



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Monday 16 June 2025 at 1700hrs via Teams.

Present: Mrs A Woodhouse Chair
Mr S Cook
Ms A Currie
Mr P Fleming
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 8 May 2025

The minutes of the meeting held on 8 May 2025, Paper GBS&G24/582, were accepted as a true record by the Committee.

4 Matters Arising – Paper GBS&G24/583

1. AOC Code - The DPO and Clerk have reviewed the code and are linking evidence documents. This will then be reviewed by a working group of Governors – **ongoing**.
2. Handbook – item 6.4 – **ongoing**.
3. Link Governors - The new process was agreed at May GB and will commence in 2025/26 – **complete**.
4. Safeguarding Governor - Interviews 13/6/25 – update at the meeting under item 5.1 – **ongoing**.
5. Vacancies – item 5.1 – **ongoing**.

6. Chair & SPH Appraisals - Final questions agreed outside the meeting – complete – it was agreed that the Chair’s appraisal will not be completed this term. This will be picked up in the EBR 2025/26 – **ongoing**.
7. EBR Action Plan – **complete**.
8. Vacancies – S&G – A Woodhouse to pursue – **ongoing**.
H&S Link Governor – S Hardie – **complete**.
Staff Governor second term approved – **complete**.
9. Legal Governor – update at item 5.1 – **ongoing**.
10. Individual Governors self-assessment - update at item 6.5 - **ongoing**.
11. EBR Reviewer appointment – update at item 6.1 – **complete**.
12. Link Governors – **complete**.
13. AOB – QTL Co-opted Governor extension approved – **complete**.

5 Search Issues

5.1 Vacancies/Membership – paper GBS&G24/584

Governor with Legal Expertise - the Committee noted that Chris Hare continued his search for a governor with legal expertise and had met the Head of Employment at Whithead Monkton who lives locally and indicated he may be interested in joining the Board in the future. Members asked C Hare to keep in touch and report back to the next meeting.

Action: C Hare

Safeguarding Governor – interviews had taken place with four strong candidates found by Peridot Partners. The Panel had asked for one candidate, who could only attend on teams, to meet colleagues and tour the College. The Board had previously delegated responsibility for appointment of a safeguarding Governor to Search and Governance Committee. Once appointed the new Safeguarding Governor will start in September 2025.

Action: A Woodhouse

5.2 Data comparison on Board Composition – paper GBS&G24/585

Members noted the FE Governor Data Collection outcomes for 2023/24 which were collected as part of the DfE workforce data annual report. They agreed the information when compared to the current Board make-up and community demographic could be used to identify any gaps on the Board. It was requested that the data was analysed and reported to the next S&G Committee. They also requested that comparisons were made to the student body and community the College served to ensure representation on the Governing Body,

Action: Clerk

6 Governance Issues

6.1 External Board Review (EBR) Update & Scope – paper GBS&G24/586

Members were informed that a panel of Governors and Senior Post Holders had interviewed four possible reviewers. They independently scored the reviewers with a clear majority in favour of a reviewer from the AOC. The reviewer from AOC has been approached to conduct the EBR.

Members discussed the scope, and it was agreed the Committee Chairs and Executive would be contacted to gain their views. Meetings will then be held with the reviewer to finalise the content and timings of the EBR.

Action: P Fleming/Clerk

6.2 Committee Draft Annual Report – paper GBS&G24/587

Members noted it was good practice for the Committee to write an Annual Report for publication on the College website.

They reviewed and agreed the draft report for recommendation to the Board on 10 July 2025.

Action: A Woodhouse

6.3 Confidential Minutes for review – paper GBS&G24/588

Members noted it was good practice to annually review the minutes that had been recorded as confidential and agree if any could be disclosed and published.

They considered the confidential minutes for 2024/25 and agreed that none were suitable for publication due to the nature of the content. Members discussed the difference between; what the Board deem as confidential content and what would be disclosed under a freedom of information request. No action was required.

6.4 Governance Handbook – final draft text – paper GBS&G24/589

Members noted the final draft text and were informed that the branded draft had been circulated for proof reading.

Action: A Woodhouse

They asked that the strategy/mission section be amended in line with the discussion held at the last Governing Body meeting to include “An inclusive environment that creates opportunities and transforms lives”.

Action: S Cook

6.5 Individual Governor Self-assessment form – paper GBS&G24/590

Members were reminded that the recent DfE Governance Guide stated it was good practice to evaluate the contribution of individual governors annually, with the Chair. The questions to be included in the self-assessment, had been circulated outside the meeting.

After discussion and minor amendments, the questions were agreed for circulation to all Governors over the summer period for use in the Chair 1:1 meetings in 2025/2026.

Action: Clerk

Alison Currie left the meeting.

6.6 Governor Training Topics 2025/26 – paper GBS&G24/591

Members reviewed and agreed the proposed training topics for 2025/26:

- Safeguarding - October 2025 – an external presenter has been approached to carry out this training.
- SEND - January 2026 – presenter TBA.
- Sexual Harassment Duty - March 2026 – this is included as there will be changes in the law in 2026.
- TBA - May 2026 – this session was left free for any training requirement that might come out of the EBR.

Members reviewed the training register for 2024/25 and discussed the format and expectation of Governors to attend all training provided. It was noted that the sessions would continue to be recorded and circulated to all members. The register of training would be updated as Governors attend/watch the recordings. They asked the Clerk to review the training attendance in 2024/25 and raise any concerns with the Chair.

Action: Clerk

The discussion continued with reference to the chairing of online meetings and P Fleming agreed to research and share suitable development opportunities for the Committee Chairs.

Action: P Fleming

6.7 Committee Terms of Reference review – paper GBS&G24/592

Members noted it was a requirement of the Committee to annually review their terms of reference to ensure they were fit for purpose. They reviewed

the terms of reference presented with tracked changes and agreed the amendments.

They discussed the lessons learned from external bodies such as the FEC report on Weston College and agreed to include reviewing and identifying lessons learnt from other colleges in relation to governance in the Terms of Reference.

Action: Clerk/A Woodhouse

The final document will be recommended to the Governing Body in July 2025.

Action: A Woodhouse

6.8 Committee Improvement Plan 2025/26 – paper GBS&G24/593

Members discussed the Committee self-assessment and agreed the work being conducted re identifying evidence and gaps against the AOC Code, plus the completion of the previous EBR Action Plan, were sufficient assessments.

They agreed the action plan that will include the outcomes of the upcoming EBR, will be used by the Committee and Governing Body to create the 2025/26 improvement plan.

Action: S&G Committee

7 Any Other Business

Members thanked Chris Reynolds for his contributions and support to the Committee as it was his last meeting.

8 Meeting Dates for 2025/26

The meeting dates for 2025/26 were noted.

25 September 2025
29 January 2026
30 April 2026
18 June 2026

The meeting closed at 18.30.