



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Thursday 27 March 2025 at 17.00hrs in the Boardroom at Medway.

Present: (90% attendance)

Mr P Fleming	Chair	Mrs J Dyakova		Mr M Prentis	
Professor M Abdel-Maguid	Teams	Mr A Hindson		Mrs M Quadri	
Mr N Baveystock	MKCTS Chair	Mr S Jackson		Mrs L Snedden	Staff Governor
Mr A Cole		Miss B Jossi	Staff Governor	Mr P Tico-Ogbomoh	Student Governor
Mr S Cook	Principal CEO	Mr O Omomehin	Student Governor	Mrs A Woodhouse	
Ms A Currie		Mrs A Orhiere		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
Observers	
Mr I Beattie	Group Financial Controller
Mrs J Thompson	Group Director of People

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 C Reynolds and Mr S Hardie.

The Chair welcomed Observers Ian Beatie and Julia Thompson to the meeting.

3 Minutes of the Meeting held on 19 December 2024 - Paper SGB24/1845

The minutes of the meeting held on 19 December 2024 were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB24/1846

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

STRATEGY

5 Strategic Away Day Outcome - Paper SGB24/1847

Peter Fleming, Chair of the Board and Simon Cook, Principal/CEO introduced the paper and thanked members for their contributions on the day.

It was noted that a 10 year financial forecast is being drawn up to cost some of the proposed projects and if using funds from the College's investments was considered, the investment managers would need to be informed.

Members reflected on the Away Day and agreed there was further work to be done outside the Governing Body meetings with the Exec team and Chairs of Committees, the outcome of which will be reported back to the Board in May 2025.

Action: Chairs/Exec

6 Principal's Report – Paper SGB24/1848

Simon Cook Principal/CEO presented his report. Members noted:

- Data from the dashboard including growth in applications. It was also noted that applications are being received earlier in the year due to the increased numbers attending the November Open Events. Members were concerned about resource with potential growth in students with additional needs and were informed of the challenges regarding funding and the mitigation in place.
- Student Skills Competitions - positive outcome for the College.
- Exec planning and project priorities.
- Accountability Statement – update on 24/25 and preparation for recommendation for approval at the May meeting.
- The Annual Strategic Conversation (ASC) due in May 2025.
- Devolution in England update.

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

SCRUTINY

7 **Safeguarding Update – Paper SGB24/1849**

Marie Woolston, Safeguarding Governor, presented the report and highlighted the continued increased demands on the team with regard to referrals.

Members asked questions about the content covered in tutorials and enrichment activities. The Student Governors reported positively about the activities and noted that some of the increased numbers in referrals could be due to the convenience and confidence of the report system. Members agreed this was a positive step forward.

Members encouraged the College to explore technologies to assist the counselling team to support reminders and offer alternatives to face to face meetings.

Governors were assured and confident that the College is meeting its statutory responsibilities, and that Safeguarding is effective.

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

8 **Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB24/1850**

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

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

It was agreed that it would be beneficial for an update and overview of the present position within the Training Company to be presented to a future Board meeting to assist with future decisions.

Action: MKCTS

Governors thanked N Baveystock and MKCTS and accepted the report.

9 **Minutes of the Quality, Teaching and Learning Committee (QTL) held on 4 March 2025 & Inter-meeting 28 January 2025- Paper SGB24/1851**

Andy Cole introduced the minutes of the QTL Committee and members noted the following:

- SEND – update on the constrictions faced by the College in further developing its provision.
- Destinations – update on developments to improve the value of its destination data, with a full report scheduled for June 2025.
- Careers – update on College actions to address changes to the Gatsby Benchmarks that underpin its careers delivery.
- KPIs – discussed attendance data in detail and the focus on engagement, which is impacting positively on outcomes.

- Maths & English – update on the College’s plans to restructure and strengthen the quality of its maths and English provision, including integration into core delivery. Governor requested further details and J Mawby explained the College’s approach. He also informed them of the Colleges involvement with a pilot with examining body AQA regarding the use of AI for alternative assessment to GCSE math and English.
- Examinations Department – assurance report on the work of the Exams team and were assured by the small number and level of sanctions, which raised no concerns or emerging issues for the team.
- Quality Improvement Plan (QIP) Monitoring – J Egan updated members on progress made against the 2024/25 QIP, including areas for improvement and actions. Members discussed each of the areas for improvement and were assured that appropriate progress was being made.

