



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on **Wednesday 16 October 2024 at 17.00hrs on TEAMS ONLY.**

Present: (78% attendance)

Mrs A Woodhouse	Interim Chair	Ms A Currie		Mr M Prentis	
Professor M Abdel-Maguid		Mrs J Dyakova		Mrs M Quadri	
Mr N Baveystock	MKCTS Chair	Mr S Jackson		Mr C Reynolds	
Mr A Cole		Ms A Orhiere		Mr P-S Tico-Ogbomoh	Student Governor
Mr S Cook	Principal CEO	Mr O Omomehin	Student Governor		

In attendance:

Ms C Burkin	Clerk to the Governing Body
Mr M Fry	Managing Director of MKCTS
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
Mr E Stone	From Charles Stanley item 5 only
Observers	
Mr N Mugharbel	Director of Curriculum
Mrs J LePoidevin	Director of Curriculum

1 Declaration of Interests

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

Chair

Date 19 December 2024

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2 Apologies for Absence

Apologies for absence were received from Stuart Hardie, Babs Jossi, Lynn Snedden and Marie Woolston.

The Chair welcomed Stewart Jackson and the new Student Governors to their first Governing Body meeting. The observers, Jane LePoidevin and Nabil Mugharbel were also welcomed to the meeting.

3 Minutes of the Meeting held on 10 July 2024 - Paper SGB23/1818

The Minutes of the Meeting held on 10 July 2024 were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB24/1819

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

STRATEGY

5 Investment Fund Update - Paper SGB24/1820

Alison Currie and Mike Prentis introduced the item and members noted the F&R Committee had received and reviewed the Market and portfolio report as at 31 July 2024 from Charles Stanley at their last meeting. They recommended the continuation of the Charles Stanley mandate and an unchanged terms and investment approach.

[Ed Stone from Charles Stanley joined the meeting](#) and gave members a presentation to update the Board on the portfolio summary and performance of the investment fund. Members asked a number of questions regarding the yield and performance against the bank interest rates.

The Governing Body was satisfied with the current arrangement with Charles Stanely and requested the F&R Committee consider commissioning an independent review of the investment to gain external assurance.

Action: F&R

Members thanked E Stone and agreed to continue with the investment mandate and unchanged terms and investment.

Action: M Peat

Ed Stone left the meeting.

6 MKC Strategy Refresh Paper - SGB24/1821

Simon Cook introduced the paper which highlighted some key considerations relating to the current strategic plan.

Members reviewed the current plan and discussed possible changes. It was agreed these would

help formulate a further paper for the December Governing Body and then shape the plans for the Strategy Day on Friday 14th February 2025.

They agreed five main principles for a review identified in the report:

- 1. Inclusive College – continue to be inclusive.
- 2. Ownership – the refresh will give new members an opportunity for input.
- 3. Tracking progress – the current strategy is too complex to easily track.
- 4. College not Group – the refresh should incorporate a more collective view.
- 5. Investment – the Board’s risk appetite needs to be reflected in the document.

They felt the Away Day would be a useful time to discuss and refresh the strategy. Many felt that short-, mid- and long-term strategies needed to be included with less priorities by combining some such as work force and EDI into a People Strategy. They felt the plan must be SMART to allow progress to be tracked with an accountable strategic lead.

The Chair thanked S Cook and Exec for the outline, and it was agreed that Simon Cook and the Committee Chairs would work on the document for review at the next Governing Body and the Away Day.

Action: S Cook/Committee Chairs

7 New Chair recommendation - Paper SGB24/1822

Angela Woodhouse updated members on the search for a new Chair of the Governing Body.

She reminded members of the recruitment process and recommended on behalf of the Panel, the approval of the appointment of Peter Fleming as Chair of the Governing Body for a four-year term of office, un-remunerated.

Members **approved** the appointment, and it was agreed Peter Fleming will be offered the position with immediate effect and be invited to Committee meetings. He will Chair his first Governing Body on 19 December 2024.

