

MILTON KEYNES COLLEGE GROUP

CORPORATION BOARD MEETING

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

Room 3, Chaffron Centre, Chaffron Way Campus

18:00 – 19:00

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 at this meeting: Annie Allen (Chief People Officer), Mark Fell (Executive Principal), Jason Mansell (Chief Operating Officer), Sam Samuels (Governance Partner), Liana Sinclair (Director of Estates) (in part)

2.0 Procedural

2.1 Welcome and Apologies

The Chair welcomed everyone to the meeting, including the new Student Governors who briefly introduced themselves. Abbas is a second-year Level 3 student studying Aeronautical Engineering and Catherine is a first-year level 3 student studying Creative Media. Both are based at Chaffron Way.

Liana Sinclair was also welcomed to the meeting.

Apologies have been received from Angie Novell, Leroi Henry, Ajira Bouchada and Karen Brown.

2.2 Declaration of Interests

None previously declared

3.0 Strategic Priorities 2024/25

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

Sally Alexander drew attention to the following:

Green Skills Centre

The Green Skills Centre formally opened on 18 October 2024. The initial curriculum will offer 3 short programmes, devised in consultation with local employers to support the upskilling of existing qualified electricians. Students across the College will also be able to develop their knowledge and skills.

Visit from Ofqual

The College hosted a visit from Ofqual on 11 October 2024 which included visits to HMP Woodhill and the SCIoT to meet with students and staff. It provided an opportunity to share experience of T Levels and BTEC reform.

Curriculum staffing update

To meet the needs of the College and to futureproof for growth, there have been some new Curriculum & Quality appointments:

- Group Director: IoT, Adult and HE (new role – external candidate appointed)
- Group Director: Quality and Standards (existing vacant role – internal candidate appointed)
- Two Deputy Director of Curriculum (new roles – thus far one internal candidate has been appointed)

Names were not shared as announcements have not yet been made; governors requested details when available.

Action 1: Mark Fell by 15 November 24

Kent, Surrey and Sussex PEF Contract Variation Update

Minuted as confidential

OU Centre for the Protection of Women Online

The College is partnering with the OU to support the work of a new OU Centre for Protecting Women Online. The College has agreed to support a 2-year research project to develop a tool to identify different harms, and the technological enabling of them, by providing data and access to students to inform the research and potentially testing the tool.

Curriculum Assessment Review

Maria Bowness, Group Director for Curriculum and Pedagogy attended an event to provide feedback on the review of the national curriculum and statutory assessment systems in England which will consider educational experiences for ages 5-19. The College will respond to a Call of Evidence by 22 November 2024.

AoC Mental Health Charter

MKCG has signed up to the [AoC Mental Health Charter](#). An annual review will be embedded into the College business cycles to ensure practice and services remain relevant and meet current needs. The self-assessment will be a mental health strategy. Following self-assessment, the College will produce a report for the Board to demonstrate how the College is delivering against the standards.

The Charter will also extend to prisons.

Headlines from the 2024 autumn budget

There were three announcements in the 2024 autumn budget which affect colleges:

- An additional £300 million allocated for further education
- An additional £6.7 billion allocated in capital money for schools and colleges (approximately £950 million for colleges)
- Employers to pay 15% national insurance on salaries above £5k from April 2025 (up from 13.8% on salaries above £9,100).

More information on how the additional funding will be allocated is not yet known.

The Association of Colleges has provided verbal confirmation that HM Treasury will support the additional NI costs for public sector employers (including colleges) but there are no details on the mechanisms or amounts.

Governors asked a question to which Sally responded:

Does the College have the capacity and resources to take on further work with the Protection of Woman Online and the AoC Mental Health Charter?

Yes. We already do the work that is covered by the AoC Mental Health Charter. We are partnering with the Open University who will deliver the Protection of Women Online, but MKCG will support this work by offering opportunities to engage with our students.

The Board received the CEO Report

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

Minuted as confidential.

Liana was thanked for attending and she left the meeting

3.3 Student Experience *(previously circulated as Paper 3.3)*

Mark Fell highlighted some headlines from his report:

Student Achievement 2023/24

- Since the last Board meeting, timely achievement rates have been finalised. Overall achievement (81%) is below target (85%) and below 2022/23 achievement (83%).
- Achievement rates in all areas are above national benchmarks except 16-18 (3.2 percentage points below) and maths Functional Skills (15.8 percentage points below). The challenge in maths has been a low uptake of functional skills exam entries combined with low pass rates (consequently maths has been self-assessed as Grade 4).

- Retention (89%) has affected overall achievement. Although the majority of students who complete their programme of study do pass, too many are withdrawing from programmes post 42 days.
- There is a direct correlation between attendance and achievement. 6 weekly CPRs (Curriculum Performance Reviews) have commenced this term facilitating earlier intervention.

Overall Self-Assessment and Quality Improvement

- The Quality Team has completed a robust process of self-evaluation. CQG Members attended a SAR validation day on 21 October 2024 and will have an opportunity to scrutinise the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) on 18 November 2024 in more detail.
- Emerging headlines from the SAR are:
 - Campus provision overall is self-assessed as 'Good' or better
 - All key aspects and provision types are self-assessed as 'Good' or better
- Based on the KPIs and SAR validations, the key areas for improvement in 2024/25 (actions are already underway) are:
 - College wide attendance
 - Maths achievement
 - Formative assessment methods
 - The Personal Development curriculum offer, implementation and tracking
 - Work Experience, Skills Competitions, exam performance for externally set and moderated exams (in a small minority of cases).

