



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Thursday 10 July 2025 at 17.00hrs in the Corporate Room at Medway.

Present: (79% attendance)

Mr P Fleming	Chair	Mrs J Dyakova		Mr M Prentis	
Mr N Baveystock	MKCTS Chair	Mr S Hardie		Mr C Reynolds	
Mr A Cole		Mr A Hindson		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	

In attendance:

Ms W Ahmed	Sustainability Officer – item 5 only
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
Guests	
Mrs J Burtenshaw	Director of Apprenticeships
Mr M Lampard	Director of Curriculum

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, Mr S Jackson, Mrs A Orhiere and Mrs M Quadri.

The Chair welcomed the guests to the meeting.

3 Minutes of the Meeting held on 22 May 2025 - Paper SGB24/1870

The minutes and confidential minutes of the meeting were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB24/1871

The outstanding matters were noted as actioned, completed or on the agenda.

STRATEGY

5 Decarbonisation Project Presentation

Martin Peat and Warda Ahmed gave a presentation to the Board to update them on the current position of the project (appendix 1). They invited all members to tour the facilities at a convenient time by contacting the M Peat.

Members were assured that the College is on track to reduce its carbon footprint by 70% by 2030 and offset its reliance on gas with considerable financial savings. The project is due for completion by September 2025. They noted that any challenges are being addressed.

Members were also informed of the Colleges approach to sustainability and how this is being implemented across the College with the support of the students. They noted that the College has bid for Green Awards and look forward to the outcome.

Members thanked M Peat and his team for the excellent progress being made. They asked that their congratulations are passed onto all involved but particularly thanked M Peat for his continued drive to ensure the College reaches its goal.

6 Group Budget 2025/26 - Paper SGB24/1872

Alison Currie, on behalf of the F&R Committee, introduced the recommended Group Budget for 2025/26 to the Governing Body for approval.

She explained the Committee had scrutinised the Budget and some subsequent changes had been made.

Members noted the content [which was minuted as confidential](#).

Members recognised that both F&R and QTL Committees had scrutinised the budget and had robust discussions resulting in some amendments. They noted the amended budget reflected funding changes and student growth. They felt this placed the Group in a good position and **approved** the budget for 2025/26.

The Governing Body thanked M Peat and **approved** the Group Budget 2025/26.

SCRUTINY

7 Principal's Report – Paper SGB24/1873

Simon Cook, Principal/CEO, presented his report to members which updated the College performance against the key areas agreed by Board.

He highlighted the following:

- Summary of five “good news” items including a successful Stakeholder Dinner which highlighted how students are progressing to positive destinations, the MSA event showcasing exceptional talent at all levels and Alumni Launch which currently has 250 members. Governors were encouraged to view the video which will be shared,
Action; Clerk/Governors
- Student Disciplinary Summary – showed historical trends from 2019-2024 and reported a significant change to the College's approach, to investigate the reasons for unacceptable behaviour demonstrated by students and focus on the cause rather than just the consequence.
- Data working group – in response to the Boards request to have an updated set of KPIs to monitor against, a group will be set up to refresh the College KPIs. S Cook will contact those who have expressed an interest. It was noted that this will feed into the Committees who already monitor relevant KPIS and risk and will be reported the Governing Body by exception.
Action: S Cook
- Industrial Strategy Launch and Summary – members were encouraged to familiarise themselves with this document (copy available in the BI Reading Room 2024/25). More policies are expected in the new academic year.
- Children's Commissioner Report – Growing up in a low-income family – members were also encouraged to read this report (copy available in the BI Reading Room 2024/25).
Action: Governors

Members noted the Core Skills for 2030 from the future skills needs report and recognised these skills within the College's mission to equip students with employability skills in addition to their core subject qualifications.

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

8 Safeguarding Update – Paper SGB24/1874

Christina Hart presented the report which provided a comprehensive update on safeguarding activity across the academic year to date, highlighted referral trends, key safeguarding concerns, staff training, and policy updates.

Members noted key issues with particular emphasis on:

- Safeguarding Data & Trends
- External Agency Support Data
- Prevent & LADO Referrals
- Policy & Legal Updates including KCSiE and a DfE publication is expected.

Members requested data comparators to other colleges to provide some context to the data presented and were assured that MKC are working with other local colleges to gain this for future reports.

They asked what provision is in place for vulnerable students out of term time and were assured that the services and support are available all year. Members also asked if AI is being explored to assist the services and were informed this is taking place with updates planned for the next staff focus day.

Members were informed that the Board had been successful in recruiting a Governor with Safeguarding expertise and they will start in the new academic year.

Governors thanked C Hart for the update which provided assurance that the College meets its statutory responsibilities, and that Safeguarding was effective.

9 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB24/1875

Nick Baveystock introduced the update from the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting including the current activities and plans.

