



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Wednesday 10 July 2024 at 17.00hrs in the Corporate Room at Medway.

Present: (84% attendance)

Mr M Cook	Chair	Mr S Hardie		Mr C Reynolds	Remote
Professor M Abdel-Maguid	Remote	Miss B Jossi	Staff Governor	Mrs C Richardson	
Mr N Baveystock	MKCTS Chair	Mr O Omomehin	Student Governor	Mrs L Snedden	Staff Governor
Mr S Cook	Principal CEO	Ms A Orhiere	Remote	Mrs M Woolston	
Ms A Currie		Mr A Oseyenum	Student Governor		
Mrs J Dyakova		Mrs M Quadri	Remote		

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
Mr P Hogben	Group Director ICT - Item 5 only
Dr Jim Mawby	Executive Director for Curriculum & Quality
Mr M Peat	Executive Director of Finance and Estates
Observers	
Ms L Caulfield	Facilities Manager
Ms B Farley	Director of Community

1 Declaration of Interests

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

Signed by the Chair as a true record.

Date 16 October 2023

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2 Apologies for Absence

Apologies for absence were received from Mr A Cole, Mr M Prentis, and Mrs A Woodhouse.

The Chair welcomed Observers to the meeting.

3 Minutes of the Meeting held on 23 May 2024 - Paper SGB23/1805(a)

The Minutes of the Meeting held on 23 May 2024 and the confidential minutes were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB23/1806

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

5 Governor Devices – Paper SGB23/1807

Paul Hogben, Group Director of Technology, joined the meeting to present his report which informed members of the changes that will impact how Governor's access College data and why the College is taking this approach to cyber security.

He explained the reasoning behind the pursuit of Cyber Essentials Plus and the changes in practice to be compliant. It was noted that there was benefit in compliance when bidding for projects and funding. He had shown Governors the various options regarding devices prior to the meeting and explained the impact.

It was noted that members will receive a follow up survey to capture further information about individual needs and requests. Investment will be made in the equipment over the summer with roll out from September with an aim to be compliant by November 2024.

Members thanked Paul for attending and agreed to the requirements. *He left the meeting.*

STRATEGY

6 Group Budget 2024/25 - Paper SGB23/1808

Alison Currie and Martin Peat introduced the draft group budget for the coming year to the Board.

Martin Peat gave a presentation to explain the various papers that highlighted the key elements of the draft budget. He explained that as per last year, the budget was one of growth which required investment to deliver the growth. The growth plan re student numbers, had been additionally scrutinised by the QTL Committee.

Members thanked M Peat for the presentation and recognised the scrutiny by the F&R and QTL Committees. They noted the robust business planning process conducted to inform the growth figures and clarified the cash movement and deficit position. It was noted that the MKCTS had scrutinised their own budget and was comfortable with the Group Budget presented.

Member **approved** the budget for 2024/25.

Ade Orhiere joined the meeting.

7 Our next big project(s) – Paper SGB23/1809

Simon Cook presented the paper which highlighted suggested initial ideas for future projects aligned against the College's current strategic plan and three of the core strategic pillars: Community: Education and Economy. Members were asked for their initial thoughts and appetite for the nine topics shared in the paper.

The Board were reminded that the investment policy was a way to resource and support projects that were not funded by the usual sources. They considered how the College might utilise its cash reserves to implement the projects that may make a significant difference to the student experience and the Colleges position amongst the community.

Members were pleased that the projects included ideas previously raised by the Board. They discussed the nine areas of interest and specified their preferences by choosing their top five to give the Executive a steer. They also added some areas they felt may be worth exploring such as exploiting technology, improving staff recruitment and retention, and creating an alumni network. Members noted that not all the projects were revenue generating but would have a positive impact on students and staff.

Members thanked S Cook for the interesting report. They recognised that some projects would be difficult to implement and need further scrutiny but welcomed the balance of topics for students, staff and the community. They looked forward to future discussions.

Mo Quadri joined the meeting on teams.

SCRUTINY

8 Principal's Report – Paper SGB23/1810

Simon Cook Principal/CEO presented his report to members. He summarised the academic year and expectations for 2024/25 and gave any update on the Exec priorities with a particular update on the plans for Apprenticeship provision.

Members noted the updated data report.

S Cook reminded members that there may be some distractions in the coming academic year such as policy change due to the new Government and the expected Ofsted Inspection. He assured the Board that the College was well prepared to deal with the impact of these.

Members discussed Inspection and were assured that all curriculum faculties had been well prepared with the training activities. They were informed that preparation will also be given to the Board as the Inspectors will request to meet a group of them. They recognised the importance in knowing the College and being able to recognise strengths but also areas for improvement.

