

MILTON KEYNES COLLEGE GROUP

CORPORATION BOARD MEETING

PART B Draft Confidential Minutes of the meeting held on 6 November 2024

Room 3, Chaffron Centre, Chaffron Way Campus

18:00 – 19:00 (this item)

| Board Members | Category of Governor | Attendance Record 2024/25 | Present at this meeting |
|--|----------------------|---------------------------|-----------------------------|
| Sally Alexander | CEO | 2 of 2 | Sally Alexander |
| Abbas Bandali ² | Student | 1 of 1 | Abbas Bandali |
| Richard Bartlett-Rawlings | Independent | 2 of 2 | Richard Bartlett-Rawlings |
| Ian Bickers | Independent | 2 of 2 | Ian Bickers |
| Ajira Bouchada ¹ | Independent | 1 of 2 | <i>Sent apologies</i> |
| Mat Gotkowski | Independent | 2 of 2 | Mat Gotkowski (Teams) |
| Leroi Henry | Independent | 0 of 2 | <i>Sent apologies</i> |
| Catherine McKenna-Mackmurdo ² | Student | 1 of 1 | Catherine McKenna-Mackmurdo |
| Rebecca Myrie | Staff | 2 of 2 | Rebecca Myrie |
| Amit Nayyar | Independent | 2 of 2 | Amit Nayyar (Teams) |
| Angie Novell | Independent | 1 of 2 | <i>Sent apologies</i> |
| Ruby Parmar | Independent | 2 of 2 | Ruby Parmar |
| Ian Revell | Independent | 2 of 2 | Ian Revell |
| Neil Sainsbury | Independent | 2 of 2 | Neil Sainsbury |
| Lindsey Styles | Independent | 2 of 2 | Lindsey Styles |
| Jay Timpany | Staff | 2 of 2 | Jay Timpany |
| Manish Verma | Independent | 2 of 2 | Manish Verma (Teams) |
| Jeremy Wilsdon | Independent | 2 of 2 | Jeremy Wilsdon |
| Tom Wraight | Independent | 2 of 2 | Tom Wraight (Teams) |
| ¹ from 2/10/24 ² from 1/11/24 | | | |
| Attendance % this meeting | | 84% | 16 / 19 |
| Attendance % year to date | | 88% | 32 / 36 |

Attendees: Annie Allen (Chief People Officer), Mark Fell (Executive Principal), Jason Mansell (Chief Operating Officer), Sam Samuels (Governance Partner)

3.0 Strategic Priorities 2024/25

3.1 CEO's Report and Board Dashboard *(previously circulated as Paper 3.1)*

Kent, Surrey and Sussex PEF (Prison Education Framework) Contract Variation

HMP Cookham Wood, (which is located next to HMP Rochester), has transferred from a Juvenile Estate to an Adult Estate which means it is now part of the College's Kent, Surrey and Sussex PEF Contract as a satellite to HMP Rochester.

24 staff were placed in scope of TUPE, transferring from Novus to the College, effective from 1 October 2024. Due to the combination of two education departments and change in provision (juvenile to adult delivery), a restructure is necessary.

Following a consultation period, it is anticipated that approximately 11 members of staff will be redundant. The College is working closely with the UCU (University and College Union) and Unison to keep staff updated.

Governors enquired how staff were dealing with the transition and consultation and Sally confirmed that staff were coming to terms with the announcement as well as could be expected. People Services colleagues were providing support.

Ofsted

HMP Stanford Hill, which is an open prison, has been graded 'Good' by Ofsted. This is an excellent outcome at a time when most prisons are graded 'Requires Improvement' or 'Inadequate'. (The judgement is confidential for now).

Lessons learned will be shared with other education departments.

3.2 Estates Planning for Growth *(previously circulated as Paper 3.2)*

Jason Mansell and Liana Sinclair highlighted some headlines from Paper 3.2:

- The College has developed a draft Estates Plan, which has three phases:
 - Phase 1 - Redevelopment and expansion of Chaffron Way and Bletchley campuses (internal capacity).
 - Phase 2 – Potential expansion of the Chaffron Way and Bletchley campuses (builds/major refurbishments).
 - Phase 3 – Potential development of an additional campus/delivery location.
- The immediate focus is to deliver Phase 1, during summer 2025, to meet the anticipated need for more teaching spaces from September 2025, as the College continues to grow.
 - Phase 1 has five recommendations which will update/create up to 17 classrooms and workshops, increasing full time student capacity by c.300 spaces, at a cost of c.£6.5m.
 - Phase 1 will be fully funded from Tariff and S106 funds and is subject to their release by MK City Council.
- The next step is to provide MK City Council with information that outlines how the tariff funding will be utilised, which will go through their internal governance to obtain final approval, which is expected by January 2025. The final agreement will be presented at the Board meeting on 5 February 2025 for approval and signing under seal.

Governors asked questions to which Jason and Liana responded:

The recommendations provide additional classroom space but what are the intentions for social space and facilities?

The data from the utilisation study showed that the College exceeds the expected circulation space. We are looking at the social spaces and soft furnishings etc and hope that more capital funding may be available to replicate social spaces similar to those at the SCIoT.

In the meantime, as student numbers continue to grow, action is being taken to improve the refectory facilities at Chaffron Way:

- A second till has been added

- Staff have been diverted from managing external bookings in the Chaffron Centre to the refectory (rooms in the Chaffron Centre are being used for classes).
- The College is reviewing how inclusive learning learners are supported in the refectory.
- The current 1.5 hour block timetabling will be changed to 1 hour blocks from September 2025 which will ease lunchtime traffic between 12pm and 1pm. This will also enable the College to extend the working day.

The Student Governors confirmed that the additional till has improved the queues in the refectory.

A Student Governor asked if the current refectory closing time (3pm) could be extended/

Members of ELT are working with the commercial team to deliver an improved refectory experience. As part of this work, they will review what is available for students who attend later in day, e.g. part-time adult students.

Is there an opportunity to review the teaching model and how classroom space is used?

Yes. The utilisation study highlighted where spaces were underutilised and spaces which were constantly booked. We have engaged with staff to better understand what works well and the barriers. Room utilisation is impacted by the Curriculum Strategy.

Paper 3.2 refers to a c500 growth in student numbers, but phase 1 will only provide c300 spaces. Does the College need to progress to phase 2 or 3 now?

The College has currently identified the funding to complete Phase 1. Timetabling efficiencies should provide the additional 200 spaces which will meet the space needs for 2025/26.

We will start to explore moving from Phase 1 to Phase 2 (new build on campus at a cost of £8m) or to Phase 3 (potential new campus or co-location with the Open University). MK City Council's projection for growth predicts that an additional c2,500 spaces will be required by 2050.

The College is actively looking at potential funding opportunities. The Department for Education will be reviewing college estates across the country which may lead to new capital funding.

Is there an opportunity to modernise areas such as Motor Vehicles and ask local employers to assist with funding?

Yes, the Head of Motor Vehicles has excellent links with local automotive employers and is consulting with them on the skills expected from a future workforce. Funding or sponsorship opportunities will also be explored.

The Board approved the Phase 1 recommendations, which will increase full time student capacity by c.300 spaces, at a cost of c.6.5m



Approved 11 December 2024
Ruby Parmar
Chair of Governors