

CORPORATION BOARD MEETING
Minutes of the meeting held on 12th February 2020, G6, Chaffron Way
17:00 – 19:00

Board Members	Category of Governor	Attendance 2019/20	Present at this meeting
Richard Bartlett-Rawlings (joined 3.10.19)	Independent	3 of 3	Yes
Tony Berwick	Independent	4 of 4	Yes
Rebecca Carrington	Independent	0 of 0	Agreed absence
Alan Cook	Independent	4 of 4	Yes
Peter Cox	Independent	4 of 4	Yes
Mat Gotkowski	Independent	4 of 4	Yes
Nathan Indge	Staff	3 of 4	Apologies
Liz Marr	Independent	4 of 4	Yes
David Meadowcroft	Independent	4 of 4	Yes
Julie Mills	CEO	4 of 3	Yes
Asad Mir (joined 6.11.19)	Student	3 of 3	Yes
Stephen Norrish	Independent	4 of 4	Yes
Ruby Parmar	Independent	3 of 4	Yes
Charlynn Pullen	Independent	3 of 4	Yes
Neil Sainsbury (joined 3.10.19)	Independent	3 of 3	Yes
Aniesa Shah	Staff	3 of 4	Yes
Gwynneth Tan	Independent	3 of 4	Yes
Manish Verma	Independent	2 of 4	Apologies
Dotun Adeoye (resigned 2.10.19)	Independent	0 of 0	
Attendance % this meeting		89%	15 / 17
Attendance % year to date		91%	59 / 65

Regular attendees at this meeting: Sally Alexander (Principal: Prison Services), Annie Allen, (CPO), Imelda Galvin (COO), Chris McLean (Principal: College), Karen Brown (Head of Governance)

Other attendees (in part): Jess Annison (Project Director IoT), Lee Parker (Director of Marketing and Communications), Jeremy Wilsdon (Assistant Principal: Quality and Student Experience)

Jeremy Wilsdon and Jess Annison were welcomed to the meeting

- 1.1 Apologies had been received from Manish Verma and Nathan Indge
- 1.2 There was a standing declaration from Peter Cox and Gwynneth Tan relating to item 2.2
- 1.3 The minutes of the meeting held on 12th December were approved.

Matters arising are all complete.

2.0 Equality & Diversity Single Equality Scheme, Annual Report for 2018/19 (previously circulated as Paper 2.0)

The annual report (Paper 2) assures the Board that the College is meeting its E&D responsibilities.

Jeremy presented the headlines:

- The SES (Single Equality Scheme) sets the annual strategic agenda for Equality, Diversity and Inclusion at MK College. It aligns to the College's vision and values and is developed and monitored termly by the College's ESRG (Equalities Strategic Review Group).
- The College received the Leaders in Diversity award in 2019 which is strong external assurance of good practice. Julie Mills was named Principal of the Year by Investors in Diversity for driving forward Equality & Diversity.
- The three 2019 priorities (workforce, students and external links) were all met. Performance gaps were all reduced. The three priorities will be carried forward to 2020 through 7 key projects:
 - Friends and Allies Network (FAN) - launching 07 April
 - Community Events Calendar
 - HRIS (HR Information System) - roll out from May 2020
 - Community Cohesion Quality Mark
 - Enhance the website to AAA standard for accessibility
 - Refreshed internal communications platforms for EDI
 - Appointment of an EDI manager

Governors asked questions:

What did we do differently in 2019 to close the gaps?

Strategies to improve retention particularly in Care Professions and Hair & Beauty, were effective. There was improved communication between Teachers and Teaching Assistants to ensure that work was targeted for GCSE English students.

Is there a community events calendar now?

Yes but it has been held by one person. Going forward community events will be added to the College wide calendar.

Is the EDI Manager a new role?

Yes it will be a new part-time role. The role will improve the student experience (i.e. it is not a compliance role).

The Board received assurance on Equality, Diversity and Inclusion

Jeremy Wilsdon was thanked for attending and he left the meeting

Strategic Priorities

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

Julie Mills referred to her report and highlighted:

- English and Maths value added is a tremendous achievement (see 2.4 below).
- The College has been shortlisted as a TES Apprenticeship provider of the year (relating to Engineering provision). The winner will be announced on 20th March.

Tony Berwick added that he had been involved in judging the staff Applause nominations and it was a very good process.

The Board received the CEO's report

2.2 Institute of Technology *(previously circulated as Paper 2.2A)*

Minuted as confidential

Jess Annison was thanked for attending and she left the meeting

2.3 Financial Sustainability *(previously circulated as Paper 2.3)*

2019/20 Financial Health (as at Period 5 December 2019)

Imelda Galvin referred governors to Paper 2.3 and the key headlines relating to the Management Accounts (Period 5); the forecast year end contribution, cash flow and financial health points score are all on track.

Discussion minuted as confidential.

Integrated Financial Model for Colleges (IFMC)

The IFMC is a very detailed financial plan which must be approved by the Corporation and submitted to the ESFA by 28th February. The Board agreed that approval of the IFMC should be delegated to the Finance Group.

Governors asked:

How do governors know how the College's financial position compares to other Colleges?

The ESFA publishes an annual Dashboard and the benchmarking analysis will be presented at the Board's Awayday on 25th March.