Action: Clerk

SCRUTINY

8 Principal’s Report – Paper SGB24/1823

Simon Cook Principal/CEO presented his report to members highlighting the following areas:

- Summary of the start of the academic year – members challenged the data report regarding student’s feedback to work placements and were assured that students gained a broad range of skills to ensure they are work ready. They also discussed the destination data which will be followed up at the GR&A Committee under a strategic risk and was monitored by the QTL Committee.
- Artificial Intelligence (AI) projects – members requested further information on the College’s progress with these projects. They were also informed of some current projects that enable teaching through AI such as Elected Home Educated virtual lessons and the immersive classrooms.
- Annual Complaints and Compliments Summary for 2023/24 – members **noted** the report

with no concerns raised.

- Annual Student Disciplinary Summary for 2023/24 - members **noted** the report with no concerns raised.

Jim Mawby updated the Board of the recent Ofsted Inspection. Members noted a provisional Good overall grade with outstanding features. He explained the areas that were reviewed as Deep Dives and highlighted the strengths and three areas for development. Members noted there were no surprises during the week which evidenced a robust self-assessment process within the College. It was also noted that Safeguarding was judged as ‘Effective’, which is the highest judgement possible. Members were mindful of the challenges in this area and the huge progress that had been made. The final report will be available on 27 November 2024.

Chris Hare gave members feedback on the Contribution to Skills section of the Inspection which was judged to be ‘Strong’. Members noted this was the highest judgement achievable.

Members congratulated the whole College on the inspection outcome and asked for their appreciation to be communicated to all involved.

Governors thanked S Cook **accepted** the report and **noted** the annual summaries.

9 Safeguarding Update – Paper SGB24/1824

Christina Hart presented the report on behalf of Marie Woolston, Safeguarding Governor. The report included the following:

- Full Safeguarding Report 2023/24
- Safeguarding Headline Data Oct 24 SGB24/1824a
- Care Experienced Report SGB24/1824b

She highlighted the following areas of note:

- Full Year Data & Trends
- Care Experienced Report
- Current Safeguarding Data & Trends
- Referral Overview/Type & Frequency
- Compliance Reviews
- Vulnerability Profiles

Members congratulated the team on the effective grade from Ofsted. They recognised the huge improvement since the Ofsted Pilot and the amount of work that had been undertaken.

Governors asked about the safeguarding provision for staff and made some suggestions. C Hart reported that there was a whole college approach to safeguarding and support for students and staff with mental health first aiders and wellbeing support available for staff

Governors thanked M Woolston for the report and Christina Hart for the update.

10 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB24/1825

Nick Baveystock introduced the update from the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting.

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

Governors accepted the report.

11 Minutes of the Quality, Teaching and Learning Committee (QTL) inter- meeting held on 24 September 2024 - Paper SGB24/1826

Andy Cole introduced the minutes of the QTL Committee and highlighted the following from the meeting:

- Changes to funding for qualifications since the advent of T Levels (in particular for Level 3 qualifications) in the context of the new government's stance on defunding and potential impacts, and proposed changes to conditions of funding for Maths and English.
- Summary and analysis of Maths and English GCSE results for 2023/24, contextualised against the national picture, and an outline of College plans for the development of Maths and English provision for 2024/25.
- Plans for preparing for changes in 2025/26. Members were assured of the College's readiness and the support for staff and associated resources.
- Noted the difficulties in ensuring appropriate messaging for prospective students pending the outcome of the new government's national review.
- Assured of the College's engagement with and preparation for new qualifications at Entry level and below.
- Plans for the development of Maths and English in the current year and were supportive of the introduction of a Chamber of Commerce endorsed certificate for Maths and English.
- Challenging national picture for post-16 Maths and English, senior leaders were asked to explore best practice in the sector to support its development plans.

Recommendations for approval by the Governing Body:

- Safeguarding Policy
- Prevent Policy

Governors **accepted** the minutes and approved the policies as recommended by the Committee.

