



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on Monday 13 October 2025 at 17.00hrs in room CG03 at the UCM Maidstone.

Present: (78% attendance)

Mr P Fleming	Chair	Mr S Hardie		Mr M Prentis	
Mr N Baveystock	MKCTS Chair	Mr A Hindson		Mrs M Quadri	
Mr A Cole		Mr S Jackson		Mrs L Snedden	Staff Governor
Mr S Cook	Principal CEO	Miss B Jossi	Staff Governor		
Mrs J Dyakova		Mrs A Orhiere			

In attendance:

	Clerk to the Governing Body
Ms C Burkin	
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 C Bush	Director of Curriculum
Mrs C Cotterill-Smith	Registry Manager
Mr S Adebisi	Student Governor
Mr R Lawson	External Board Reviewer

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, Ms A Currie, and Mrs A Woodhouse.

The Chair welcomed guests to the meeting and the External Board Reviewer Rob Lawson.

3 Minutes of the Meeting held on 10 July 2025 - Paper SGB25/1885

The minutes and confidential minutes of the meeting held on 10 July 2025 were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB25/1886

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

STRATEGY

5 Reviewed Risk Appetite for approval - Paper SGB25/1887

Alex Hindson introduced the Risk appetite for approval.

Members were informed that the approach to Risk Appetite has been reviewed and streamlined to align with the risk assessment methodology. They noted the process had been given more clarity regarding whether a strategic or operational risk is within or outside appetite. With all new risks now assigned to a risk appetite category which would assign a risk appetite level. This will enable any risks that are outside appetite to be easily highlighted and escalated for review and action.

It was noted that the GR&A Committee has reviewed a paper prepared by the CFO and Committee Chair. A Hindson informed members that the new Statement had been created to ensure that it meets the recommendations of the recent Internal Audit review of Risk Management. And agreement of the changes will allow the audit action to be closed. He also noted that the Risk Register for MKCTS would need to be aligned to the new risk appetite if adopted.

Members discussed and noted that this was a review of the previously agreed appetite but were mindful that new Governors had been appointed since a full review. It was therefore agreed that a full review would take place in 12 months' time and the presented risk appetite be adopted. M Peat will liaise with MKCTS to align their risk register.

Action M Peat

Members thanked A Hindson and **approve** the Risk Appetite.

6 Key Policy Announcements 2025/26 - Paper SGB25/1888

Simon Cook presented the paper to update members on key Government announcements. The paper highlighted that since the election of the current Government, there had been a significant number of new and refreshed initiatives leading to a culmination of a number of important and influential new policies, with white papers due within the current Academic year of 2025/26.

Members noted that due to the combination these changes within such a short timescale, changes may be required to ensure alignment with the College's strategic direction and purpose and also these may lead to changes with the operational delivery.

S Cook highlighted the impact of the change to DWP and noting the College already has an established relationship with the SWAP (Sector Based Work Academy) Programmes which successfully train unemployed people and get them into employment. A Staff Governor added that the SWAP programme had led to some participants being employed by and progressed within the College. S Cook also highlighted the possible changes to Employment Bill and Public Office Bill, and it was noted that Governors may require further training on this.

Action: S&G to consider

Members were also made aware of the expected Post 16 white paper. They held an informed discussion regarding the proposed changes to the Ofsted Framework and how this could impact the College during future Inspections. Especially noting the change to a Leadership and Governance measure. It was agreed that the Governor with Ofsted expertise would work with S Cook and J Mawby to keep the Board abreast of any further developments.

Members gained assurance that the College is fully aware and able to adapt to the possible changes ahead, and that this would not be a distraction from the core business.

Members thanked S Cook for the update.

SCRUTINY

7 Principal's Report – Paper SGB25/1889

Simon Cook Principal/CEO presented his report to members which focused on the first term.

He gave an overview of a successful enrolment period and the financial impact of the Adult space. Members discussed Adult funding and possible future scenarios agreeing that programmes such as SWAP are integral to the College's inclusive mission. Therefore they broadly agreed for the Exec to continue such work. It was agreed further details will follow in the next report.

Action: S Cook

Members asked question regarding the data report and noted a working group has been set up to look further into the types of data required by the Governing Body and its Committees.

Action: S Cook

Guests were invited to update members on their experience at the start of term. They reported a smooth efficient high volume enrolment period which had led to Students understanding what is expected of them. The Student Governor reported a good 'vibe' around the College. The positive introduction of involving former students during enrolment was noted along with consideration for use of the Alumni network in the future. Members also noted how quickly courses have been filled and the impact this had on increased communication with applicants and parents. Members discussed how it could be mitigated.

