



MidKent College

GOVERNING BODY

FINANCE AND RESOURCES COMMITTEE

Minutes of the meeting of the Finance and Resources Committee held on Wednesday 25 June 2025 at 17.00hrs on Teams.

Present:

Miss A Currie	Chair
Mr S Cook	Principal/CEO
Mr S Hardie	
Mr M Prentis	
Mrs M Quadri	

In attendance:

Ms C Burkin	Clerk to the Governing Body
Ms A Bowman	HR for item 5
Mr A Cole	QTL Chair
Mr P Fleming	GB Chair
Mr C Hare	Executive Director & Deputy CEO
Miss C Hart	Executive Director & QTL member
Dr J Mawby	Executive Director & QTL member
Mr O Omomehin	Student Governor
Mr M Peat	Executive Director of Finance & Estates

1 Declarations of Interest

The members' interests are numbered and referenced on the Declaration of Interest log which can be obtained from the Clerk.

2 Apologies for Absence

Apologies were received from Mr S Jackson and Ms A Orhiere.

The Chair welcomed members of the QTL Committee who had joined the meeting to participate in the discussions regarding budget option appraisals.

3 Minutes of the meeting held on 7 May 2025

The minutes and confidential minutes of the meeting held on 7 May 2025, Paper GBF&R24/1260(a), were accepted by the Committee as a true record.

4 Matters Arising and Outstanding Matters Report

Members discussed Paper GBF&R24/1261, the Outstanding Matters Report.

No 1. Capital plan options appraisal for Maidstone growth accommodation – update at item 8 — **Complete**.

No 2. Investment – comparison of bank and investment fund – M Peat informed members that the investment is achieving more growth in the fund than it would in the bank. **Complete**.

No 3. People Team – subjective information about leavers would be more useful to Governors than data and this will be included in future reports. Updated item 5 – **Complete**.

5 People Services Team Update – focus on EDI – Paper GBF&R24/1262

Andea Bowman joined the meeting to present the papers which focused on EDI and also included the MLP update.

Christina Hart introduced the EDI report and highlighted many points of celebration including the College's achievement of the Silver Award for Investors in Diversity.

Members also noted and discussed the following key highlights from the Colleges EDI approach:

- Promotes Fairness and Equality: Ensures equal access to opportunities and resources.
- Enhances Learning: Diverse perspectives enrich learning experiences.
- Improves Academic Outcomes: Inclusive environments boost academic success.
- Prepares for Diverse Workforce: Fosters cultural competence.
- Positive Campus Culture: Creates a welcoming and respectful environment, where staff feel more able to disclose their details. Members were assured that all is being done to encourage further disclosure in a safe environment.
- Current Policies: Includes Anti-Harassment, Equal Opportunity, and Flexible Working policies.
- Future Actions: Support services for underrepresented groups, mental health services, inclusive curriculum, and accessibility improvements.
- Training: For EDI Committee, managers, and staff.
- Blind Recruitment: Reduces bias in hiring.
- Measuring Success: Using metrics and continuous improvement. Members requested that a change in language is considered and that a report is brought to the committee to monitor the targets.

Action: C Hart – next meeting

Members considered the following policies for approval:

- a) EDI Policy – it was noted that the policy had a full review and edit and had been considered and agreed as a draft by the EDI Committee to ensure it met legislative requirements. Members asked that some of the language in the policy is revised, and some sections are made more generic.

Action: A Bowman/C Hart

They also discussed the length of the policy and asked how it would be disseminated to ensure that all staff and aware of the revision, suggesting the use of working groups. They were assured that the internal EDI Committee is made up of a cross section of staff and work on the impact assessment of this, and all policies, is being addressed. EDI is also a planned theme for a staff briefing in 2025/26. A Bowman thanked members for the feedback which will be considered.

- b) MKC Anti-Harassment & Anti-Bullying Policy – it was noted that the policy had been reviewed by the owner and members discussed the major changes for approval. It has been amended to clarify definitions and support managers to be more confident in this area. Members asked that the name is reviewed to be more positive such as 'Respect at Work'. It was agreed that all policies would be reviewed in this way.

