



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Thursday 19 December 2024 at 17.00hrs in Room CG03 at UCM Maidstone.

Present: (75% attendance)

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

In attendance:

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|------------------|--|
| 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 |
| Ms H Knowles | Mazars – External Auditors – item 5 only |
| Dr Jim Mawby | Executive Director for Curriculum & Quality |
| Mr M Peat | Executive Director of Finance and Estates |
| Observers | |
| Ms M Alexander | Director of Curriculum |
| Ms E Mernagh | Director of Safeguarding and Student Welfare |

Angela Woodhouse chaired the first four items of the meeting and then handed over the Chair to Peter Fleming the new Chair of the Governing Body.

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, Mrs A Orhiere, Mrs M Quadri and Mrs L Snedden.

The Chair welcomed Observers to the meeting.

3 Minutes of the Meeting held on 16 October 2024 - Paper SGB24/1833

The Minutes of the meeting held on 16 October 2024 and confidential minutes were accepted as a true record and signed by the Chair with a slight agreed amendment to the investment fund item where the Governing Body requested the F&R Committee *consider* commissioning an independent review of the investment to gain external assurance.

4 Matters Arising Document – Paper SGB24/1834

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

[The Chair was handed over to Peter Fleming.](#)

STRATEGY

5 Joint meeting of the GR&A and F&R Committee held on 27 November 2024 & Closed Session - Paper SGB24/1835

Alison Currie introduced the item and explained that a closed session was held between the Joint Committee and the Audit Partner to take their assurances on the annual audit. In the Committee meeting the Audit Partner presented their audit report and confirmed they expect to issue a clean audit ahead of the Governing Body on 19th December 2024. Martin Peat presented the Annual Report/Financial Statements for review, and it was agreed to recommend these to Board to approve on condition the clean audit letter was received ahead of the Board meeting.

The Management Representation Letters were also reviewed by the Committee and were recommended to the Board to approve for signing. It was noted that the Audit had gone well, and the Committee thanked all involved for their work to complete this. It was noted there is a very tight deadline for submission due to the proximity of the main Board to the end of term.

Helen Knowles from Mazars joined the meeting to present the Annual Report & Financial Statements and audit completion report for the College and MKCTS. She reported a clean audit and good report which is recommended for signing. Members notes a smooth unqualified audit with all risks addressed and no issues raised.

Members thanked Mazars and the College's finance team for a positive outcome and **agreed** the accounts for signing and submission.

Recommendations for approval by the Governing Body:

Approved by the Governing Body & signed by the Chair

Date 27 March 2025

Agree that the Chair, CEO and Chair of MKCTS, to sign off the year-end financial statements for submission to relevant authorities.

Approve the Management Representation letters to be signed.

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

Helen Knowles left the meeting.

6 Quality, Teaching and Learning Committee 3 December 2024 - Paper SGB24/1836

Andy Cole introduced the minutes of the QTL Committee and highlighted the main points:

Christina Hart presented the rationale for a proposal to enter into a subcontract with Bemix to deliver a supported internship provision to students in the Medway area from September 2025. Committee members reviewed and were satisfied with the proposed curriculum and quality measures but asked that the project is supported by the College Quality team to ensure the quality of provision. Members agreed that the Exec would continue to progress the due diligence and report back in March 2025.

Committee members received an update on the work of the safeguarding team and were assured and confident the College continues to meet its statutory responsibilities, and that staff have the support required in this area.

Jim Mawby presented the Quality and Curriculum report including College performance against KPIs for last academic year. Committee members raised concerns regarding the continued challenges around Maths and were assured by the plans and mitigations moving forward. The Ofsted report was formally presented for information and members congratulated the College on the outcome of the 'Good' grade.

The Committee received and reviewed several documents regarding the College's self-assessment and Jim Mawby presented the following for note by the Board:

College Self-Assessment Report (SAR) 2023/24 – members were updated on the self-assessment process and noted the SAR had received scrutiny from a Validation Panel on 25 November 2024 that included three Governors and an external person from another college. The Committee noted the College SAR for reporting to the Governing Body and any required publication. The Governing Body Chair and other Governors who formed part of the validation panel, reported a robust process with healthy debate and challenge. The Board agreed the documents reflected the Colleges position and showed improvement. Members further challenged the position regarding English & maths and following discussion, were assured by the future plans.

Quality Improvement Plan (QIP) 2024/25 – it was noted that the format had been improved to ensure key points of focus were easier to monitor. The progress reports will be available at the end of each main term and presented to the QTL Committee at each meeting. Members enquired about extra curriculum activities and were satisfied to hear the positive responses from the Student Governors.

Members agreed the documents for required publication. The Committee Chair welcomed all Governors to attend QTL Committee meetings or inter-meetings to follow future developments.

Recommendations for approval by the Governing Body:

Note the College Self-assessment for 2023/24 for publication as required.

Governors **accepted** the minutes, and **agreed** with the recommendation of the Committee following further proofing.

7 MKC Strategy Refresh Update - Paper SGB24/1837

Simon Cook Principal/CEO presented the report reminding members that at the last meeting the Board established a common understanding of the requirements to refresh the College Strategy. He explained the contents of the paper which aimed to shape the structure the programme for the Strategic Away Day planned for 14 February 2025.

Members discussed the expected growth within the College over the next five years and beyond and the opportunities and challenges this will bring. Members noted the papers and agreed the proposed focus for the strategic away. It was agreed the Chair and S Cook will refine the programme for the day and circulate to members with any background reading.

