



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Tuesday 10 December 2019 at 17.15hrs in room SG03, UCM Building at Maidstone.

Present: (69% attendance)

Mr A Start	Chairman	Mr I Daniel		Mr C Reeves	
Mrs P Baxter		Miss R Goldup	Student Governor	Prof E Sallis	
Mr M Blanning		Mr D Innes		Mrs C Valentine	
Mr S Cook	Principal/CEO	Mrs B Jossi	Staff Governor	Mr J White	Student Governor

In attendance:

Ms C Burkin	Clerk to the Governing Body
Mr M Peat	Executive Director of Finance and Estates
Observers	
Mr J Egan	Director of Quality
Laura Smith	Head of Facilities and Health and Safety

1 Declaration of Interests

Mr A Start as CEO of Capita who are involved in the education sector and defence training. *Mr I Daniel and Mrs A Start* declared an interest as directors of MKCTS Ltd. *Mr S Cook* declared an interest as a Trustee of Rivermead Trust, a Board member of the Kent and Medway Economic Partnership and Chair of Medway Place Board, Trustee of Royal Engineers Vocational Education and Training Trust (REVETT) and a member of MKCTS Board. *Mr M Peat* declared an interest as the Company Secretary for MKCTS and Lower Lines Trust. *Mr C Reeves* declared an interest as a Trustee for the Hackney Free and Parochial Schools Educational Trust.

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2 Apologies for Absence

Apologies for absence were received from Mr R Aggarwal, Mr N Davies, Mr M Garrod, Mr C Hare, Mr C Reynolds, Mrs A Start and Mrs J Watt.

The Chairman welcomed the new Governors and Observers to the meeting. Members agreed to their attendance and no declarations of interest were made.

3 Minutes of the Meeting held on Wednesday 15 October 2019 – Paper SGB19/1491

The Minutes of the Meeting held on 15 October 2019 were accepted as a true record and signed by the Chairman.

4 Matters Arising Document – Paper SGB19/1492

The outstanding matters were:

- Governor Visits – Governors who have not scheduled visits in their diaries need to contact the Clerk urgently.
- Critical risk – Governing Body Committees have scheduled updates to gain assurance regarding the risk.

STRATEGIC QUESTIONS FOR THE MEETING

5 College Self-Assessment Report (SAR) – Paper SGB19/1493

Michael Blanning explained to Governors that the draft College SAR had been scrutinised by the QTL Committee and amendments made following discussions. Mr J Egan and Mr S Cook introduced the paper noting that for the previous two years Ofsted Inspections had provided much of the content. Members therefore noted the importance of the internal process for this report and highlighted the following key points:

- The robust Departmental SAR Panels at which many Governors attended.
- The College took the approach to write the SAR against the new Education Inspection Framework so that the College is starting to identify its performance against the new criteria. Members were assured that the process enabled managers to embrace the new framework early. They agreed with this approach but felt the wording around intent could be improved.
- Members noted that following the completion of the SAR, a quality improvement plan (QIP) will be developed and used to continue to raise the standards within the College. This QIP will be monitored by the QTL Committee.
- Members noted the self-assessed grades given by departments and challenged the absence of any 'outstanding' grades. They were assured that the departments had self-assessed honestly and that it is expected that certain areas will self-assess as 'outstanding' next year. They also recognised that the journey towards 'outstanding' is long term.
- The College has self-assessed as 'Good' across all of the aspects with the exception of Apprenticeships. Members **agreed** this grading.

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The key areas for improvement were highlighted:-

- Attendance especially in English and maths but not exclusively.
- Apprenticeship outcomes both timely and overall, although both have improved this academic year there is still room for improvement.
- Outcomes in some vocational areas e.g. Motor Vehicle and Engineering.
- In some sessions there is inconsistency in quality of teaching and target setting.

Governors were concerned that English and maths were prominent in the areas for improvement. The Governor feedback from the English and maths SAR Panel showed significant areas for improvement. Governors were assured that action plans have been written to drive the required improvements.

C Valentine joined the meeting

The Governors were split into four groups and each given a section of the SAR to scrutinise. The feedback was captured electronically and will be fed back to J Watt for inclusion in the final version.

