



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Thursday 22 May 2025 at 17.00hrs in room CG03 at UCM Maidstone.

Present: (89% attendance)

Mr P Fleming	Chair	Mr S Hardie		Mrs M Quadri	
Mr N Baveystock	MKCTS Chair	Mr A Hindson		Mr C Reynolds	
Mr A Cole		Mr S Jackson		Mrs L Snedden	Staff Governor
Mr S Cook	Principal CEO	Miss B Jossi	Staff Governor	Mr P Tico-Ogbomoh	Student Governor
Ms A Currie		Mr O Omomehin	Student Governor	Mrs A Woodhouse	
Mrs J Dyakova		Mr M Prentis			

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
Ms R Mondal	MKCTS NED
Mr H Griffiths	MKCTS NED
Observer	
Helen Henderson	Director of Curriculum Support

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 Professor M Abdel-Maguid and Mrs A Orhiere.

The Chair welcomed the attendees to the meeting.

3 Minutes of the Meeting held on 27 March 2025 - Paper SGB24/1856

The minutes of the meeting held on 27 March 2025 were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB24/1857

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

STRATEGY

Colleagues from the College and Company joined the meeting.

5 AI Presentation - Paper SGB24/1858

Chris Hare and Micheal Fry explaining how AI is being explored by the College and Company to ensure its safe and secure use. [John Dynes MKCTS](#), [Hazel Foreman MKC DPO](#), [Jack Webb, MKC Advanced Practitioner and lead on AI](#) joined the meeting, and gave a presentation to the Board outlining the current position. This included an explanation of the Group Ethics and Innovation Committee which gave oversight and scrutiny. The presentation informed members of the work undertaken in Group and feedback including Staff.

Members discussed the contents of the presentation and raised concerns around some of the risks but were assured by the mitigations in place and robust data protection processes. They thanked colleagues for the update and agreed with the current approach. They asked the Executive to bring forward a paper for the appropriate Committees to discuss options and then a consolidated paper to a future Governing Body to ensure the approach meets the Colleges vision and priorities. Members were encouraged to look for the implementation of AI during their visits to the College.

Action: Exec – future meeting

Members thanked all for their attendance and presentation and [John Dynes](#), [Hazel Foreman](#) and [Jack Webb](#) left the meeting.

6 Strategy/Projects - Report back from Chair/Exec meeting – Paper SGB24/1870 (additional paper)

Peter Fleming explained to members that the Committee Chairs and Executive Team had met to discuss a list of possible projects. Members noted the Executive are focused on:

- 1 – Broadening Student Engagement, support and welfare across The College.
- 2 – Expanding employment opportunities for students

3 – Delivering key curriculum Projects that improve, adapt and grow our offer
Plus - Project 25

He explained that the discussion had focused around these areas in conjunction with the agreed strategic vision for the College. ‘An inclusive environment that creates opportunities and transforms lives.’ Members note the strategic vision is in place to support the Governing Body in deciding upon priorities and projects that deliver the College’s aim.

The Governing Body requested that Exec would development of firm proposals and business plans across the next few months and how these fit into the governance cycle. They welcomed further information and discussions.

Action: Exec BF future Governing Body

7 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB24/1859

Nick Baveystock introduced the update as the Chair of MKCTS Ltd. He introduced the NEDs attending the meeting.

The paper provided an update on current MKCTS position.

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

Governors accepted the report.

8 Draft Joint Annual Accountability Statement – Paper SGB24/1860

Chris Hare introduced the paper and reminded members that the Governing Body are required to approve the annual combined accountability and duty of need statement for 2025-2026.

He gave a presentation explaining that a Task and Finish Group of Governors had met to scrutinise the development of the document and that strategic stakeholders had also been consulted with their feedback incorporated into the final draft.

C Hare presented the draft, and members noted a number of aspects that have been updated or included since the previous 2024-25 version:

- Strengthened the College response to meeting local need through investments in 2024/25.
- Reflects on the latest LSIP data and sector roundtable discussions.
- Reflects on the response to LSIP through LSIF.
- Updated any key trend ONS data.
- Census data remained the same.
- Utilised the new Local Skills Dashboard provided by the government Unit for Future Skills to further support impact.
- Strengthened curriculum planning insight with new visuals, plus the addition of a curriculum review by SSA against the local market and employment. This review now links to the action plan within the statement.
- New or revised aims and objectives for delivery in 2025/6 stated.