Key points were highlighted and [minuted as confidential](#).

Members noted that the inclusion of MKCTS Board members at the last Governing Body meeting had been a valuable experience for the NEDs who saw the impact that the MKCTS contributions made to the students at the College. They then reflected on this during their discussions and decision making. The MKCTS Board would like to invite MKC Board members to attend one of their meetings in 2025/26.

Action: Clerk

Governors accepted the report.

10 Minutes of the Quality, Teaching and Learning Committee (QTL) held on 10 June 2025 - Paper SGB24/1876

Andy Cole introduced the minutes of the QTL Committee and highlighted key points around English and maths (E&M), Special Educational Needs and Disabilities (SEND), Safeguarding and KPIs

F&R Committee members had joined the meeting for Business Planning item to discuss the student growth and curriculum implementation and strategy. They noted the challenges around funding and concerns regarding limited space particularly at the Maidstone campus. Members discussed areas where demand exceeded capacity and how the College intended to facilitate this such as partnerships with other providers.

They noted the additional pressure on resources due to the increase in E&M delivery hours in 2025/26 and how this has impacted business planning. It was noted that the College is exploring other funding streams and models of delivery due to funding cuts.

The Admissions Policy had undergone a major update. Following in-depth discussions, members noted that the policy now provided clearer guidance supporting students with SEND, care experienced applicants, and those with criminal convictions/open police investigations, agreed the policy for **recommendation** to the Governing Body under item 13.

The QTL Committee Terms of Reference were reviewed and amendments agreed for **recommendation** to the Governing Body.

Members reviewed the QTL Committee Self-Assessment and Improvement Plan. Several amendments were made to strengthen the document which was **recommend** to the Governing Body.

It was also agreed that at each QTL Inter-Meeting a short update would be received on the student journey, with a more substantive update at the March 2026 Committee. Governors were reminded that all are welcome to attend the Committee or Inter-Meetings.

Recommendations for approval by the Governing Body:

- Committee SAR/QIP – **approved**.
- Committee Terms of reference – **approved**.

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

11 Minutes of the Group Risk & Audit Committee Meeting held on 11 July 2025 - Paper SGB24/1877

Alex Hindson introduced the minutes and confidential minutes and informed members of an update regarding the implementation of Multi-Factor Authentication (MFA) noting good progress and no concerns. It was explained that students are currently not included in the roll out of MFA as they access the systems within the College minimising the risk. They are also currently outside the scope of the Cyber Essentials Plus requirement.

He explained the Strategic Risks Register structural changes with the inclusion of information on the strength of the control environment and management's view of each control. The Committee agreed that to recognise the impact of Martyn's Law, preparedness for terrorist type events would be added to the register when it is refreshed over the summer.

Committee members also agreed the deep dive topics for 2025/2026. It was also agreed the Risk Management Policy would be reviewed over the summer. The Board noted two audits remained outstanding and are being completed over the summer period.

The Internal Audit Strategy for 2025/2026 was reviewed in detail and the plan aligned to the strategic risk register. Focus areas would include Enrolment - to commence at the start of term; Curriculum and meeting local needs; External intervention including Martyn's Law; Data Reliance; Stakeholder management and Financial Controls. The External Audit plan was presented by Mazara and accepted by the Committee.

The Committee self-assessment was noted and improvement plan reviewed with the strengths remained unchanged and improvement areas updated. The updated plan is recommended to the Governing Body for approval.

The Committee terms of reference were updated, reviewed and are recommended to the Governing Body for approval.

The Committee reviewed and discussed the lessons to be learned from the Weston College investigation.

Recommendations for approval by the Governing Body:

- Committee SAR/QIP – **approved**.
- Committee Terms of reference – **approved**.

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

12 Minutes of the Finance & Resources Committee Meetings held on 25 June 2025 and confidential minutes - Paper SGB24/1878.

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

- A deep dive was held into EDI and good progress was noted.
- The Disciplinary policy, Anti-Harassment and Anti- Bullying policy and the EDI policy were scrutinised by the Committee who requested number of changes. The Board agreed that to enable these to be in place for the new academic year, the amendments would be made by the People Team, and the Chair of the F&R Committee would approve them on behalf of the Governing Body outside the meeting.

Action: C Hare/A Currie

- The Management Accounts were reviewed with significant changes from the previous month due to the College received additional and a review of key activities at the training Company.
- The draft 2025-26 Budget was discussed and is recommended to the Board for approval under item 6.
- Several potential capital investments were discussed, and it was proposed that the Executive prioritised working up a business case for a new Apprenticeship centre to bring back to the Committee.
- It was noted that good progress continued with the decarbonisation project with the Committee recommending the approval of additional budget for final costs arising.
- The investment fund was reviewed, and it was noted that these have largely recovered from the impact of recent markets volatility.
- The terms of reference for the Committee were reviewed and recommended for approval.
- The Committee performed its annual Self-assessment for its improvement plan, recommended for approval.