The Board

- ***Noted the financial position as at 31st December 2019***
- ***Note the forecast year end position at 31st July 2020.***
- ***Delegated approval of the IFMC to the Finance Group prior to its submission to the ESFA***

2.4 Student Experience (previously circulated as Paper 2.4)

Lee Parker was welcomed to the meeting

a) 2019/20 progress against KPIs

Chris McLean referred to governors to Paper 2.4 and drew attention to progress against the KPIs:

- 16-18 retention is good and higher than the same point last year.
- Full-time course progress is slightly ahead of the same point last year.
- Apprenticeship best case achievement remains well above target levels.
- Attendance is an issue, particularly in English and maths.
- Work experience is progressing well. The College is already very close to achieving the full year target for Industry placements and has been recognised as a centre of good practice.
- Teaching and Learning is generally good
- Staff and students are embracing project based learning.
- The College is on track to achieve the KPIs.

English & Maths value added

The recently published 2018/19 16-18 progress scores for 185 Colleges and providers places the College in 5th place for GCSE English progress and in 11th place for GCSE maths. This is evidence of very good progress with E&M provision.

Governors asked questions:

How does the College assess students' starting points to measure progress?

Prior GCSE points grade is used as the starting point as the College has stopped diagnostic testing on entry. Mock questions are used to set improvement targets.

What are the issues with Care professions?

There are staff vacancies after c50% of the team left; vacancies are being managed to ensure there is no impact on students. Agency cover is in place, the HoS and DHoS are both teaching and a member of the Quality Team (who has a Care background) is also supporting.

Are the agency staff experienced in child care?

Yes but the challenge is some are working limited hours.

b) Marketing Strategies to support the 2020/21 Curriculum Plan

Lee gave a presentation and highlighted:

- In 2018, applications were good but conversion was poor. In 2019, applications were similar but conversion increased by 19%. A high volume of late applications post GCSE results day (students attending GCSE advisory days increased by 55%) put pressure on staff and facilities.
- To date, 253 more applications have been received for September 2020 (which is over 20% increase) compared to this point last year. 500 interviews have taken place compared to none at this point last year.

Governors asked questions:

What has helped to improve relationships with schools?

We have improved our relationship with careers advisors. In previous years, there was competition as schools were offering more vocational courses (which had a negative impact on their results).

Is there a geographical change e.g. Leighton Buzzard?

Yes, we have extended our primary reach.

How does the College support students during the first 42 days?

We carried out research which identified that we should do more to retain students. We had several strategies and campaigns e.g. (switch don't ditch, swap don't drop). This academic year, many of our courses were full so we were not able to offer a different option.

We have created a course called project 1 for students not ready for FE. Students receive lots of support and we have retained 19 students who would have otherwise withdrawn.

Does the College have a strategy to attract older / adult students?

Yes, and this can be presented at a future meeting if it would be of interest to the Board. There are 12 smaller campaigns rather than one annual school leaver campaign.

HE under-recruited last year so what is the strategy for 2020/21?

We closed courses which under-recruited and the courses which did run recruited the target numbers. We have started discussions with current students earlier about progressing to HE and have 75 informal applications already.

The Board:

- ***Received assurance that the College is making appropriate progress against the 2019/20 KPI targets***
- ***Received assurance on the marketing strategies to support the 2020/21 curriculum plan.***

Curriculum and Quality Group (CQG) Meeting ^{3rd} February 2020

Liz Marr outlined the key items from the meeting (minutes have been circulated). The Group:

- Reviewed progress against KPIs as described Paper 2.4
- Reiterated the importance of managing student numbers e.g. ensure there are sufficient staff.
- Received an excellent presentation from the Quality Team
- Requested the CEO send a strongly worded letter relating to the reportable event involving Waltham International College.
- Expressed disappointment with OCR (awarding body) relating to Functional Skills English.
- Requested outturn results to be reported as retention is a proxy for achievement.

The Board noted the report from the CQG.

2.5 Prison Services *(previously circulated as Paper 2.5)*

Sally Alexander referred governors to Paper 2.5 and drew attention to the following:

- The prison contract is progressing as expected and targets and KPIs are on track.
- The budget is expected to be achieved but there is a risk relating to unrecognised payments. The College is working with the MoJ on developing a process.
- HMP Frankland was subject to HMIP/Ofsted in January 2020. There was a positive outcome, which will be shared once it has been published.
- The College is contractually obliged to update the kit (IT refresh). Two proposals have been received and will be tested. The kit should be installed by the summer.
- SERCO is currently bidding for HMP Wellingborough and the College is the preferred education partner. The College has submitted a Heads of Terms which was reviewed by the College's Partnership & Subcontracting Group. If SERCO is successful, a contract recommendation will come to the Board for approval.
- Alan Cook visited HMP Spring Hill and HMP Grendon recently when he was advised that the average reading age on entry is 9. The College is doing good work to improve English and maths skills and some learners progress to Higher Education.

The Board noted the report on prison services.

Governance & Compliance

3.1 Agenda items next meeting

- Student Achievement / Experience:
 - 18/19 progress against KPIs / Term 2 performance
- Financial Health:
 - Financial performance YTD
 - Approve the 20/21 budget in principle (not cap-ex)
 - Staff Pay recommendation

CONSENT AGENDA

The following items were approved by consent / without discussion:

- 4.1 ***Minutes of the Board Meeting held on 11th December (previously circulated as Papers 4.1A and Confidential 4.1B)***
- 4.2 ***Public Interest Disclosure (Whistleblowing) Policy (previously circulated as Paper 4.2).*** This is the sector model policy however the College's Risk Management Group is considering an alternative.
- 4.3 ***Consultation procedures to gain the views of staff and students (previously circulated as Paper 4.3)***

Next Meeting 25th March 2020 Awayday and Board Meeting 1pm - 6pm