C Hare informed members that the College was in a positive position regarding the Skills Inspection with the stakeholder's involvement in the College acting as preparation for their part in the inspection. A recent stakeholder survey showed a positive position for the College in meeting local need.

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

9 Safeguarding Update – Paper SGB23/1811

Marie Woolston, Safeguarding Governor presented the report which included requested data regarding gender and ethnicity and repeat referrals.

She reminded members of the sources of assurance they received through her as the Link Governor for Safeguarding: she attends three Safeguarding Committee meetings a year; attends four on site meetings per year with Emma Mernagh to scrutinise data and the impact on student welfare; she also had frequent meetings with E Mernagh and regular meetings with Director of ICT, People Services and the Executive Director Christina Hart.

Members were assured that Safeguarding was effective.

Governors were reminded that all Governors are requested and required to register and log into My Concern. They will have received an email regarding this and were asked to action.

Action: All Governors

Governors thanked M Woolston and **accepted** the report.

10 Update from Chair of MidKent College Training Services Ltd (MKCTS) – Verbal Update

Nick Baveystock gave a verbal update as the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting. [This was minuted as confidential.](#)

Governors thanked N Baveystock for the update.

11 Minutes of the Quality, Teaching and Learning Committee (QTL) meeting held on 25 June 2024 - Paper SGB23/1812

The item was taken as read in the absence of Andy Cole. Members noted the minutes of the QTL Committee and the following key points of discussion:

- Support for students with additional needs Members noted the increased complexity of need and volume of referrals.
- Careers service – Members received assurance that this service meets the Gatsby benchmarks and work is underway to promote the service and measure impact.
- Progress and Performance Tutor (PPT) curriculum – There was an extended discussion to clarify the linking of the work of PPTs curriculum with curriculum areas.
- Safeguarding – Members received an update on the work of the safeguarding team.
- Quality and Curriculum – Jim Mawby (JM) presented his report summarising College performance against KPIs.
- Business planning and growth – Members of F&R Committee were in attendance for this agenda item and, together with members of the QTL Committee, received assurance of the predicted growth in provision such as A levels, elected home educated (EHE) students and Medway School of Art (MSA). Members of the F&R Committee thanked the QTL Committee and J Mawby and gained confidence in the figures presented.
- Curriculum updates – Members received updates on A-level, EHE and ESOL provision, as well as on MSA and Adult Employability programmes.
- College Quality Improvement Plan (QIP) Monitoring – J Egan updated members on progress against Areas for Improvement (Afi).
- Annual Review – Members approved revisions to the QTL Terms of Reference for recommendation to the Governing Body. Members further approved the QTL Self-Assessment and Improvement Plan for recommendation to the Governing Body
- Feedback from Governors Informal Visits were noted.
- Risk Register (Teaching & Learning) – JM presented the Ranked Risk Register Report relevant to the QTL Committee. No concerns were raised.

Recommendations for approval by the Governing Body:

- Committee Quality Improvement Plan – **approved.**
- Committee Terms of Reference – **approved.**

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

12 Minutes of the Group Risk & Audit Committee Meeting held on 11 June 2004 - Paper SGB23/1813

Chris Reynolds introduced the minutes and confidential minutes. He highlighted the following key points:

- The Committee welcomed Helen Knowles from Mazars, who had replaced Nicola Wakefield as the College's new Engagement partner. She presented the external audit planning strategy and assured the Committee that there would not be a repeat of the delays experienced in the last audit.

- The Committee scrutinised and approved the latest information security report in addition to the annual report presented by Hazel Foreman DPO.
- After some discussion the following were removed from the Strategic risk register:
 - Lack of growth due to failure to exploit joint working between MKC and MKCTS
 - Cost of Living Crisis - impacting on Students, and
 - Cost of Living Crisis - Inflationary pressures impacting on Costs
- The Committee received the annual presentation of the College's operational risk register and the risk register for MKCTS with no concerns arising from these reviews.
- The deep dive was presented by the Principal and covered Leadership Capacity.
- Valdera presented the internal audit results for Curriculum Planning (Adequate) and Student Records (Substantial).
- The Committee's self-assessment & improvement plans were agreed and were recommended for approval by the Governing Board.
- The Committee terms of reference were also updated and recommended for approval.
- Minor changes to the Health & Safety and ICT Disaster Recovery Plan policies were noted.

Recommendations for approval by the Governing Body:

- Committee Quality Improvement Plan – **approved**.
- Committee Terms of Reference – **approved**.

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

13 Minutes of the Finance & Resources Committee Meetings held on 19 June 2024 and confidential minutes - Paper SGB23/1814.

Alison Currie introduced the minutes and confidential minutes of the Finance & Resources Committee.

