



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Thursday 26 September 2024 at 1700hrs via Teams.

Present: Mrs A Woodhouse Chair
Mr S Cook
Mr C Reynolds

In attendance: Ms C Burkin Clerk to the Governing Body

1 Declaration of Interests

None declared.

2 Apologies for Absence

No apologies for absence were received.

3 Minutes of the Meeting held on 12 June 2024

The minutes of the meeting held on 12 June 2024, Paper GBS&G23/553, were accepted as a true record and signed by the Chair.

4 Matters Arising - Paper GBS&G24/554

AOC Code – members agreed that although it clearly states that the Code was not a *compliance checklist or guide for implementation, the Board had adopted the Code and therefore had publicly taken responsibility for this approach to governance in the College and would need to evidence this. S&G agreed a working group would be set up with the College DPO to review compliance with the Code. A Woodhouse agreed to invite Nick Baveystock and Chris Reynolds to join the group and report back to the January Committee.

Action: A Woodhouse

All other matters were either complete or on the agenda.

5 Search Issues

5.1 Chair Recruitment next steps - Paper GBS&G24/555

Following the Shortlisting meeting on 17 September it was agreed that the following applicants would be invited to interview on 30 September 2024:

1. Ashely Hook
2. David Valentine
3. Jas Rai
4. Peter Fleming

The interview panel will include all Committee Chairs, Simon Cook and a representative from Peridot Partners. After the interviews, the panel will deliberate in order to make a recommendation to the Governing Body on 16 October.

Action: A Woodhouse

5.2 Consider Alex Hindson CV - Paper GBS&G24/556

Alex Hindson was recommended by Alison Currie as a risk expert and possible co-opted member of the GR&A Committee or full Governor. Angela Woodhouse and Chris Reynolds met with A Hindson on 12 July and agreed that with his skills and background he would be an asset to the GR&A Committee but also as a full Governor.

Simon Cook reported that he had also met Alex and endorsed this proposal.

The Committee agreed to **recommend** A Hindson to the Board in October 2024 as a full Governor.

Action: A Woodhouse

5.3 Committee Membership - QTL, S&G and Remuneration Committee - Paper GBS&G24/557

Members noted the gaps in membership due to resignations. They agreed to invite Alison Currie to join the S&G Committee and Andy Cole to join the Remuneration Committee.

Action: A Woodhouse

They reviewed the membership of each Committee and the additional responsibilities of members presented in the paper. They felt that QTL Committee had sufficient members with the expertise of two co-opted members.

It was agreed that if Alex Hindson joined the GR&A Committee, he would be asked to transition into the role as Chair of the GR&A Committee when C Reynolds steps down. To enable a sufficient and

smooth handover, members agreed to recommend to the Board that the term of office for Chris Reynolds was extended from May 2025 to the end of the academic year 2024/25 and thanked him for his service.

Action: A Woodhouse

Members agreed not to pursue further governor recruitment with Peridot Partners at this time and await the outcome of the Chair recruitment process. They noted that longer term the Board would require a replacement for the Link with Apprenticeships.

It was noted that with the above changes and additions, the Board would still have one vacancy for future consideration.

5.4 Link Governors Update - Paper GBS&G24/558

The Committee reviewed the current Link Governors.

It was suggested that a new approach be considered where there were link Governors appointed for the four main areas of the curriculum and suggested Governors for these roles:

1. Adult – including MSA – Alison Currie
2. High Needs – Andy Cole
3. Apprenticeships – Claire Richardson
4. 16-18 including English & maths – new Chair plus one other TBC

It was felt the above would enable a strategic oversight of the full curriculum and a more rounded view of the College.

The following links will continue:

- Safeguarding – Marie Woolson
- Skills – Stuart Hardie
- H&S/People Services – Chris Reynolds to be handed over to Mo Quadri.
- Careers – Angela Woodhouse

Members asked that the current list was updated to reflect the above and used for reference. The above Governors will be informed of the above proposal.

Action: Clerk

5.5 Student Governor Update - Paper GBS&G24/559

Members were reminded of the election process and timeline.

The new President & Vice President, who will become the Student Governors will be announced on 11 October 2024 and in place for the October Governing Body meeting. A handover would be arranged with

previous Student Governor, and they would be mentored by Ade Orhiere.

The QTL Chair and Exec leads had requested that the new Student Governors were not members of the QTL Committee as they felt this would limit discussions around sensitive areas. Members challenged this view but were convinced by the support of the Principal on this point.

