



## MidKent College

### GOVERNING BODY

Minutes of the meeting of the Governing Body held on Thursday 23 May 2024 at 17.00hrs in room Corporate Room at Medway.

Present: (80% attendance)

|                          |               |               |                         |                  |                |
|--------------------------|---------------|---------------|-------------------------|------------------|----------------|
| Mr M Cook                | Chair         | Mr D Gagie    |                         | Mr C Reynolds    |                |
| Professor M Abdel-Maguid |               | Mr S Hardie   |                         | Mrs C Richardson |                |
| Mr N Baveystock          | MKCTS Chair   | Mr O Omomehin | Student Governor        | Mrs L Snedden    | Staff Governor |
| Mr S Cook                | Principal CEO | Mrs A Orhiere |                         | Mrs A Woodhouse  |                |
| Ms A Currie              |               | Mr A Oseyenum | Student Governor remote |                  |                |
| Mrs J Dyakova            |               | Mr M Prentis  |                         |                  |                |

In attendance:

|                 |   |
|-----------------|---|
| Ms C Burkin     | Clerk to the Governing Body                 |
| 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>Observer</b> |   |
| Ms C Roach      | Medway School of Art (MSA)                  |
|                 |   |

**The meeting began with a moments silence to reflect on our colleague James Williams, who had sadly passed away since the last meeting.**

**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 Mr A Cole, Miss B Jossi, Mrs M Quadri and Mrs M Woolston.

The Chair welcomed Ms C Roach, MSA to the meeting as an observer. He also welcomed Stuart Hardie as a new Governor to the Board.

**3 Minutes of the Meeting held on 21 March 2024 - Paper SGB23/1791**

The minutes and confidential minutes of the meeting held on 21 March 2024 were accepted as a true record and signed by the Chair.

Written Resolution - Paper SGB23/1792 was presented to the Board to confirm the resolution had been passed with an amendment to Clause 6 of the Instrument and Articles.

**4 Matters Arising Document – Paper SGB23/1793**

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

**STRATEGY**

**5 Partnerships & Strategy Report - Paper SGB23/1794**

Simon Cook presented the paper to Governors which looked ahead to political changes identifying the core themes set out in the AoC proposals for a Post16 tertiary system. Members considered and assessed these against the College's strategic plan that encompasses partnership working with other providers.

Members had a robust discussion regarding the content of the paper and considered implications for the College, noting this expressed the early thinking of the Exec. They discussed in detail the pros and cons of extending partnership working with various bodies and different partnership models, considering the different approaches required depending on the partner and the need to remain focused on the College's core business. They looked forward to receiving further details on tangible benefits from the possible partnerships but agreed the main aim must be to give students more choice and an improved offer.

Members thanked Simon for the report and looked forward to the next iteration.

## 6 Joint Annual Accountability Statement - Paper SGB23/1795

Jim Mawby presented the statement and reminded Governors that a task and finish group had been set up to review and scrutinise the development of the College's annual combined accountability and duty of need statement for 2024-2025. He reminded members of their duty to approve the statement and the timeline for publication.

Members noted that strategic stakeholders have been consulted and their feedback will be fully incorporated into the final draft. J Mawby explained a number of aspects that had been included since the last version. Members felt the statement reflected their knowledge of the College and local area. They asked that some information regarding student destinations is included if possible.

**Action: J Mawby/C Hare**

J Mawby reported next steps stating that following the Governing Body meeting, any final amendments will be made, with the final approved version submitted to the DFE no later than 30th June 2024.

The document will then be published on the College website by no later than 30th November 2024 and be communicated with internal stakeholders (staff) at the commencement of the 2024/25 academic year, highlighting the objectives for the year ahead.

Members **approved** the annual combined accountability and duty of need statement for 2024-2025 subject to final edits and thanked Chris Hare, Jim Mawby and the task & finish group for the work undertaken. They noted that the document was comprehensive and that together with the College SAR would be a very good briefing document for all Governors, especially new ones. They requested consideration be given to producing a pithier and polished copy of the document for marketing use in due course.