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

Recommendations for approval by the Governing Body:

- Terms of Reference – **approved**.
- Self-Assessment and improvement plan – **approved**.
- Estates Strategy – **approved**.

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

GOVERNANCE

14 Minutes of the Search & Governance Committee meeting held on 12 June 2024 - Paper SGB23/1815.

Chris Reynolds introduced the minutes of the Search and Governance Committee in the absence of Angela Woodhouse. The Committee considered:

Search Issues:

- Reported back on interview of prospective Governor, Stewart Jackson, and potential

Signed by the Chair as a true record.

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committee appointments. The Board were assured there was no conflict of interest in this appointment.

- July 2024 sees the end of term of office for Claire Richardson, but it was requested that she was co-opted on to QTL Committee and remained Link Governor for Apprenticeship until a replacement is found.
- Discussion took place regarding vacancies and an update on membership on committees.
- Student Governor recruitment for next year. The elections for President and Vice President were underway and those elected would become the new Student Governors.
- Update on next steps for recruitment of Chair of Board – C Reynolds explained that the search had been extended over the summer period with the criteria for the post reviewed. S&G Committee sought permission from the Board to extend the term of office for the current Chair up to the October 2024 Board meeting. After which A Woodhouse will step in as an interim Chair if the post has not been appointed too.

Governance Matters:

- The Committee's draft annual report, covering its work for the year and the terms of reference which is recommended for approval.
- A review of the Instruments and Articles undertaken by the Clerk with the support of another Governance Professional, with a further amendment agreed to increase the Vice-Chair from one to all Committee Chairs becoming Vice-Chairs of the Board to increase resilience. Members noted and agreed that although the I&As state the Governing Body Chair will be advertised externally, any Chair position can be externally advertised if the Board feels this is necessary.
- Review of 2023/24 confidential minutes with none to be disclosed due to their content.
- Bespoke Governor Training topics for 2024/25 were agreed and an update on ETF training modules for Governors was presented. This has been relaunched by the Clerk and all Governors are urged to complete the relevant modules.
- Risk in relation to governance. Members felt there is no requirement to add a risk to the register.
- Minor update to the Mentoring Policy was agreed.
- An update on refreshing the Governor Handbook. The Principal is drafting the text over the summer period.

Recommendations for approval by the Governing Body:

- The appointment of Stewart Jackson to become a Member of the Governing Body.
- The Co-option of Claire Richardson to QTL & approval to remain as the Apprenticeship Link until a replacement is found.
- That the current Chair to remain in post up to the October 2024 Governing Body meeting for continuity & handover, with A Woodhouse as interim Chair if required.
- Committee Draft Annual Report.
- Amended Instrument & Articles.
- Revised Search and Governance Committee Terms of reference.
- The external governance review action plan remains as the Committee's improvement plan.

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

15 Annual reporting of the College Seal – Paper SGB23/1816

The Clerk presented the College Seal Log. Members were reminded that the Seal was used in

accordance with clause 19 of the Instrument and Articles. It was used to authenticate documentation and provided for the accountability of the corporation.

It was reported that since being reported in July 2023, the Seal had been used to authenticate the following:

- 6/7/24 – Rent deposit Deed for Sail & Colour Loft at Chatham Dockyard - MSA
- 6/7/24 – Lease of the Sail & Colour Loft at the Chatham Dockyard - MSA
- 12/10/24 – Licence for tenants' alterations in Sail & Colour Loft at Chatham Dockyard - MSA
- 30/5/24 – TRI Transfer form Maidstone House

Members **noted** the log.

16 Annual Cycle of Business Review – Paper SGB23/1817

The Clerk presented the proposed annual Cycle of Business for the Governing Body for 2024/25. Members noted the Cycle gives the Board assurance that they were fulfilling their duties and helps to shape agendas.

It had been updated to reflect any changes in duty with mandatory or good practice items highlighted.

Members **agreed** the cycle of business.

17 Any Other Business

M Peat informed the Board that the contractors had ceased work at Maidstone as some potentially hazardous material had been found. All the necessary steps had been taken and the material had been sent for testing. The Chair, H&S Link Governor and Chair of F&R Committee will be kept fully informed.

Action: M Peat

18 Date of Next Meeting

The next meeting would be held on **Thursday 16 October 2024** at 17.00hrs. Venue to be confirmed.

19 Next Governor training session

2 October 2023 – Safeguarding/Prevent on Teams. Members were reminded that this training is mandatory.

20 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 Observers thanked the Board for the invitation to the meeting which they found interesting and informative. They especially liked the interactive section.

21 Thanks you and farewell.

The Chair thanked Claire Richardson and the Student Governors for their contributions during their time on the Board and wished the well for the future.

The meeting closed at 19.01hrs.