality is very good, and students are fairly treated.

The Board

- ***Received the update on the People Strategic Priorities***
- ***Approved the MKCG Gender & Ethnicity Pay Gap Report 2023-24 for publication (after the CEO and Chair of Governors have added a 'foreword')***

3.0 GOVERNANCE AND COMPLIANCE

3.1 Curriculum & Quality Group (CQG) meeting of 25 March 2024 (previously circulated as Paper 3.1)

Angie Novell, Chair of the CQG, referred to the report of the meeting when the Group had discussed the positive Ofsted feedback, The 'strong' judgement for meeting skills needs should be an opportunity for governors to identify new connections in their networks e.g. for work experience etc. The CQG had reviewed the QIP (Quality Improvement Plan) noting the actions to improve maths outcomes and work experience which are ragged 'red'.

The Board approved the report of the meeting

3.2 Capital Projects Monitoring Group (CPMG) meeting 17 April 2024 ((previously circulated as Paper 3.2)

Richard Bartlett-Rawlins referred to the report of the meeting. The IOT and CTF projects are waiting for the outcomes of the BREEAM applications. The College has applied for £280k of SALIX (non-matched) funding.

An update was given on the LSIP Green Skills Centre Project (minuted as confidential).

The Board approved the report of the meeting.

3.3 Audit & Risk Committee meeting 1 May 2024 (verbal update)

Richard Bartlett-Rawlins advised governors that the Committee had met that morning (meeting deferred from 11 April) so the report of the meeting will come to the Board next time. In the meantime, the Committee is recommending that Validera be re-appointed as internal auditors for 2024/25.

Jason Mansell was asked to report on a confidential matter which had been raised (minuted as confidential).

The Board:

- ***Approved the reappointment of Validera as internal auditors for 2024/25***

3.4 Items for the next meeting (5 June 2024)

- Prisons SAR and CQIP emerging themes (TBC)
- Curriculum Strategy / A Levels
- Draft Accountability Statement (including strategic priorities)
- Fee Policy (request for delegation)
- Community Impact Report
- Confidential Matter

4.0 CONSENT AGENDA

The following items were approved by consent / without discussion:

- 4.1 **Minutes of the last meeting (20 March 2024)** (*previously circulated as Papers 4.1, and Confidential 4.1B*).

Matters arising: None

The Board approved the Minutes of the Board Meeting held on 20 March 2024

Next Meeting 5 June 2024

The Board Awayday followed on from this meeting



Approved 5 June 2024
Ruby Parmar
Chair of Governors