**Action Chris Hare/Jim Mawby**

## SCRUTINY

### 7 Principal's Report – Paper SGB23/1796

Simon Cook Principal/CEO presented his report to members to discuss, question and challenge.

The report included a refresh of the Exec priorities to update the Board on the work of the team and an update on the Community, Education and Environment Pillars.

Members noted the summary Data Report and S Cook highlighted the improved picture regarding staff turnover. Members discussed further aspects of the data noting the key highlights of staff retention, student retention, which is very high this year and improved student behaviour, triangulated by comments from external and Governor visits. They also noted some areas of concern around Apprenticeship outcomes and student attendance, although this is reported to be in line with sector average.

Members discussed the improved position on student engagement even when attendance was low and thanked staff for the work in this area. They compared the way data is recorded in various educational establishments and how softer skills and wellbeing could be measured.

S Cook informed members that his next report will include outlook for the next academic year, an update on the English and maths GCSEs and student behaviour.

There was further discussion regarding activities for younger children to introduce them to the College earlier in their educational journey with reports of 'inspire days' with pilot schools.

Members noted the student number targets in certain areas and recognise these will be scrutinised at Committee level. The QTL and F&R Committee meetings in June have an open invitation for all Governors to attend the relevant items if they wish and invitations can be sourced from the Clerk.

Governors thanked S Cook and **accepted** the report.

## **8 Safeguarding Update – Paper SGB23/1797**

Christina Hart presented on behalf of Marie Woolston, Safeguarding Governor and updated Governors on the position of Safeguarding and Welfare in the College up to May 2024.

She reminded members of the continued increase in the number of referrals and their complexity but gave assurance that the team have capacity to deal with these with the support of the improved processes and system. M Woolston had recently completed a link visit where she witnessed the robustness of the system.

The Student Governor endorsed the excellent support of the team and emphasized the importance of enrichment activities for students' mental health. Members noted the Student Union and College Management are working together to fund and arrange such activities and were happy to agree further resources in this area.

Members requested, and gained assurance, regarding staff training as they recognise the difficult nature of some of the referrals. The Staff Governor reported that all Additional Learning Support staff had received specialist training.

Members noted other aspects of the report and thanked staff for the update.

## **9 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB23/1798**

Nick Baveystock introduced the update as the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting. The report provided an update on current MKCTS activity and plans.

[This item was minuted as confidential due to the commercial content.](#)

Governors' thanked Nick and accepted the report.

**10 Quality, Teaching and Learning Committee (QTL) - Paper SGB23/1799**

In the absence of Andy Cole, the minutes of the QTL Committee inter-meeting call on 30 April 2024 were taken as read.

Members noted the meeting focused on the current position to support young people with Special Educational Needs and Disabilities (SEND) at the College and the potential impact of the SEND (Special Educational Needs and Disabilities) and Alternative Provision Improvement Plan. They also noted the improvements made in this area over the last year shown as strengths of the provision and recognised the pace at which the improvements must be made and maintained. They also noted the developments to date and the continuous drive of the team to improve the support for students.

Members were assured from the minutes that the attainment of students receiving support was in line with the attainment of those not in receipt of support. They were also informed that SEND reforms could mean the College sees a growth in students with more complex needs but were assured that the College is in a position to respond to reforms.

Governors **accepted** the minutes.

**11 Minutes of the Search & Governance Committee meeting held on 25 April 2024 - Paper SGB23/1800.**

Angela Woodhouse introduced the minutes of the Search and Governance Committee. The Committee considered a number of matters including:

- Governor attendance – no concerns raised.
- Timeline and approach to updating the Article and Instruments – a draft will be reported to the Board in July 2024 for approval.
- Reviewed the term of office for two Governors and recommended each for another term of four years.
- Support given to Governors – A Woodhouse had spoken to individual Governors regarding support and no concerns were raised.
- Recruitment of the Chair next steps.
- Link Governor roles and committee membership – various roles were discussed, and Governors approached to fill vacancies. Further discussion will be held at the next Committee meeting.