The presentation showed members the positive feedback from a number of strategic stakeholders, including Medway Council, Maidstone Borough Council and the Kent Invicta Chamber of Commerce.

Members discussed the document and asked that the strategic objectives reflect the previous item regarding the strategic priorities.

Action: C Hare

C Hare explained that following the Governing Body meeting, any final amendments would be made, with the final approved version submitted to the DfE no later than 30th June 2025 and the document will then be published on the College website by no later than 30th November 2025. The College would communicate with internal stakeholders (staff) at the commencement of the 2025/26 academic year, highlighting the objectives for the year ahead.

Members thanked C Hare and the group for their work on the statement and **approved** the document.

SCRUTINY

9 Principal's Report – Paper SGB24/1861

Simon Cook Principal/CEO presented his report to members. It comprised of the usual summary of data report which including a new page for the Provider Dashboard and the main report. Members noted and discussed the following key points:

- Data report – this included financial data shared with Governors in addition to that discussed at F&R and QTL Committee.
- Good news stories were shared including the launch of the Alumni network and the recent achievements of E Sports students and successful MSA exhibition.
- Medway Leadership Programme – formal feedback was shared with Governors evidencing the positive impact the College has on staff and students.
- Summary of this term was discussed including the high volume of exams taking place with special thanks to the team for organising this logistically challenging event.
- Annual Strategic Conversation (ASC) took place and gained positive feedback and assurance from the DfE.
- Devolution & Local Government reform in England update. The College is keeping a watchful eye on the landscape and any impact on students.

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

10 Safeguarding Update – Paper SGB24/1862

Christina Hart presented the report which provided a comprehensive update on safeguarding activity across the academic year to date (1 August 2024 – 25 April 2025), highlighting referral trends, key safeguarding concerns, staff training, and policy updates.

Members noted the key issues with particular emphasis on:

- The Chair of the Governing Body, Peter Fleming is the Interim Safeguarding Governor until a replacement is recruited.
- Safeguarding Data & Trends – the team are managing the high volume of referrals.
- Prevent & LADO Referrals – two ongoing LADO referrals and low-level concerns reported. The team are working with the People Team for support and supervision.
- Filtering & Monitoring – the robust system in place will be strengthened by the recruitment of a Safeguarding Governor and oversight by the F&R Committee.
- Policy & Legal Updates included the Supreme Court Ruling: Legal definition of sex now based on biological sex – the College has updated policies and signage accordingly and Martyn's Law (Terrorism Protection Act 2025).

Members asked if technology could assist with the attendance concerns around counselling sessions and were assured that this is being explored. They also asked how safeguarding risk scenarios are explored the were assured by the desk top planning and testing that takes place. They were also reminded of a recent physical lock down scenario.

It was noted that all staff also have access to counselling service through the People Team.

The Board were assured that the College is meeting its statutory responsibilities, and that Safeguarding is effective. They thanked C Hart and the team and **accepted** the report.

11 Minutes of the Quality, Teaching and Learning Committee (QTL) held on 29 April 2025 - Paper SGB24/1863

Andy Cole introduced the minutes of the QTL Committee inter-meeting held on 29 April 2025.

The Committee received a paper from Jane Burtenshaw which contextualised the College's Apprenticeship provision. The Committee had discussed the recent challenges and improvements to its provision, including experiences during the recent Ofsted inspection where Apprenticeships were judged as "Good". Members also noted the team's approach to future plans.

The Board noted a positive picture in the apprenticeship space and the journey of improvement for the College. They **accepted** the notes.

12 Minutes of the Finance & Resources Committee Meetings held on 7 May 2025 and confidential minutes - Paper SGB24/1864.

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

- Ed Stone from the investment managers attended to update on implications of recent financial markets activity for our investment. The Committee also considered if the College will need to amend its approach to the investment if budget proposals require large capital investment. The Committee agreed to maintain current position and keep a watching brief as markets and proposals develop.
- People Team information was provided along with a deep dive into staff engagement.

- The management accounts were reviewed. Clarification had been provided on key funding and were more positive than previously thought. M Peat updated the Board on the current position regarding funding and NI payments which showed an improved College performance.
- The Executive updated the Committee on the approach being taken to the 2025/26 budget. Growth plans had been slightly moderated to reflect changes in the approach to funding, though there will still be good growth.
- The Executive updated the Committee on initial proposals for potential investment of capital in a new Apprenticeship building at Maidstone with initial indications of cost. The Committee supported the team working up a business case to bring to next Committee meeting alongside the budget to include information of different options considered and explanation of why this would be the best option.
- The updated Modern Slavery & Human Trafficking Statement was reviewed for publication with minor changes.
- The Sustainability Policy was also noted with minor amendments.