Recommendations for approval by the Governing Body:

- Delegate the approval of the Policies to the Chair of F&R Committee – **approved**.
- Approve the increase in budget for the Decarbonisation project – **approved**.
- Committee SAR/QIP – **approved**.
- Committee Terms of reference – **approved**.

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

13 Policies for approval – Paper SGB24/1879

Admissions Policy – the policy had been scrutinised at the QTL Committee and was recommended for approval – **approved** for publication.

Action: C Hart

GOVERNANCE

14 Minutes of the Search & Governance Committee meeting held on 16 June 205 - Paper SGB24/1880.

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

Search Issues:

- Interim report on recruitment for a safeguarding governor.
- Data comparison on Board Composition.

Governance Issues:

- External Board Review (EBR) process, the Committee agreed the review would be carried out by the AOC following interviews of four potential candidates.
- The Committee's draft annual report, covering its work for the year.
- Review of the Committee's terms of reference.
- Review of confidential minutes – none recommended for disclosure.
- Governing Body training topics for 2025/26.
- An update on the newly revised Governor Handbook, which was being finalised for use in the new academic year.
- Individual Governor self-assessment and reflection process for annual review which will take place in the new academic year ready for Governors to have a one-to-one meetings with the Chair.

Members noted the successful recruitment and appointment of a new Safeguarding Governor: Sarah Lancaster who will join the Board in September and attend the next Governing Body meeting. They agreed the Board will be strengthened by the recent recruitment. A Woodhouse explained that during the appointment process the panel also recommended the further appointment of Sarah Vaux as a Governor on the Board due to her expertise in the health sector and background in safeguarding.

The Board discussed possible skills gaps including legal expertise and were assured that the S&G Committee are monitoring and pursuing this.

Recommendations for approval by the Governing Body:

- The appointment of Sarah Vaux as a Governor on the Board – **approved**.
- Committee Annual Report – **approved**.
- Committee Terms of reference – **approved**.

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

15 Annual reporting of the College Seal Log - Paper SGB24/1881

The Clerk presented the annual reporting of the College Seal Register and copy of the complete signed register. Members were reminded that the seal is used in accordance with clause 19 of the Instrument and Articles, to authenticate documentation.

Since reporting in July 2024, the Seal has been used to authenticate the following:

- 12/11/24 – Deed of Casement for underground service media with KCC
- 27/3/25 – Loan Agreement – MKC Lender MKCTS Borrower

Members **noted** the Seal log.

16 Annual Cycle of Business – Paper SGB24/1882

The Clerk presented the annual proposed Cycle of Business for the Governing Body for 2025/26. The Cycle assured the Board that they are fulfilling their duties and would be used to shape agendas.

Members considered the updated cycle which reflected any changes in duty with mandatory or good practice items highlighted.

Members **agreed** the cycle of business for 2025/26.

17 Instrument & Articles Amendment – Paper SGB24/1883

The Clerk presented the item and informed the Board of a recent letter to Chairs from the DfE containing three matters of advice:

1. Voting rights for Student Governors under the age of 18
2. Quorum and the role of the Secretary of State
3. Governance Codes

The following amendments to the current I&As were presented as tracked changes to reflect the advice:

1. Instrument clause 12.8 – removal proposed.
2. Instrument clause 4.2 – removal proposed.
3. Governance Codes – no action required

Member **approved** the revised Instrument and Articles and agreed publication.

Action: Clerk

18 Any Other Business

No AOB was required.

19 Dates for 2025/26

Monday 13 October 2025
Monday 8 December 2025
Friday 13 February 2026 Away Day
Thursday 26 March 2026
Thursday 21 May 2026
Thursday 9 July 2026

The next meeting would be held at the College's Maidstone Campus on **Monday 13 October 2025** at 17.00hrs

17 Next Governor training session

8 October 2025 - Safeguarding & PREVENT (TBA)

14 January 2026 - SEND

18 March 2026 - Sexual Harassment new Duty

13 May 2026 - Subject TBA

21 Thank you and Farewells

A Woodhouse thanked Chris Reynolds for his contributions to the Board, GR&A Committee and College during his term of office. He thanked the Board and College for the gifts and best wishes.

The Chair thanked the Student Governors for their insight into Student life and wish them every success for the future. They both thanked the Board for the opportunity and felt they had grown in confidence during their time at the College and on the Board.

Confidential Item

22 Minutes of the Remuneration Committee meeting held on 19 May 2025 – Paper SGB24/1884.

Members **noted** the minutes of the Remuneration Committee which had been verbally presented at the May 2025 Governing Body meeting.

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

The meeting closed at 19.50hrs.