Members thanked J Egan for the interactive presentation and **approved** the College SAR for submission to the ESFA with the inclusion of the comments provided.

Action: J Watt

6 Quality, Teaching and Learning Committee 28 November 2019 and QTL Call 17 October 2019 - Paper SGB19/1494

Michael Blanning introduced the QTL Committee minutes and notes. He highlighted that members received the following reports at the meeting:

- Student Engagement update from Student Governor
- Curriculum MLPs update:
 - Attrition
 - Induction survey
 - Learning walks – 134 completed
 - QTL QIP monitoring
- Policies for approval recommended to Governing Body under item 11.
- Governor visits feedback inc SAR/QIP Panels
- Risk Register review of T&L risks
- QTL call notes 17/10/19
- Main item for scrutiny was the draft College SAR. This has been updated following the QTL feedback and recommended for discussion under item 5.
- The QTL Chairman noted that the Student journey will continue to be tracked by the Committee at future calls and meetings along with English and maths resit results.

Members again noted concerns regarding the MLP for attendance especially in English & maths and were assured that the Committee had discussed medium and long-term solutions. Governors challenged the solutions and stated they will continue to closely monitor progress

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against the action plan. They suggested alternative solutions which were noted and will be fed back. They were assured that on recent learning walks attendance had improved. Members recognised the difficulty of keeping students motivated when they repeatedly have to re-sit the subjects. Members also noted the concerns regarding Apprenticeship and HE which will also be closely monitored. They requested to be informed on progress and the impact of improvements. Members agreed that the College must continue to drive up attendance to achieve the outcomes required.

Members **noted** the minutes.

7 Principal's Report – Paper SGB19/1495

Simon Cook Principal/CEO presented his report to Members for strategic discussion and agreement.

The report also included the following appendices:

Appendix A – Strategic Priorities – presentation – S Cook reminded Members of the process so far and showed them a mock-up of the Strategic Priorities booklet which will be for external use. It included a balance of text and visuals and illustrated the mission and vision of the College previously agreed by the Board.

Appendix B – Away Day 2020 Programme – Members agreed the programme and were keen to involve the Senior Leadership Team and MKCTS Board to enable clarification of the developing MKCTS and College relationship to be discussed. Members were informed that 2020 Delivery will be facilitating the day when the Board can discuss and debate the next 10 years.

Action: Clerk

Appendix C – Compliance with regularity deadlines OfS - The Governing Body are aware of their responsibility as set out in general ongoing condition of registration E3, to ensure compliance with all of its conditions of registration. They discussed the missed payment deadline and noted that this had occurred because the invoice had been sent to a member of staff who is no longer at the College and the invoice was not approved and then passed to Finance. To ensure this does not happen again the following has been put in place:

- The named person with the OfS for payments has been updated to the Finance Director, Martin Peat with a copy to the Finance Office.
- The deadlines have been diarised within Finance Director's calendar.

Members were assured by the actions taken and noted that the OfS requested that the College submit this record of the discussion. Therefore this extract from the minutes will be sent to OfS.

Action: S Cook/M Peat

Members also discussed HE and Apprenticeship provision. They noted that the F&GP Committee had received a report on the financial impact of the current HE position and were satisfied with the numbers. QTL Committee will be monitoring HE provision at their March

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2020 meeting and the Governing Body will received an update in June/July 2020 when business planning has taken place and the College is in a position to consider the model of delivery and challenges.

Members recognised the complexity of the Apprenticeship provision and noted the improving forecast overall. There remains some gapping but the College is confident this is reducing. Members asked for clarification regarding the accountability for Apprenticeships and were informed of the leadership structure. The accountability is shared between two members of the Executive Team with regard to quality and outcomes. Members were assured that the Executive remain focused on improving the outcomes in this area. Updates on both areas will be brought to the next Governing Body meeting.

Action: March 2020 GB

Governing Body members thanked Simon and **accepted** the report.

