



## MidKent College

### GOVERNING BODY

Minutes of the meeting of the Governing Body held on Thursday 25 May 2023 at 17.00hrs in the Skills Factory at Maidstone.

Present: (71% attendance)

Mr M Cook	Chair	Ms A Currie		Mrs L Snedden	Staff Governor
Mr M Abdel-Maguid		Mrs J Dyakova		Ms E Swain	Student Governor
Mr N Baveystock	MKCTS Chair	Mr D Gagie		Mr J Williams	
Mr A Cole		Mr M Gillespie		Mrs A Woodhouse	
Mr S Cook	Principal CEO	Mr C Reynolds		Mrs M Woolston	

In attendance:

Ms C Burkin	Clerk to the Governing Body
Mr C Hare	Executive Director of Employers & Corporate Services
Ms C Hart	Executive Director of Student Experience
Dr Jim Mawby	Executive Director for Curriculum & Quality
Mr M Peat	Executive Director of Finance and Estates
<b>Observers</b>	
Ms M Alexander	Academic Studies
Ms C Cotterill-Smith	Student Support and Careers

#### 1 Declaration of Interests

All members' interests are numbered and referenced on the Declaration of Interest log available from the Clerk.

## 2 Apologies for Absence

Apologies for absence were received from Miss B Jossi, Ms A Orhiere, Mrs M Quadri, Mr C Reeves, Mrs C Richardson and Mr J Stratford.

The Chair welcomed Observers to the meeting.

## 3 Minutes of the Meeting held on 23 March 2023 - Paper SGB22/1724

The Minutes of the Meeting held on 23 March 2023 were accepted as a true record and signed by the Chair.

## 4 Matters Arising Document – Paper SGB22/1725

All the outstanding matters were either actioned, completed or on the agenda.

## STRATEGY

## 5 Accountability Statement – Paper SGB22/1726

Chris Hare presented the statement due for submission by 31 May 2023, which had been reviewed by the Task and Finish Group, which was set up following the last meeting, and by external stakeholders.

Members reviewed the draft document and noted the content. They were assured by the endorsement gained from external stakeholders, and they felt the statement was a true reflection of the College and how it worked with partners and other stakeholders to meet local, regional and national requirements.

C Hare explained he will be sharing the document with staff via various forums to ensure understanding. The final version will be published on the College website.

Members **agreed** the statement, subject to further minor drafting amendments, and approved submission to the DfE and publication on the college's website.

**Action: C Hare**

### *J Williams and E Swain joined the meeting*

Jim Mawby reminded members of the requirement for Governing Bodies, at least every three years, to review how the College is meeting local skills needs and to specify as such in a published statement. This is work in progress and is being supported by the Task and Finish Group that had also reviewed the Accountability Statement. A first draft had been produced, reviewed and partly updated. Whilst linked to the Accountability Statement, the review is a separate exercise and working to a different timetable. The final document will also include a statement from the Chair expressing the formal judgement of the Board and will be published on the College website.

**Action: J Mawby**

Members thanked both C Hare, J Mawby and their team for the work undertaken to complete the documents and also the members of the Task and Finish Group, notably James Williams and Professor Abdel-Maguid, for their support.

## **6 Principal's Report – Paper SGB22/1727**

Simon Cook Principal/CEO presented his report to members.

Members discussed the Data Report which included suggested improvements from the last meeting. The RAG ratings had been updated with the authors subjective view of what they indicated and which areas were of most concern. It also now incorporated the Principal's view of three key strengths and three key weaknesses to address. Members agreed it was a useful way to present the data but queried whether employer relations were a further cause for concern or action. It was explained that the data presented was gained via a survey of employers involved in apprenticeships only. A wider data set involving employers engaged with other aspects of provision might give greater assurance. Members noted that each curriculum area had extensive relationships with employers.

**Action: S Cook/C Hare**

Members challenged the Exec to consider how the College will monitor student destinations fully in future.

**Action: S Cook**

Members held a robust discussion about that section of the report which dealt with how business planning had progressed and the implications for the Budget for 2023-24 – [this section was minuted as confidential](#).

Christina Hart introduced the Careers Strategy included in the Principal's report. The paper summarised the College's statutory obligations under the Department for Education's 'Careers guidance and access for education training providers' - 'statutory guidance for schools and guidance for further education colleges and sixth form colleges,' and outlined the Colleges current position. She explained the College's requirements and how this is emphasised across the curriculum. Members were assured that overall, the College is in a good position with a clear careers strategy that addresses the weaknesses identified in the compass self-assessment and Matrix report. Following the Matrix reaccreditation, the careers strategy had been updated and there is a need to review how the College measures the impact of careers guidance by better tracking destinations.

Governors congratulated the College on receiving the Matrix Accreditation Kite Mark for Careers in the College and asked to be kept informed on the strategy as it is implemented.

It was noted that Mark Gillespie had agreed to become Link Governor for Careers so the Board can ensure that independent careers guidance is provided to all pupils throughout their education (11- to 18-year-olds) and students aged up to 25 with an education, health, and care plan.

Members also noted the Inspection success of East Kent College (EKC) and how the College including members of the Board have approached EKC to gain insight and lessons learned to help prepare for Ofsted's next visit Mid-Kent.

Members thanked S Cook and **accepted** the update to the Operational and Strategic Plans.

## **7 Safeguarding Update – Paper SGB22/1728**

Marie Woolston, Safeguarding Governor, updated members on the following key points.