Action: A Bowman

- c) MKC Disciplinary Policy - it was noted that the policy had been reviewed by the owner resulting in major changes and A Bowman explained each of the amendments. Members asked why the policy review had been brought forward and noted more changes are due to legislation next year. They were assured that the College is making the policy more comprehensive, supportive and friendly with further amendments to follow in line with legislation, Members were assured that management are up to date which the changes with training sessions in place.

Recommendations:

- a) EDI Policy – **approved subject to the changes agreed.**
b) MKC Anti-Harassment & Anti-Bullying Policy – **approved subject to the changes agreed.**
c) MKC Disciplinary Policy – **approved subject to the changes agreed.**

Action: Chair to recommend to the Governing Body

Members noted the People Team MLPs with no concerns raised:

- Advert to offer led time is 32.2 days.
- Induction for new staff within 14 days continues to improve and sits at 96.24%.
- Mandatory training is at 99.88% compliance or higher.
- Absence is up year on year at 9.76%.
- Voluntary turnover reported at a ten-year low of 10.83%.

Members thanked A Bowman for the comprehensive update, and [she left the meeting.](#)

6 Draft Management Accounts to the end of April 2025

Martin Peat introduced paper GBF&R24/1263, the MKC draft management accounts and the MKCTS draft management accounts to the end of April 2025 which outlined the current forecast for the year and variances to budget.

M Peat explained the fundamental changes and members discussed the key points.

These were minuted as confidential due to the content.

Members **accepted** the accounts noting a positive position and thanked M Peat.

7 Draft Group Budget for 2025/26 – Paper GBF&R24/1264

Martin Peat introduced the paper and presented overview slides (appendix 1). He explained that since writing the papers the College had received additional funds and the budget would be revised ready for presentation to the Governing Body in July 2025.

Members discussed the commentary with assumptions included with the Group, College and subsidiary 'profit and loss' accounts. They noted with a further year of growth and to support longer term growth, the Exec had recommended the College budget for approval.

This item was minuted as confidential.

The Budget was **approved for recommendation** to the Governing Body.

Action: Chair

Mike Prentis joined the meeting

8 Options Appraisal – Estates Strategy – Capital Investment - Paper GBF&R24/1265

Martin Peat presented the paper which had been written and agreed by the Executive Team. The paper highlighted a number of potential capital projects which had been reviewed to prioritise and address the estates strategy and growth plans.

The Executive identified that the Maidstone Campus had the more immediate issues to be addressed, and they recommend the development of a full business case appraisal of one capital project, to construct a purpose-built Apprenticeship Centre on the top car park at Maidstone to accommodate trade apprentices.

It was explained that the Brickwork Apprentices would move out of the current area and the design would allow for future opportunities to the west of the new building for either sports facilities, teaching facilities or additional workshop space. The Executive had come to these conclusions by also considered the following:

- A high dependency SEN space had been considered and an outline design created. This project is now on hold pending potential future capital grants or KCC guaranteed funding currently, but the groundwork for this option had been completed should this become available.
- A sixth form centre either as an additional block or refurbishment of the UCM had been considered and is now on hold pending evidence of future demand. This was not considered to be urgent.
- A Sports centre facility, whilst this would address some leisure facilities at Maidstone it is not possible to relocate at Medway, and it was not considered to be viable to increase current sport/public services student numbers. A smaller scale sport area could be created from existing space in the UCM building.
- Work at Medway considered the viability of changing the current theatre space to provide a new box office, changing facility and a direct link to the restaurant area had been undertaken and considered an option for future development.
- More blue-sky work had also been considered as to the feasibility of constructing an additional teaching block adjacent to the East block at Medway or on the car park (on stilts to retain the existing car park and not adversely affect the HMS Wildfire tunnels) had also been initially reviewed.

M Peat presented the approximate costs of the options and members recognised that not all the options were affordable. They also recognised that in reviewing all the options the Apprenticeship Centre was the most urgent and would have the largest initial impact.

M Peat explained the with the potential for permitted development approval this construction could be achieved more quickly, in the meantime the decarbonisation hub would be used as temporary accommodation. After the construction it was envisaged that the decarbonisation hub would revert to its original use when green skills become regulated. Members were mindful of previous capital and grant investment in this hub and were satisfied that the space could be used flexibly to suit the requirements of the current demand.

Members noted the option and **agreed** the recommended option to investigate a business case appraisal for a new Apprenticeship Centre that will be presented at the next meeting. They asked that the full student experience is considered in the plan.