SCRUTINY

8 Minutes of the Risk & Audit Committee Meeting held on 19 November 2019 – Paper SGB19/1496

Chris Reeves introduced the minutes and asked member to note the following:

- The annual Health and Safety report was presented, discussed and is **recommended** for approval. The report included:
 - There had been two Riddor reportable incidents last year
 - Data on the first aid call outs illustrated the increase in Maidstone, unknown medical conditions were the most significant reason for call outs rather than accidents.
 - Challenge was offered in respect of how students are made aware of the process for first aid support and the Committee was satisfied with the methods utilised and requested that this was included in future reports.
 - The Health and Safety Policy was presented and is **recommended** for approval at this meeting.
- The ICT Infrastructure review was presented and discussed. It included an independent review by JISC to assess the College infrastructure, systems and processes against other organisations. Members were assured that the College compares favourably. Members noted a clean audit and accreditation of Cyber Essentials. Governors wanted to congratulate ICT on this significant achievement.
- An update on Information Security was presented and assurances given that the College currently has no concerns in this respect
- The latest risk management report and register was presented. This included noting that two new risks had been identified and included in the register.
- The register has also been amended to note the main Committee responsible for reviewing each risk. This was considered to be a good step forward to aid each Committee in assessing and updating the register.
- The Chairman presented the R & A Annual Report, which is **recommended** to the Governing Body for approval.



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- Scrutton Bland introduced their reports of the internal audit of the financial regulations and also risk management. Both were assessed as giving significant assurance.

Recommendations for approval by the Governing Body:-

- R&A Committee Annual Report - **approved**
- H&S Annual Report and Policy - **approved**

Governing Body members **accepted** the minutes and **agreed** with the recommendations of the Committee

9 Minutes of the Joint R&A and F&GP Committee meeting held on 19 November 2019 – Paper SGB19/1497

Ian Daniel introduce the Joint Committee minutes and papers.

[This item was minuted as confidential.](#)

Recommendations for approval by the Governing Body:-

- Annual Report and Financial Statements for the Year Ending 31 July 2019 – **approved** for signing on behalf of the College and publication.
- Management Letters – **approved** for signing by the Principal.

Action: M Peat

Governing Body members **accepted** the minutes and **agreed** with the recommendations of the Committee.

10 Minutes of the Finance & General Purposes Committee Meetings held on 19 November 2019 and confidential minutes - Paper SGB19/1498.

Ian Daniel introduced the minutes of the Finance & General Purposes Committee and highlighted the key points.

[This item was minuted as confidential.](#)

Governing Body members **accepted** the minutes.

11 Policies for approval (hyperlinked)

These policies were recommended for approval following scrutiny at the relevant Committee or forum:

- Health & Safety Policy - R&A Committee
- Treasury Policy - F&GP Committee



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- Procurement Policy - F&GP Committee
- Complaints Policy - Executive
- PREVENT Policy – QTL Committee
- Student Mental Health Policy – QTL Committee

All the above policies were **approved** for publication.

Action: Clerk

12 Safeguarding Update – paper SGB19/1505

Pim Baxter introduced the Safeguarding Update and members noted the following summary:

- There has been an increased demand for all services since the start of the academic year. Some of the increase is as a result of 400 extra students with more complex needs, as well as the transition from School to College.
- Number of meetings with parents and external agencies has increased.
- PREVENT Policy & action plan to be **approved** at Governing Body.
- Results of Safeguarding Audit were shared at QTL Committee.
- No current LADO referrals.
- One LADO referral now closed.
- No current Channel refers although the PREVENT team are working with one student.
- 283 students identified as being on child protection plan/child in need and being supported by welfare and social services.

Members were concerned with the increase demand for services but were assured that the team have the capacity to manage. The Governing Body will continue to monitor.

GOVERNANCE

13 Update from Chairman of MidKent College Training Services Ltd (MKCTS) - Paper SGB19/1506

David Innes introduced the update from the Chairman of MKCTS Ltd. regarding the performance of MKCTS since the last meeting.

This item was minuted confidentially due to the commercial sensitivity.

Governing Body members **accepted** the report.