She assured members that the new software, My Concern, is now embedded, providing reliable and accurate data and reporting a true picture. Members noted the significant increase in referrals, use of multi-agency teams at Medway and the correlation between persistent non-attendance and safeguarding issues.

Members discussed how they could assist with in the broader community by highlighting the issues with mental health issues in 16–18-year-olds. Members were encouraged to contact the Safeguarding Link Governor outside the meeting with any points of clarification. It was noted that Andy Cole has volunteered as the SEN Link Governor and would work closely with M Woolston.

Members thanked M Woolston, C Hart and the team.

## **SCRUTINY**

### **8 Quality, Teaching and Learning Committee (QTL) - Paper SGB22/1729**

The QTL Committee call notes were taken without further question. The Committee had used this session to focus on T Levels.

Members **noted** the contents.

### **9 Minutes of the Finance & Resources Committee Meetings held on 9 May 2023 and confidential minutes - Paper SGB22/1730**

Alison Currie introduced the minutes of the Finance & Resources Committee and highlighted the key points of discussion.

[The item was minuted as confidential.](#)

Governors **accepted** the minutes.

**10 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB22/1731**

Nick Baveystock introduced the update from the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting. He highlighted the following points:

*Noted as confidential due to the commercial nature of the content.*

Governors **accepted** the report.

**11 Policies for approval:**

The following policies were presented:

MKC Slavery and Human Trafficking Statement – updated and scrutinised by F&R Committee – **approved**.

Governor Recruitment & Succession Policy – updated and scrutinised by S&G Committee – **approved**.

**GOVERNANCE****12 Minutes of the Search & Governance Committee meeting held on 27 April 2023 - Paper SGB22/1734.**

Angela Woodhouse introduced the minutes of the Search and Governance Committee (S&G) meeting held on 27 April 2022. The Committee considered:

Attendance – some concerns were raised regarding Governor’s attendance at meetings and visits to the College. A Woodhouse will be contacting all Governors to identifying barriers and opportunities regarding attendance and full participation.

Rebalancing of Committee Roles – the Committee reviewed a number of significant changes with some Governors leaving over the next two years.

Link Governors – the allocation of Link Governors was reviewed. It was agreed that two new Link Governor roles would be sought for Careers and Skills and these have been allocated to members. The Link Governor procedure was reviewed and updated.

Appraisals for Governors – It was agreed that the termly one to ones with the Chair for all Governors was sufficient to meet this requirement and aligned with the process for staff. To ensure there was an opportunity for personal reflection on the effectiveness of Governors, all Governors will have the opportunity to participate in annual action learning sets next year facilitated by the Vice Chair, these will be small groups meeting to discuss effectiveness.

The Committee reviewed the third-year evaluation paperwork for three Governors, Babs Jossi, James Williams and Angela Woodhouse, whose term is due for renewal in 2023/24 and **recommended** all three for a second term.

The new FE Code was also reviewed and agreed for **approval** by the Board. Adherence to the code will ensure effective governance, changes include a simplification from ten principles to six.

The Board were also asked to note that due to a significant change in her workload, Claire Richardson has found it difficult to commit to the role of Governor and attend meetings. It was therefore suggested that she would be offered a 6-month sabbatical, after which she will be invited to continue her term of office.

**Recommendations for approval by the Governing Body:**

- New FE Code – **adopted**.
- Second terms of office – **approved**.
- Sabbatical for 6 months – Claire Richardson – **approved**.

Members **accepted** the minutes and **approved** the recommendations above.

**13 Draft Meeting Schedule for 2023/24**

The Clerk presented the dates for 2023/24 and reminded members that the meetings continue to be scheduled for the evening. Members noted the Away Day is slightly earlier in February to accommodate diaries. The Committee meetings are scheduled to allow time to report to the Governing Body and continue to be remote unless the Chair indicates otherwise. Many internal meetings and commitments are scheduled around the Governing Body cycle, so it is important the schedule is finalised early.

Although it is recognised that there will always be some members for whom dates might be difficult to manage, members were asked to inform the Clerk of any apologies as early as possible.

Members noted that once the dates are approved, there is an expectation that members who have not given apologies, will prioritise attendance over other demands.

The dates were **approved**.

**14 Any Other Business**

The Chair informed members of the College August Focus Day and how he attended last year to speak to staff about the Governing Body. He asked for volunteers to attend the event on Wednesday 23 August 2023 to participate in an informal panel hosted by Martin Peat, where staff can hear from Governors about their experience and background and what motivates them to be on this Board in particular.

**Action: Clerk**

**15 Date of Next Meeting**

The next meeting would be held at the College's Medway Campus on **Thursday 13 July 2023** at 17.00hrs at Medway.

**16 Review of the meeting**

The Chair welcomed reflections from the Observers who found the meeting interesting and helped them to understand the connection between the Board items with their roles in the College.

Members felt the reports were improving and enabled the Board to have more robust, informed debate and strengthen the common narrative.

*Staff and Students left the meeting.*

**Confidential Item**

**16 Minutes of the Remuneration Committee meeting held on 16 May 2023 – Paper SGB22/1736**

Angela Woodhouse introduced the minutes of the Remuneration Committee.

*The item was minuted as confidential.*

The Governing Body approved the following documents:

- Annual Report - **approval**
- Terms of Reference - **approval**

The meeting closed at 19.51.