Action: Exec

Standing items received for information:

9 Decarbonisation Project Update – Paper GBF&R24/1266

Martin Peat introduced the paper which provided an update on progress in respect of the decarbonisation project.

He highlighted that work had continued on site with good progress overall but there were some delays connection works to the National Grid. He explained the challenges and members were satisfied that all is being done to complete this as soon as possible. They offered their support as required.

Members noted excellent progress had been made at both sites and all plant had been delivered and is in place, once connected the system will be commissioned and signed off. M Peat informed members that the main remaining work at Maidstone was the solar car port installation which had begun to take shape at a good rate of progress.

M Peat explained the project required some additional budget to get to completion, and these were itemised in the report. All the additional costs had been reviewed, value engineered and mitigated as far as possible.

The Committee **agreed** the additional budget of £358K required to complete the project works.

10 Investment Strategy Update – Paper GBF&R24/1267

Mike Prentis and Martin Peat presented the paper which provided the quarterly investment report to June 2025.

Members noted the original investment had increased; however, the fund had not yet returned to the highest level it had previously reached. The impact of the USA tariffs and world economy continued to have an impact on the fund.

Members considered the advice of Investment Managers, Charles Stanely and the fund was not amended.

11 Risk Register Review Paper - GBF&R24/1268

Martin Peat presented a list of risks relevant to the Committee. It was agreed these had been covered by the agenda items and papers presented and no changes were required.

12 Estates & Facilities Update - Paper GBF&R24/1269

Martin Peat introduced the update which provided a summary of the work being undertaken by the estates department.

Members were presented with the list of works planned and undertaken in readiness for the new academic year. They noted the teams are effectively

working one year in advance in terms of curriculum facility changes so the capital requests are for the following year. This gave the opportunity to obtain more competitive quotes and allowed some changes to commence in term time as the summer month break is insufficient to undertake the required works.

Members were encouraged to visit the College and see the work in progress.

Members thanked M Peat and the team for the work undertaken.

Non-members left the meeting.

Annual Review Items

13 Annual Review of the Terms of Reference - GBF&R24/1270

The Chair and Clerk introduced the paper which showed amendments to the terms of reference in tracked changes.

Members were reminded that the terms of reference need to reflect the work of the Committee and amendments have been proposed to refresh the document.

Christian Hart explained the additional responsibility of the under the keeping Children Sage in Education guidance (KCSiE) for the Committee, stating that colleges have a statutory responsibility to keep children and young people safe online as well as offline.

Although the addition of this item to the Committee terms would be temporary until a new Safeguarding Governor is recruited and take on this responsibility, members were advised and, it was sensible to ensure compliance. A report to cover this requirement was requested for the next Committee.

Action: C Hart

Members discussed and **agreed** the changes for **recommendation** to the Governing Body.

Action: Chair

14 Committee Self-assessment 2024/25 & Improvement Plan for 2025/26 - GBF&R24/1271

Members were asked to reflect on the Committee over the last 12 months when considering the amendments to the 2025/26 draft improvement plan, noting that self-assessment is a vital part of the Committees cycle of business and informs the Governing Body of how well the Committee is carrying out its duties.

They discussed and agreed the following:

Strength

Add - encouraging and supporting the Exec to bring forward ideas and projects.

Improvement

Remove two improvement which have been completed.

Add – KPIs/Data.

Add – challenge the details in the papers.

It was agreed the Clerk would amend the improvement plan for review by the Chair before its **recommendation** to the Governing Body.

Action: Chair/Clerk

15 Any Other Business

S Cook informed members that he is forming a working group to look at data/benchmarks/KPIs and would appreciate the support of Committee members.

Members reviewed the agenda for 24 September 2025 and agreed to add:

- Business case appraisal for Maidstone - Executive
- Safeguarding report re filtering and monitoring – C Hart
- Benchmarking data – M Peat/S Cook

16 Dates for 2025/6

Members noted the dates for Committee meetings in 2025/26 and were asked to make every endeavour to attend but to inform the Clerk if apologies were required.

- 24 September 2025
- 19 November 2025
- Joint meeting with GR&A 26 November 2025
- 25 February 2026
- 6 May 2026
- 24 June 2026

The meeting closed at 19.48hrs.