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

Second term of office for Alison Currie – **approved**.

Second term of office for Ade Orhiere – **approved**.

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

## 12 Minutes of the Finance & Resources Committee Meetings held on 8 May 2024 and confidential minutes - Paper SGB23/1801.

Alison Currie introduced the minutes of the Finance & Resources Committee and highlighted the following points:

- Regular People Team (HR) MLPs were presented with no major areas of concern.
- The Estates Strategy was presented with three options of approach. The Committee agreed with the recommended approach as both flexible and optimal. Further amendments were requested, and the final version will be recommended to the Board in July for approval.
- The Management Accounts demonstrated ongoing improvements, reflecting additional funding received and cost savings made.
- Outline Budget information was presented noting growth proposals in several areas, to be explored fully at next meeting.
- It was noted that the new ESFA Financial Handbook has limited implications for the College.
- A new Sustainability Policy had been created and was reviewed and recommended for approval under item 13.
- A proposal to consider issuing Share Capital in MKC Training Service was considered and further work requested.

### Recommendations for approval by the Governing Body:

Approve the new Sustainability Policy (under item 13) – **approved**.

Note improvements in financial position – **noted**.

Governors **accepted** the minutes and **agreed** with the recommendations of the Committee.

## 13 Policy for approval – Paper SGB23/1802

Sustainability Policy – Members noted that this had been scrutinised by the F&R Committee and is a completely rewritten policy. Following review, the F&R Committee asked Martin Peat to check the required compliance to the roadmap and he has given assurance that the College has no concerns regarding meeting these requirements. **Approved**.

## GOVERNANCE

### 14 Report back on Board Intelligence (BI)

Martin Cook updated members on the position reminding them that following the Strategic Away Day members requested further information and investigations into the functions of Board Intelligence (BI).

Members noted that BI had presented their AI platform called Lucia to the Committee Chairs and ICT and that C Hare is drafting a proposal to take this forward.

**Action: C Hare**

It was noted that the Chair will be meeting with C Hare and ICT Director to discuss the

requirements of the Board regarding Cyber Essentials Plus.

Action: M Cook/C Hare

Members **noted** the update.

## 15 **Draft Meeting Schedule for 2024/25**

Members were asked to agree the dates of the Governing Body and Committee meetings for the 2024/25 academic year. These had been scheduled with Committee Chairs and Exec Lead diaries and follow a cycle of business.

The Chair asked members to communicate with the Clerk if they were unable to attend any meetings and where possible, changes will be accommodated. He reminded members that once the dates were agreed, there was an expectation that Governors would avoid clashes with their other commitments.

Members **noted** the 2024/25 meeting dates.

## 16 **Any Other Business**

Members were reminded about the Stakeholder dinner scheduled for 20 June 2024, details to follow. Governor who attended last year recommended the event.

## 17 **Date of Next Meeting**

The next meeting would be held at the College's Maidstone Campus (TBC) on **Wednesday 10 July 2024** at 17.00hrs

## 18 **Review of the meeting**

The Chair asked members to communicate any feedback regarding a review of the meeting directly to himself or the Clerk.

The Chair thanked David Gagie for his contributions to the College and Board during his term of officer. Members wished him well for the future.

## **Confidential Item**

### 19 **Minutes of the Remuneration Committee meeting held on 18 April 2024 – Paper SGB23/1804**

Angela Woodhouse introduced the minutes of the Remuneration Committee and discussion was [minuted as confidential](#).

The Committee reviewed and agreed its annual report for the year and also considered some minor changes to the terms of reference presented for approval.

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

Annual Report – **approved**.

Terms of Reference – **approved**.

Governors **accepted** the minutes and **agreed** with the recommendations of the Committee.

The meeting closed at 19.46hrs