A compromise was agreed, and proposal made that the new Student Governors will be invited to attend the QTL inter-meetings and to join the F&R and GR&A Committee. This will be discussed with the Chairs and students will be informed as part of their induction. They will remain full members of the Board and attend Governing Body meetings.

Action: Clerk

5.6 Mentor update - Paper GBS&G24/560

Members recognised and thanked the current mentors:

- Nick Baveystock for Stuart Hardie
- Ade Orhiere for new Student Governors

The following were suggested for new members:

- Stewart Jackson – Alison Currie
- Alex Hindson (subject to appointment) – Chris Reynolds

Action: Clerk

6 Governance Issues

6.1 Attendance Report - Paper GBS&G24/561

Members noted the attendance for 2023/24 for each Committee and Board meeting by member. Following a discussion and review of the data, they had no concerns, and no action was required.

It was highlighted that the current Standing Orders state the Chair will action if a members attendance falls to 50% or they miss three consecutive meetings. It was felt this was too low an expectation and recommended that the SO are amended to remove the 50% and state two consecutive meetings.

Action: Clerk to amend/Chair to recommend

Members will continue to monitor attendance and the Clerk will report any concerns to the Chair as required by the Standing Orders.

6.2 Standing Orders Review - Paper GBS&G24/562

Members were reminded that the Standing Orders (SOs) had been reviewed and updated by the Clerk and Governance Professional Ra Hamilton-Burns in 2023/24, in line with the newly approved Instrument and Articles (I&As).

Members noted the amendments made and discussed some additional changes. They also amended the Chair Job Spec to remove the reference to remuneration.

It was agreed the Clerk would accept the current amendments in tracked change but add the additional changes ready for recommendation to the Governing Body in October 2024.

Action: Clerk/Chair

6.3 Governors Handbook Update -- Paper GBS&G24/563

Members reviewed the first draft of the handbook written by Simon Cook and agreed the text. They requested additional information regarding the Executive team around their roles and responsibilities and next level of management.

Action: S Cook

It was agreed the following areas would be added by the Clerk with assistance from colleagues:

Governors and Governing Body – include Governors’ responsibilities, Governor Expenses, Committee structure and training.

Action: Clerk/S&G Chair to draft.

List of Committees – their roles and responsibilities, Exec lead, membership, terms of reference and QIP.

Action: Clerk to draft.

Funding explained – Martin Peat to draft using the ETF funding module.

Action: M Peat

Annexes: other useful information such as connecting to the College electronically.

Action: Clerk to provide.

Members asked that this was brought back to the next meeting and in the meantime the current information will be used during induction.

Action: Next meeting

6.4 Governors Leaving Gifts - Paper GBS&G24/564

Members were informed that during 2023/24 several gifts were purchased for Governors who left the Board, and it was suggested that the parameters of buying such gifts should be discussed.

Members noted the gifts and expenditure during this period and felt it was appropriate and expenditure had been consistent.

6.5 Declaration Form Review - Paper GBS&G24/565

Members were reminded that the Committee was required to periodically review the policy which Committee members considered renaming as guidance. They noted it had been checked against the new I&As and the Eversheds template with amendments suggested in tracked changes.

Members reviewed and approved the changes but asked that advice is sought regarding its name.

Action: Clerk to speak to Hazel Foreman and amend as advised.

It was agreed that when the annual refresh is due, members would be sent their previous form for amendment.

Action: Clerk July 2025

7 External Review Action Plan – monitoring update - Paper GBS&G24/566

Members reviewed the action plan and agreed the following amendments:

- 1.3 – AI is being successfully used to write reports. MKCTS are progressing with BI.
- 1.6 – GSAR – it was agreed the Away Day 2024 carried out the GSAR process. This will also be included in the working group set up to look at compliance with the AOC Code.

8 Review of the meeting

Members agreed a productive meeting with several decision and proposals made.

9 Any Other Business

Clerk to remind Governors of the Safeguarding training on 2 October 2024.

Away Day discussion to be held with Chairs on Monday 30 September 2024 and the 3 October 2024 meeting cancelled.

Proposal for 2025/26 meeting schedule - review to determine if meetings could be held from 4pm – 6pm. This had been successful in other colleges. It was agreed there would be a survey amongst members nearer the time when the schedule was proposed.

Action: Clerk/S Cook April 2025

10 Date of Next Meeting

The next meeting is scheduled for Thursday 30 January 2025 at 5pm on teams.

The meeting closed at 18.55.