



**MidKent College**

**GOVERNING BODY**

**SEARCH & GOVERNANCE COMMITTEE**

Minutes of the meeting of the Search & Governance Committee held on Thursday 8 May 2025 at 1700hrs via Teams.

Present: Mrs A Woodhouse Chair  
Mr S Cook  
Ms A Currie  
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 30 January 2025**

The minutes of the meeting held on 30 January 2025, Paper GBS&G24/576, were accepted as a true record by the Committee.

**4 Matters Arising – Paper GBS&G24/577**

1. AOC Code – DPO/Clerk are creating a structure for reviewing the code this has been sent to the Clerk to identify evidence and assess against the elements of the code. This will be reviewed by the working group once complete. **Ongoing.**
2. Handbook - Amendments continue and the document is with Marketing for branding. BF June – **ongoing.**
3. Link Governor – discussion at item 7 – **ongoing.**
4. 2025/26 – meeting schedule – the new Chair would like the days and meeting times to remain the same. **Complete**
5. Safeguarding Governor - Peridot have reopened the recruitment campaign - **ongoing**
6. Membership of Committees – **complete.**

- 7 Vacancies – item 5.1 – **ongoing.**
- 8 Chair Appraisal – item 6.1 - **ongoing.**
- 9 I&As Amendment – **complete.**
- 10 External review action plan – item 7 – **ongoing.**
- 11 Stakeholder Engagement – it was noted that this information is included in the Principal’s report – **Complete.**

## 5 Search Issues

### 5.1 Vacancies/Upcoming Vacancies – Paper GBS&G24/578

The Committee discussed the vacancies that would be created when Chris Reynolds term of office ends and succession for the following roles were discussed:

- S&G member – A Woodhouse to contact individual Governors to gauge interest in joining the Committee.

**Action: A Woodhouse**

- H&S Link – members agreed to approach a suitable Governor to take on this role.

**Action: A Woodhouse**

Lynn Snedden – Staff Governor – to be invited to serve a second term of office.

**Action: P Flemming**

Legal Specialist Governor – C Hare was continuing to contact local legal organisations to promote this role, following clarity from the Chair that the role did not need to be an employment specialist. If interest was received, the Committee will follow the usual process for recruitment.

**Action: Clerk**

Cyber Security Lead Governor – members noted that there was a requirement under Keeping Children Safe in Education (KCSiE) for the Board to engage with and understand cyber security. The Safeguarding Governor would oversee this but the whole Board were responsible. It was noted that Peter Fleming as Chair was the interim Safeguarding Governor until one was appointed.

Members noted that there had been positive interest in the second round of the Safeguarding Governor recruitment. Shortlisting was scheduled for 16 May with possible interviews on 22 May 2025.

## 6 Governance Issues

6.1 Chair Evaluation Process & Draft Questionnaire – Paper GBS&G24/579

It had previously been agreed with the Board that the evaluation would take place via a 360 questionnaire. A draft questionnaire was presented for agreement. Members felt the scoring and questions should be reviewed to ensure the survey was truly a 360 evaluation. It was also agreed that stakeholders should be included in the evaluation. After a further review has been completed, the questionnaire will be circulated to the Committee for final sign off.

**Action: A Woodhouse/Clerk**

It was noted that the Insight process recently undertaken by the Executive team included an evaluation element which could be considered for use in the future.

The feedback process was discussed, and it was agreed the Vice Chair would provide this having discussed the outcome of the evaluation with the Committee Chairs.

**Action: A Woodhouse**

6.2 Governors' Self-assessment and GSAR - Paper GBS&G24/580

Individual Governors self-assessment - Members noted that a recent update in the DfE Governance Guide had identified that it was good practice to evaluate individual Governor's performance annually.

Currently MKC Governors had a review with the Chair within the third year of their term of office and the Chair carried out 1:1s with individual Governors annually.

The following was proposed:

- March to July – Governors to conduct individual self – reflections with questions based on the third-year evaluation form. It was agreed these questions would be reviewed and amended as required with the final version to be agreed at the next meeting.

**Action: Clerk/A Woodhouse**

- September to January – the Chair will have 1:1s with all Governors.

**Action: Chair/Clerk**

Members agreed to recommend the process to Board for approval with reflections over the summer and 1:1s following the external review.

**Action: A Woodhouse/Clerk**

Governance Self-assessment (GSAR) – members noted the Board undertook an external review in 2023, an Away Day focussed on Board

effectiveness in 2024 and had since used the action plan to monitor and assess the Board's effectiveness.

Governance was being assessed against the new AOC Code and the results will form the draft GSAR for 2024/25 which will be presented to the Governing Body in July 2025 for approval.

**Action: A Woodhouse**

**7 External Review Action Plan – monitoring update - Paper GBS&G24/581**

The action plan was now completed. With regard to item 3.1 GR&A Chair replacement, the succession plan was in place and Alex Hindson will take on the role when the current Committee Chair leaves. A handover was currently taking place.

Members discussed the external board governance review and agreed to interview and review proposals from AOC, Rockburn and the previous reviewer Shirley Collier. It was noted that the next external board review was due during 2025/26.

**Action: Clerk**

Members agreed to consider items to be included in the scope once the reviewer was agreed.

**Action: S&G June**

Link Governor scheme – members discussed the following proposal:

Continue with the required/recommended Link Governors:

- Safeguarding - TBA
- Careers – A Woodhouse
- SEND - A Cole

It was also agreed the H&S and People Team links would continue.

Members discussed and agreed to recommend to the Board that the remaining Links cease, and all Governors given an opportunity to attend a learning walk each term. The session would consist of a briefing, a visit to classes/areas and a debrief. More than one Governor can attend a session. It was agreed Governors would be requested to approve this proposal at the next Board meeting to begin in 2025/26. The work and dedication of the current link Governors was noted.

**Action: P Fleming**

**Action: Clerk to arrange learning walk dates with Exec**

Members also agreed it had been useful when Exec members reached out to individual Governors if they required support or felt the Governor would benefit from visiting a specific area. They asked the Exec team to continue with this.

**8 Any Other Business**

QTL Committee – The extension of Ed Sallie's as a co-opted member was approved for recommendation to the Governing Body.

**Action: A Woodhouse**

**9 Date of Next Meeting**

The next meeting is scheduled for Thursday 19 June 2025 at 5pm.

The meeting closed at 17.59hrs.