14 Search & Governance Committee update re Governor Recruitment - Verbal

Pim Baxter informed Members of the journey so far and highlighted the following:

- Recruitment was launched at the end of October 2019.
- S Cook and C Hare contacted circa 27 potential Governors and Chairs, offering a tour of the

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College and meeting with the Principal.

- A number were unable to commit but five have asked to be reconsidered during 2020.
- Closing date was 22 November 2019.
- Six applications were received but many more expressions of interest were received by S Cook and C Hare.
- S&G Committee shortlisted five candidates.
- At the time of writing four candidates had been interviewed.
- The recruitment will remain open and the next phase will continue into the New Year closing date 20 January 2020.
- Interest continues to be received.
- S&G Committee to consider further applicants for Governor and Co-opt roles at their meeting on 21 January 2020 with a view to interview in early February 2020.
- Chair's role – the College is advertising for Chair-Elect with a closing date 20 January 2020. Members encouraged contact with potential candidates to ensure a rigorous and transparent process. S Cook informed members that many of those approached regarding this role had concerns regarding the time commitment. Direct contact will continue with appropriate stakeholders.

Members thanked those involved in the process and gained assurance from the members of the interview panel. They asked S Cook and C Hare to continue to actively pursue candidates.

Action: S Cook/C Hare

Recommendations for approval by the Governing Body:

The Committee **recommend** the following candidates for appointment:

- James Williams - Director of Public Health Medway Council
- Angela Woodhouse - Head of Policy, Communications and Governance – Maidstone Borough Council.

The Governing Body **agreed** the appointment of the recommended candidates subject to review of their CVs. It was agreed that the new Governors will be invited to the Strategic Away Day.

Action: Clerk

Members were asked to contact P Baxter if they had any concerns following the review of the CVs.

Action: Members

C Reeves and J White left the meeting.

15 Any Other Business

Members noted the calendar to remind members of upcoming events - Paper SGB19/1507.

Martin Peat introduced the explanation of the FROS102 (paper SGB19/1508) – Pensions as



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requested by members at the last meeting. This was noted under item 9.

Martin Peat introduced paper SGB19/1509 regarding the Integrated Financial Model for Colleges (IFMC). Members noted that the funding agency have changed the financial model and the deadline for submission is 28 February 2020. He stated that the timescale does not allow for F&GP Committee and Governing Body approval within the scheduled meetings, therefore permission is sought for approval at the Strategic Away Day on 31 January 2020.

Members noted the challenge and agreed to the suggested approval. If, however, the new model is not completed for inclusion on 31 January 2020 an Extraordinary Governing Body will be held.

Action: M Peat/Clerk

16 Date of Next Meeting

The Strategic Away Day is scheduled for Friday 31 January 2020 at the Chatham Dockyard.

Possible Extraordinary Governing Body meeting in February 2020 – TBC.

The next Governing Body meeting will be held at the College's Medway Campus on **Wednesday 25 March 2019** at 17.15hrs. TBC - Non-Exec Governors session.

17 Review of the meeting

The Observers thanked the Board for the opportunity to attend the meeting. They found the detail interesting and informative.

The new Staff Governor thanked the members for making her welcome. She noted the significant time required to read all the papers and felt the summary sheets were useful to indicate where to focus.

One Governor had attended the College Panto and wanted to convey his congratulations to the Performing Arts student and staff for a superb performance.

Members said farewell to Carol Valentine and Alison Start (in her absence) as their term of office has ended. The Governing Body and College thanked them for their commitment and contributions.

All staff and students left the meeting for the confidential items.

Confidential Items

18 Minutes of the Remuneration Committee meeting held on 19 November 2019 – Paper SGB19/1510

Michael Blanning introduced the item and informed members that the Committee considered the PDRs for two Senior Post Holders.

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Detailed discussion was [minuted as confidential](#).

Pay Award proposal for 2019/20 for approval in principle – Paper SGB19/1498c

Simon Cook had presented a paper on the annual cost of living pay award for 2019/20 to the F&GP Committee for **recommendation** to the Governing Body.

[Detailed discussion and agreement was minuted as confidential.](#)

The meeting closed at 20.20

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