



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Thursday 25 September 2025 at 1700hrs via Teams.

Present: Mrs A Woodhouse Chair
Mr S Cook
Ms A Currie

In attendance: Ms C Burkin Clerk to the Governing Body

1 Declaration of Interests

None declared.

2 Apologies for Absence

Apologies were received from Mr P Fleming.

3 Minutes of the Meeting held on 16 June 2025

The minutes of the meeting held on 16 June 2025, Paper GBS&G24/594, were accepted as a true record by the Committee.

4 Matters Arising – Paper GBS&G25/595

All matters were either on the agenda or complete except for:

- AOC Code – A Woodhouse agreed to follow this up with H Foreman – **ongoing**.
- Governors Handbook – S Cook agreed to review the amendments and review in line with the new strategic priorities - **ongoing**.

5 Search Items

5.1 Vacancies Upcoming & Membership Review - Paper GBS&G25/596

Members noted the current vacancies and agreed the following:

- S&G Committee – A Woodhouse would approach Alex Hindson as members felt he had the expertise and insight to support this Committee.

Action: A Woodhouse.

Approved by the Committee as a true record *Date* 29 January 2026

- GR&A Committee – A Hindson had requested that Stuart Hardie was considered for GR&A Committee membership as the Health & Safety Link Governor. S&G agreed that S Hardie be invited but were mindful he is already a member of F&R and QTL, therefore it would be suggested that he steps down from QTL.

Action: A Hindson

- F&R Committee – A Currie informed members she had reached out to M Quadri and A Orhiere regarding their attendance to see if they required any support and was setting up meetings with them. Members consulted the Skills Audit and felt that Julia Dyakova could be invited to join F&R as she had financial expertise and often asked questions re finance at Governing Body. It was agreed that GB Chair would approach Julia and offer a swap from GR&A to F&R. It was also noted from the Skills Audit that S Hardie has HR expertise and could be asked support Mo Quadri the People Team if required.

Action: Peter Fleming

- QTL Committee – members noted the two new Governors have been allocated to QTL but may lose S Hardie. This will be reviewed at the next meeting.

Action: BF next S&G Committee

- Governor with legal expertise – Chris Hare had informed the Committee that he remained in touch with a possible new Governor with legal expertise, Antonio Fletcher - Head of Employment at Whithead Monkton. A meeting was scheduled for November as he was not likely to be available until early 2026. Chris will keep the Committee updated.

Action: C Hare

New Governors:

- Sarah Lancaster (Safeguarding Governor). Members noted that she was not able to attend Governing Body in October 2025. DBS and induction were in progress. It was agreed Andy Cole would be invited to be her Mentor.

Action: Clerk

- Sarah Vaux will be joining the Board at the 8 December 2025 Board meeting, and her DBS and induction were in progress. Angela Woodhouse agreed to be her Mentor.

5.2 Skills Audit Summary - Paper GBS&G25/597

Members noted the Skills Audit results and used these when considering membership. They noted the legal skills gap which was being addressed. Training needs were discussed, and it was agreed that these could be discussed during the regular one-to-one meetings with the GB Chair.

With regard to the two newly appointed Governors, skills audit forms would be completed as part of their induction.

5.3 Student Governor Update - Paper GBS&G25/598

Members noted the election timeline for the Student Union appointments who would also become Student Governors. As the election of the Student President and Vice President is close to the Governing Body meeting it was recognised that they may not be present at the October meeting.

Members were informed that the Unloc Student Governor support programme, which last year's student Governors recommended, would continue for the incoming students and places on the AOC induction programme had also been booked.

6 Governance Items

6.1 Attendance Report for 2024/25 – Paper GBS&G25/599

Members noted the main Board and Committee attendance data for 2024/25. Those highlighted in the report for attendance issues had been contacted by the Chair to offer support. S Cook informed members that inconsistent governor attendance can have an impact on the Executive Team as Governor support and challenge narrowed. Members recognised the risk of over reliance on a smaller number of Governors and agreed to monitor attendance and receive feedback from the Chairs. A Woodhouse agreed to pick this up with P Fleming outside the meeting.

Action: BF next S&G/Chairs

Members noted that for comparison, the mean average attendance rate of 91 colleges for Board and Committees combined in 2024/25 was 81.82% and therefore the MKC average for Board & Committee of 87% is above average.

6.2 Governor Training attendance report 2024/25 – Paper GBS&G25/600

Following a request for data regarding Governor training, members noted the attendance for 2024/25, and the concerns raised. They felt this data could be shared with the Governing Body when reporting back to highlight any issues.

Action: A Woodhouse to discuss with P Fleming

6.3 Governor Visits update - Paper GBS&G25/601

Members were reminded of the new process for inviting Governors into the College and the proposed programme for 2025/26. The visits had been scheduled with the Executive Team for four curriculum areas, one visit of the SEND provision and one in the corporate areas. The visits will consist of a meet and greet with Exec Lead and Director/Manager, a tour of the area and then a debrief.

There had been a positive start with Governors accepting the dates. The Clerk will continue to monitor and promote the visits throughout the year.

Action: Clerk

6.4 Standing Orders Review - Paper GBS&G25/602

Members reviewed the Standing Orders and agreed the tracked changes. They asked that any reference to Funding Agency is replaced with DfE, Principal/CEO is changed to Principal & CEO and a grammar check be completed.

Action: Clerk

Members agreed the amended document for **recommendation** to the Governing Body.

Action: A Woodhouse

6.5 External Board Report (EBR) Progress Update - Paper GBS&G25/603

The Clerk updated members on progress with the EBR noting all requested meetings had been arranged and all required documentation made available to the Reviewer Rob Lawson.

Members noted the timeline with attendance of the Reviewer at Governing Body meetings in October and December 2025.

7 Any Other Business

Members discussed the possibility of removing AOB from the agenda and replaced with an urgent matters' agenda item, with the Chair being informed before or at the start of the meeting. This was also noted in the Standing Orders review.

Action: A Woodhouse to discuss with P Fleming

The Clerk reported a concern received from a Governor regarding workload and time required. The concern had been passed to the Chair of the Board to follow up but was raised in this forum for information.

The next meeting was scheduled for Thursday 29 January 2026 at 5pm on teams.

The meeting closed at 18.12.