Safeguarding – Emma Mernagh presented the Safeguarding report which assured members that the College is meeting its statutory responsibilities. Members challenged the capacity of the team and were reassured that the team are managing the increased workload. Members noted that the current Governor with Safeguarding responsibilities is leaving the Board, and a replacement is being interviewed. There was a concern that if the position was not filled there is a potential risk and requested an options report for an interim solution to be reported to the Governing Body Chair.

Action: C Hart

Members thanked the QTL Committee and **accepted** the minutes.

10 Minutes of the Group Risk & Audit Committee Meeting held on 11 February 2025 - Paper SGB24/1852

In the absence of Chris Reynolds, Alex Hindson introduced the minutes and highlighted the following points from the minutes:

- Information Security report - members challenged the number of breaches and were assured by the mitigate with additional training. The Committee was also briefed on the multifactor authentication (MFA) insurance requirements.
- Strategic Risk register - no additions or deletions however the Committee suggested that Devolution may need to be added. Refinements to the risk and control assessment process are planned to help prioritise the internal audit plan.
- Devolution - the Committee was briefed on the potential risks when it is implemented, and possible opportunities were discussed.
- Health & Safety Annual update was scrutinised and presented for the Board to note.
- Internal Audits - the current audit plan involves a significant number of con-current audits. The Committee discussed the need to bring next year’s internal audit plan to the June Committee meeting to enable a streamlined audit plan to deliver.
- MKCTS Risk Committee – no issues were noted. The MKCTS risk register is reviewed by the GR&A Committee annually

Governors **accepted** the minutes and **noted** the H&S Report.

11 Minutes of the Finance & Resources Committee Meetings held on 26 February 2025 and confidential minutes - Paper SGB24/1853.

Ade Orhiere introduced the minutes of the Finance & Resources Committee.

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

Governors accepted the minutes and **noted** the updates.

12 Policy for approval - Paper SGB24/1854.

Group Financial Regulations – the policy had been refreshed to ensure it captured the changes required because of the ONS review and classification of the FE sector. The ESFA, had been changed throughout to the DFE plus additional regulations had been taken into account.

Members **approved** the policy that had been scrutinised and recommended by the F&R Committee.

GOVERNANCE**14 Minutes of the Search & Governance Committee meeting held on 30 January 2025 - Paper SGB24/1855.**

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

- The approach to reviewing performance against the AoC Code of Governance.
- Safeguarding Governor Recruitment – the first round of recruitment had not been successful and therefore Peridot Partners were conducting a further search with interviews arranged for May 2025.
- Review of Committee Membership recommended Angela Woodhouse join the QTL Committee and Stuart Hardie join Finance and Resources Committee,
- Link Governor Roles and the Governor Informal Visit Process were discussed and will be noted for inclusion in the next External Board Review due next academic year.
- Updates to the Governor Handbook continue with a view to being complete by the end of the academic year.
- Minor amendments to the Instrument and Articles for recommendation to the Board to revert to having one Vice Chair - Angela Woodhouse to ensure a clear line of authority in the absence of the Chair.

Recommendations for approval by the Governing Body:

- Review of Committee Membership – **approved**.
- Minor amendments to the Instrument and Articles – **approved**.

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

15 Any Other Business

The Chair and Board thanked Marie Woolston for her contributions to the College and commitment to safeguarding during her membership and role as Safeguarding Governor. They wished her well in her future endeavours.

Members were informed of the MSA Open Event on 10 May 2025 and a Student photo exhibition in the Nucleus Gallery in Chatham.

16 Date of Next Meeting

The next meeting would be held at the College's Maidstone Campus on Thursday 22 May 2025 at 17.00hrs with refreshments from 4.30pm.

17 Next Governor training session

Members were reminded and encouraged to attend the next training session is on 14 May 2025 – EDI.

18 Review of the meeting

The Chair explained that he has reviewed the impact of this item and suggested that in future a short survey is sent out after each Board meeting to allow members to comment and feedback after a time of reflection.

Confidential Item

19 Minutes of the Remuneration Committee meeting held on 25 March 2025

Angela Woodhouse gave a verbal update following the last Remuneration Committee.

The Committee met with Jim Mawby and Martin Peat to conduct their annual confidential discussion. This was not an appraisal but an opportunity for the Senior Post Holder to meet the Committee and discuss progress, opportunities and future plans.

The details were minuted as confidential.

Members thanked the Committee for the update.

The meeting closed at 19.15.