Members thanked the Committee for the update. It was suggested and agreed that the QTL Committee are invited to the next F&R Committee meeting for the budget discussion.

Action: Clerk

Members **accepted** the minutes and policies.

13 Policy & Statement for approval

Members noted that the following documents has been scrutinised at the F&R Committee and **agreed** their publication.

- Sustainability Policy – members **noted** the minor changes. It was agreed that the Policy included some processes, and that the GR&A Committee Chair and M Peat would review and separate for the next reiteration.

Action: A Hindson/M Peat

- Modern Slavery & Human Trafficking Statement 2025/26 – noted with **minor** changes.

GOVERNANCE

14 Minutes of the Search & Governance Committee meeting held on 16 June 2025 - Paper SGB24/1866.

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

- An update on the approach to reviewing performance against the AoC Code of Governance.
- Membership of Committees recommending Angela Woodhouse join the QTL Committee.
- Link Governor Roles and the Governor Informal Visit proposing a new opportunity for visiting the College via learning walks. P Fleming explained he had a recent visit to PPT where he was briefed before the visit, then saw four classes of varying levels followed by a debrief. This gave his assurance and knowledge the area. Members agreed this was a sensible model to adopt. They also encouraged the Executive Team to continue to reach out to individual Governors to

invited them to events. Members were also reminded to check the monthly What's on Guide.

- Search and Governance Committee vacancy in 2025/26.
- Succession planning for the Health and Safety Governor Role to replace Chris Reynolds.
- The co-opted membership of Ed Sallis continuing into 2025/26 to QTL Committee.
- The process for Chair and Governor Evaluation.
- External Board Governance Review approach for 2025/26.

Recommendations for approval by the Governing Body:

1. Maintain only three Link Governors in 2025/26 for Careers, Safeguarding and SEND.
2. Maintain specialist H&S Stuard Hardie and HR – Mo Quadri Governors
3. An External Board Governance Review is carried out in 2025/26 following appointment of an assessor by Search and Governance.
4. Lynn Snedden, Staff Governor, be appointed for a second term.
5. Ed Sallis Co-opted member to QTL committee to be extended for a further 12 months.

Safeguarding Governor Update:

Following a successful recruitment campaign by Peridot Partners, A Woodhouse informed members that the Panel had interviewed two applicants early that day and will be seeing two more candidates later in June. Therefore, they are unable to make a recommendation but sought delegation of the appointment to the S&G Panel with the aim that the new Governor would be in place for the July Board meeting. The Panel consists of the Chair, Vice Chair, QTL Committee Chair and Christina Hart with input from the Principal/CEO. The shortlisted candidates CVs have been shared with members on Board Intelligence for information.

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

15 Draft Meeting Schedule for 2025/26 – Paper SGB24/1867

The Clerk presented the draft schedule of meetings explaining they had been aligned with the Board's cycle of business.

Members **agreed** the dates and noted the expectation that they would hold the dates in their diaries and make every endeavour to attend the required meetings. Any apologies must be communicated to the Chair and Clerk as soon as they are known.

Meeting invitations will be circulated.

Action: Clerk

16 Any Other Business

The Staff Governor informed the Board of a private viewing of Arts at the MSA on 27 June 2025. This will include Games, Art and Photography students work from all levels.

The Chair thanked members for their early attendance to the Multi-factor authentication session prior to this meeting.

17 Date of Next Meeting

The next meeting would be held at the College's Medway Campus on **Thursday** 10 July 2025 at 17.00hrs

CONFIDENTIAL

18 Minutes of the Remuneration Committee:

[Minuted as a confidential item.](#)

25 March 2025 – Paper SGB24/1868 – included for information as a verbal update was given at the last Board meeting.

19 May 2025 – Paper SGB24/1869 – approved.

Angela Woodhouse introduced the minutes of the Remuneration Committee and the following reports.

- a) Annual Report – **approved.**
- b) Terms of Reference - **approved**

The Committee also discussed the recent FE Commissioner's (FEC) report on Weston College. A Woodhouse explained that the Committee had gained assurance that MidKent College met all the FEC recommendations in the report. It was agreed this information would be shared with the GR&A Committee and the recommendations included in the External Board Review.

The meeting closed at 19.51hrs.