Action: S Cook/P Fleming

Members thanked Simon for the update and looked forward to the Strategic Away Day.

SCRUTINY

8 Principal's Report – Paper SGB24/1838

Simon Cook Principal/CEO presented his report to members including a summary data report, and outlined the following key areas:

- A summary of the period post Inspection – members congratulated the College on a Good outcome. They noted that staff remain positive and focused on further improvements.
- Open events and enrolment – members noted a busy period for applications which supported the expected growth.

S Cook also informed members of his recent attendance to the Medway Leadership Group at the House of Lords. The Chair also attended and informed members of the positive feedback he received about MKC students. S Cook also informed members of recent visit to the College from local MPs with a subsequent report on BBC regarding construction trades

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

9 Safeguarding Update – Paper SGB24/1839

Marie Woolston, Safeguarding Governor, presented the report which updated Governors on key issues and gave assurance on the following:

- Safeguarding Data & Trends
- External Agency Support Data
- Prevent & LADO Referrals
- Expansion of Welfare Team

Members noted the increased number of students on child protection plans relating to child exploitation and the low-level concerns & staff allegations. They were concerned about the increased number of referrals and following a details discussion, were assured by the Colleges interventions reported by observer, Emma Mernagh. She also explained how student voice is used as an additional way of capturing safeguarding issues.

Governors thanked M Woolston and the team noting the complex and substantial support required for students. They **accepted** the report which gave assurance that Safeguarding is Effective.

The Chair informed members that Marie Woolston will be standing down from the Board and Safeguarding Link Governor at the next Governing Body meeting, when members will have an opportunity to thank her formally. A Governor with safeguarding expertise is being sought through the S&G Committee.

10 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB24/1840

Nick Baveystock introduced the update from the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting. He gave a brief background to the company for new members.

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

Governors thanked N Baveystock and **accepted** the report.

11 Minutes of the Finance & Resources Committee Meetings held on 20 November 2024 and confidential minutes - Paper SGB24/1841.

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

- Workforce Data was reviewed. The People team also updated the Committee on new Employment legislation and any potential implications for the College. The Committee were assured these are being appropriately implemented.
- A deep dive was provided into 16-18 enrolment data and trends. This will inform forthcoming business planning and Strategy Away Day.

- A refreshed business case was presented for Medway School of Arts (MSA) to reflect slower and more cautious implementation. It was agreed further work was needed on the business case. It was also noted that there is much work underway to attract students.
- The Management Accounts to September 2024 were reviewed.
- An update was provided on the Decarbonisation project noting it was on track.
- The September report on the Investment was reviewed and it was noted growth has continued.
- The Committee formally approved a proposed partnership with Bemix and were satisfied with the finances but asked the QTL Committee to consider with regard to quality.

Members challenged the MSA data and were assured by J Mawby who reminded the Board of the original business plan and objective for this area. They noted the slower than anticipated start and that the numbers were conservative but also social benefits of MSA has and how it fits with the local landscape.

Governors **accepted** the minutes.

12 Minutes of the Group Risk & Audit Committee Meeting held on 27 November 2024 - Paper SGB24/1842

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

- The Committee approved their annual report for inclusion with the financial statements and **recommended** this to the Board.
- The latest Information Security report was presented with no areas of concern.
- The Strategic Risk register highlighted an additional risk regarding data.
- The Committee reviewed the changes in the format of the operational risk register.
- As required by the Governing Board, the Committee reviewed the risk appetite and **recommended** no changes but suggested it is reviewed again after 12 months.
- A deep dive into ONS reclassification was presented and noted,
- The Committee noted the minutes of the MKCTS Risk Committee.
- Validera presented the internal audit strategy.

Recommendations for approval by the Governing Body:

- GR&A Annual Report – **approved**.
- Risk Appetite - no amendments for review in 12 months - **approved**

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

13 Policies for approval

Following review by the owners there were only minor changes to these policies, and therefore they were not required to come before the Committee or Governing Body for approval.

- Data Protection Policy (GR&A)
- ICT Software Management Policy (F&R)
- Procurement Policy (F&R)
- Tuition and Exams Fee Policy (F&R)

- Apprenticeship Tuition and Exams Fee (F&R)
- MKC Short Term Treasury Policy (F&R)
- Long Term Investment Policy (F&R)

Members noted the policies.

GOVERNANCE

14 Any Other Business

Members were reminded of recent emails from the Clerk and asked to respond.

15 Date of Next Meeting

The next meeting is scheduled for Friday 14 February 2025 – Strategic Away Day to be held at Eastwell Manor Ashford. Members were asked to confirm their attendance.

The next Governing Body will be held at the College's Medway Campus on Thursday 27 March 2025 at 17.00hrs.

16 Governor Training

Next Governor training session on Finance and Funding is scheduled for 22 January 2025 at 5pm on teams.

17 Review of the meeting

The Chair thanked members and the observers for their contributions. He informed Governors that he will be reviewing the format of meetings and agendas to encourage wider discussions and to ensure the student voice is heard.

He wished members a happy Christmas.

Staff and Students left the meeting.

Confidential Item

18 Minutes of the Remuneration Committee meeting held on 28 November 2024 – Paper SGB24/1844.

Angela Woodhouse introduced the minutes of the Remuneration Committee.

The Committee held the annual discussion with Senior Post Holder, Christina Hart.

This item was minuted as confidential.

Members **noted** the minutes.

The meeting closed at 19.15.