Student and Employer Satisfaction

- 16-19, Adults and Apprentice satisfaction rates are at target or above however, HE satisfaction was 1 percentage point below target but in line with the 2022/23,
- Feedback from employers was excellent.

Complaints 2023/24

- 113 complaints were received in 2023/24, a 13 percentage points increase compared to 2022/23.
- A common theme was misunderstanding of conditional offers; correspondence has been made clearer.
- Staff are committed to satisfactory resolution of complaints with the majority being resolved within three weeks of term starting.

Governors asked questions to which Mark responded:

Why has maths functional skills been self-assessed as Grade 4 (Inadequate) and what does intervention look like?

Timetabling, inconsistency and students not attending exams all contributed to the low achievement rates.

The performance scorecards are new this year and any aspect which is below expectation, will lead to an intervention. The intervention process is a six-week process between CPR meetings where the Quality Team provide support and coaching. In maths we will be reviewing the quality of teaching, learning and assessment, attendance and progress against targets.

Should secondary schools be doing more to ensure students achieve a certain standard before attending college?

The College attended an event with the Department for Education to discuss the Curriculum and Assessment Review. Feedback from primary and secondary schools is that the curriculum is too broad to enable them to embed the basics and there is a lack of cohesion between primary and secondary.

How does the College emphasise the importance of maths and English?

Information is published in classrooms and around the College stressing the importance of maths and English to employers and employer visits reinforce this. The induction sessions set out the expectations.

Three years ago, the College assigned maths and English teachers to every school to enable them to work closely with vocational teachers which helps to contextualise maths and English.

What is being done to improve retention and its effects on achievement rates?

There are many individual reasons why students are not being retained and some of the reasons for withdrawals are positive e.g. taking up employment or moving to a different programme or apprenticeship.

The Board noted the high-level student campus achievement data for 2023/24, student and employer satisfaction feedback and complaints analysis

4.0 GOVERNANCE AND COMPLIANCE

4.1 Capital Projects Monitoring Group (CPMG) meeting of 15 October 2024 *((previously circulated as Paper 4.1)*

Neil Sainsbury referred to the report of the meeting and confirmed that all projects were on time and budget. The agreement for the Carbon Offset Funding (to replace boilers at Bletchley) is presented for approval (Paper 5.1B).

The Board approved the report of the meeting.

4.2 Search and Governance Committee meeting of 22 October 2024 *(previously circulated as Paper 4.2)*

Ian Revell referred to the report of the meeting and drew attention to Consent item 5.2 and the documents recommended for Board approval (Board Development Plan 2024/25, Board Standing Orders and Board Scheme of Delegation).

The Board Development Plan has 3 actions:

- Improve the quality of discussion and increase the critical challenge and scrutiny.
- Purposeful Board Papers.
- Increase accessibility and confidentiality of Board papers.

Other matters reviewed at the meeting included Board diversity (new targets set), governor attendance in 23/234, full compliance against the FE Code of Governance, themes from the biennial reviews and feedback from the ELT. Full details are included in the meeting minutes which have been circulated.

The Board approved the report of the meeting

4.3 Remuneration Committee meeting of 29 October 2024 (previously circulated as Paper 4.3)

Ruby Parmar referred to the report of the meeting highlighting that individual pay awards for Senior Post Holders (SPH) were agreed effective from 1 November 2024.

The committee also discussed the succession planning for senior leaders and approved the SPH Annual Statement for 2023/24.

Minutes are not circulated but are available to Independent Governors on request.

The Board approved:

- ***The report of the meeting***
- ***The Terms of Reference for 2024/25***

4.4 Items for the next meeting (11 December 2024)

- Financial Sustainability (P3 Management Accounts) / Financial Statements 23/24
- Student Experience: Safeguarding, SAR and QIP, Curriculum Performance HT1, impact of the Curriculum Strategy
- Workforce Plan (vision)
- Climate Action Plan (final)

5.0 CONSENT AGENDA

The following items were approved by consent / without discussion:

5.1 Contracts above £150,000

5.1.1 HRIS MHR (previously circulated as Paper 5.1A)

The Board ratified the written resolution approving the 5-year contract for the supply of the College's HR Information System (previously approved by email) as detailed in paper 5.1A

5.1.2 Carbon Offset Funding Agreement: MK City Council (previously circulated as Paper 5.1B)

The Board approved the Carbon Offset Fund Funding Agreement to install air source heat pumps at Bletchley Campus, as detailed in paper 5.1B

5.2 Governance Documents (recommended by the Search & Governance Committee) (see item 4.2 above)

The Board approved:

- ***Board Development Plan 2024/25 (previously circulated as Paper 5.2A)***
- ***Board Standing Orders (previously circulated as Paper 5.2B)***
- ***Board Scheme of Delegation (previously circulated as Paper 5.2C)***

5.3 Minutes of the last meeting (2 October 2024) (previously circulated as Papers 5.3A and Confidential 5.3B).

The Board approved the Minutes of the Board Meeting held on 2 October 2024 and noted that all matters arising had been completed or carried forward to 11 December 2024.

Matters arising:

Date Raised	Actions arising from the last and previous meetings	Action Owner	Current position
2 October 2024	1. Explore if the Student Governor elections can be brought forward	KB	Complete (new SGs elected 21/10/24)
	2. Report on the analysis of SEND vs non-SEND in mainstream provision.	MF	Carry forward to 11/12 (will be included in the SAR)
	3. Present the impact of the new Curriculum Strategy	MF	Carry forward to 11/12

Next Meeting 11th December 2024



Approved 11th December 2024
Ruby Parmar
Chair of Governors