12 Minutes of the Group Risk & Audit Committee Meeting held on 19 September 2024 - Paper SGB24/1827

Chris Reynolds introduced the minutes and highlighted the following points from the meeting:

- The Committee was presented with the quarterly Information Security Report. Breaches were challenged as was the mitigation required.
- All Record of Processing Activity actions had been completed and had been used to raise awareness amongst staff of information security. This will be repeated every 2 years.
- The Strategic Risk Register had been refreshed during the summer break and was reviewed by the Executive team.
- The Committee was informed of the changes to the operational risk register. This will be presented at the next meeting.
- The deep dive focussed on competitors.
- The outstanding internal audits had been completed and reported to the Committee.
- The Internal Audit Strategy was also discussed and will be finalised outside the meeting for circulation and approval by email.
- The ICT Disaster Recovery Plan had minor changes and therefore was not required to be approved by the Committee.

Governors **accepted** the minutes.

13 Minutes of the Finance & Resources Committee Meetings held on 25 September 2024 and confidential minutes - Paper SGB24/1828.

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

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

Recommendations for approval by the Governing Body:

- **Approve** the Gender Pay report for publication.
- Note the Equal Pay report.
- **Approve** CEO negotiating a pay award of up to 5% from February 2025.
- Note the performance of the investment fund and **approve** ongoing use of Charles Stanley as fund manager as discussed under item 5.
- **Approve** budget increase on the Decarbonisation project for potential additional costs.

Governors **accepted** the minutes and **approved** the recommendations of the Committee.

14 Policies for approval

The following policies had been amended to ensure they are up to date with current legislation. They were presented for approval having been scrutinised and recommended by the QTL Committee:

- Safeguarding Policy 2024/25 – Paper SGB24/1829
- Prevent Policy 2024/25 – Paper SGB24/1830

For information, the following policies have no or minor changes and therefore did not come before the Committee or Board:

- College Charter
- ICT Policy
- ICT Disaster Recovery Plan

GOVERNANCE

15 Minutes of the Search & Governance Committee meeting held on 26 September 2024 - Paper SGB24/1831

Angela Woodhouse introduced the minutes of the Search and Governance Committee. The Committee considered:

- Chair recruitment – discussed under item 7.
- Committee membership - proposed additional members of the S&G and RemCo Committee. Members met Alex Hindson and recommend his appointment for full board and GR&A Committee.
- Link Governors – proposed a different approach with four main areas of curriculum plus Safeguarding, Skills, Health and Safety, People Services and Careers.
- Student Governors – updated on election process.
- Mentors were appointed for new Governors.
- Governing Body and Committee attendance was reviewed with no concerns.
- Governors Handbook – the contents were agreed and will be drafted for the next meeting.
- Leaving gifts – members reviewed the costs during 2023/24 and agreed they were within reasonable parameters.
- The External Review Action Plan was monitored with updates reflected on the document.
- Standing Orders had been refreshed and updated inline with the new Instrument and Articles and is recommended for approval.
- Declaration of Interest Policy was reviewed and recommend for approval.

Recommendations for approval by the Governing Body:

- Alex Hindson – **approved**.
- Extension of the term of office for Chris Reynolds to the end of the academic year 2024/25 to allow a smooth handover to new GR&A Committee Chair – **approved**.
- Proposed membership/Links – **approved**.
- Standing Orders – **approved**.
- Declaration of Interest Policy – **approved**.

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

16 Any Other Business

Members asked for clarification regarding the Sexual Harassment Policy following recent changes and were assured this had been updated and will be reported to F&R Committee.

17 Date of Next Meeting

The next meeting would be held at the Maidstone Campus on **Thursday** 19 December 2024 at 17.00hrs

18 Next Governor training session

Wednesday 22 January 2025 – Finance and Funding.

19 Review of the meeting

Members agreed a productive meeting and looked forward to meeting face to face in December.

Staff and Student left the meeting.

Confidential Item

20 Minutes of the Remuneration Committee meeting held on 1 October 2024 – Paper SGB24/1832

Alison Currie introduced the minutes of the Remuneration Committee and informed members of the discussions.

These minutes were confidential due to the content.

Members accepted the minutes and approved the recommendation.

The meeting closed at 19.12.hrs