MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Thursday 30 April 2026 at 1700hrs via Teams.

Present:	Mrs A Woodhouse	Chair
	Mr S Cook	
	Ms A Currie	
	Mr P Fleming	
	Mr A Hindson	
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 29 January 2026

The minutes of the meeting held on 29 January 2026, Paper GBS&G25/611, were accepted as a true record by the Committee.

4 Matters Arising

1. AOC Code – A Woodhouse and DPO to follow up progress. **Ongoing**.
2. Chair Appraisal – the feedback form had been completed ready for circulation after the Governing Body meeting in May 2026. The external stakeholder was agreed. S Cook to contact Vince Maple. **Ongoing**
3. Legal Governor – P Fleming had met the prospective new Governor with legal experience who is available to join the Board in 2026/27. **Ongoing**
4. Committee Improvement plan – approved at Governing Body. **Complete**.

5. Governor visits – Committee to continue to monitor and review in June 2026. **Ongoing**
6. MBA – P Fleming updated the Committee on his request to DfE to be able to enrol on an MBA regarding Governance. He has drafted a response to the DfE queries for approval and signature on behalf of the Board. Members discussed options and agreed to consider further with no immediate urgency. **Ongoing**
7. Membership/Vacancies – proposals approved by Governing Body and implemented. **Complete**.
8. Terms of Office – to be discussed under item 5.2. **Ongoing**
9. Attendance – BF June 2026. **Ongoing**
10. Governor visits review – BF June 2026. **Ongoing**
11. Governor training May 2026 – arranged with Rob Lawson. **Complete.**
12. Review Governor Training – BF June 2026. **Ongoing**
13. Skills Audit – to be amended ready for circulation in July 2026. **Ongoing**
14. External Board Review – proposed new summary sheet to be discussed under item 7. **Ongoing**

5 Search Items

5.1 Chair/Governor 1:1 feedback – Paper GBS&G25/613

Peter Fleming informed members that he had completed 1:1 meetings with all Governors. He highlighted the common threads around maintaining a balance between members who are retired and those working with the challenges of availability.

Members discussed the time commitment expectations and how to ensure this is clear at the recruitment stage. They briefly discussed alternative governance models which could be considered to condense the number of meetings.

Members discussed alternative recruitment agencies and agreed the need to start the recruitment process early to address the forthcoming vacancies.

It was agreed a recruitment plan and onboarding process would be prepared and discussed at the next meeting.

Action: A Woodhouse/Governance Professional

5.2 Succession Planning discussion – Paper GBS&G25/614

Members noted the need for succession planning due to upcoming governors reaching the end of their term of office and skills needed for the Board. They considered strategies for maintaining board effectiveness, including diversity and skill requirements.

It was confirmed that the following vacancies will arising from December 2026:

A Cole - QTL Chair & education specialist
J Dyakova – GR&A
M Quadri – F&R

Members discussed the impact of these departures, particularly in areas of expertise in finance and HR, and the need for focused recruitment to find replacements. They noted the importance of maintaining board diversity, and it was suggested that the College Alumni could be approached. They raised concerns about losing experienced Committee Chairs and the risk of new members lacking institutional knowledge. They discussed how staggered recruitment and targeted selection could mitigate these risks.

The Committee discussed the challenges of Committee participation, and the use of co-opted membership to test and integrate new members.

The involvement of a Governor on the College's EDI Committee was raised. It was agreed that while this was not a requirement, interested Governors could participate, and EDI topics could be included in Governor visits for broader engagement.

Members were reminded of the possible Governors who would be available later in the year. These would be approached and onboarded at the appropriate time.

It was agreed that plans for recruitment would be considered outside the meeting, including a review of the skills matrix and brought to the June Committee.

Action: A Woodhouse/P Fleming/Governance Professional

6 Governance Items

6.1 Policies/Procedures for review – Paper GBS&G25/615

Corine Burkin, Governance Professional, introduced the papers:

a) Governor Succession Planning Procedure – this had been adapted from another college. Members discussed including a rolling calendar for recruitment and departures, and the option of flexible term lengths and/or probation periods. It was agreed these were already considered and monitored but reference would be added to the policy.

b) Governor Recruitment Policy - updated to separate succession planning. It was agreed the process for agreeing job descriptions would be included and time commitments made explicit in recruitment. The use of external agencies would also be added. It was agreed the references to Chair recruitment would be clarified and combined into one section. Members also discussed the wider issue of Student Governor recruitment and engagement with options being considered by the Triumvirate who will feedback.

c) Governance Professional Policy for Independence – it was explained that this was a new policy introduced to safeguard the independence of the Governance Professional. Members emphasised the importance of referencing the Triumvirate relationship and ensuring the option of sourcing and exhausting internal advice before external legal advice was explicit in the policy.

Members requested the amendments were made before presentation to the Governing Body for approval in May 2026.

Action: A Woodhouse/Governance Professional

7 External Review Action Plan – monitoring update - Paper GBS&G25/616

The proposed new summary sheet format was presented. The rationale for the new, more visually distinct summary sheet was explained with the aim to prompt authors to focus on key points and risks. It was suggested linking risks to the risk register and including prompts for cross-committee reporting.

It was agreed the roll out the new summary sheet format would be trailed for the next cycle of meetings following the May Governing Body, to allow for training and adjustment.

Members reviewed the EBR action plan, noting good progress.

8 Date of Next Meeting

The next meeting is scheduled for Monday 15 June 2026 at 5pm on teams.

The meeting closed at 18.43hrs.