The Chair reported back on a successful Governor visit to UCM where he experienced the energy of staff and students and learnt more about the success of the Elected Home Educated course. He encouraged all Governors to book onto the remaining visits scheduled throughout the year.

Members also noted the remaining sections of the report including the good news items and Awards, the Annual Complaints & Compliments Report, a summary of the summer results and Stakeholder engagement.

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

8 Safeguarding Update – Paper SGB25/1890

Christina Hart presented the Safeguarding Annual Report 2024–2025 which provided a comprehensive overview of MidKent College's safeguarding practices, performance, and strategic developments over the academic year. It gave Governor's assurance of the College's commitment to student safety and wellbeing, highlighting the proactive and responsive measures in place to address emerging risks. The report reflected on referral trends, key safeguarding themes, multi-agency collaboration, and legislative changes, while outlining the College's continuous improvement efforts and future priorities in safeguarding.

C Hart highlighted the following key issues.

- Significant rise in safeguarding referrals.
- Mental health concerns.
- Online safety risks: Increased alerts from Classroom Cloud.
- Prevent-related concerns.
- Domestic abuse and family conflict.
- Low exploitation cases.
- Staff allegations and low-level concerns
- Legislative changes influencing our work.

Members commented positively about the recent Safeguarding training which enabled them to ask more informed and challenging questions. It was agreed that the training for 2026/27 will be in person and part of the October Board meeting.

Governors were assured that the College is meeting its statutory responsibilities, and that Safeguarding is effective and thanked C Hart for the report.

9 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB25/1891

Nick Baveystock introduced the update as the Chair of MKCTS Ltd. regarding the performance of MKCTS since the last meeting. The paper provided an update on current MKCTS activity and plans.

This was minuted as confidential.

Governors accepted the report.

10 Minutes of the Quality, Teaching and Learning Committee (QTL) Inter-meeting held on 30 September 2025 - Paper SGB25/1892

Andy Cole introduced the minutes of the QTL Committee inter-meeting where the Committee received a summary of Curriculum and Curriculum-related Projects.

These included:

- English and Maths Provision - the change in approach across the College.
- Project 25 – a summary of the thinking behind the project which is in its infancy.
- Curriculum Subject Area projects – a sample of projects across the curriculum aimed to provide wider choice and progression opportunities.

Members also received a paper from Christina Hart which focused on follow the student journey throughout the year. This was in response to the Committee's self-assessment with a report expected at each inter-meeting and some Committee meetings. The paper reflected a strong enrolment with good feedback on student experience but also highlighted some challenges and mitigation required.

Governors **accepted** the notes.

11 Minutes of the Group Risk & Audit Committee Meeting held on 18 September 2025 and confidential minutes - Paper SGB25/1893

Alex Hindson introduced the minutes and highlighted the following points from the minutes:

- Internal and External auditor effectiveness was reviewed in the closed session with expectations clarified with no significant concerns.
- Deep Dive regarding Cyber Essentials Plus was received and members gained significant comfort over the arrangements in place to protect the Group.
- Information Security. The report explored issues arising from a significant increase in Data Subject requests.
- Risk Appetite. The Committee scrutinised the proposals for a revised approach, separately reported to the Governing Body for approval.
- Strategic and Operational risks. The Committee agreed changes to the strategic risk register and noted ongoing work with the operational and MKCTS risk registers.
- Internal Audit. The annual strategy and plan were received along with the Information Governance audit noting good progress.
- Risk Management Policy. This was reviewed with a recommendation for the Governing Body

to approve under item 13.

Governors thanked the Committee and **accepted** the minutes.

12 Minutes of the Finance & Resources Committee Meetings held on 24 September 2025 and confidential minutes - Paper SGB25/1894.

Mike Prentis introduced the minutes of the Finance & Resources Committee on behalf of Alison Currie. He highlighted the following points:

- The Committee reviewed key People Team information and an annual summary with good progress noted in most areas, although recruitment and retention continue to be a challenge.
- A report on Safeguarding Monitoring and Filtering was discussed and provided appropriate assurance on this area in line with KCSIE requirements.
- The final management accounts to July 2025 were discussed, noting the Groups improved outturn. This resulted from additional revenue received by the College, partly offset by reduced revenue in the MKCTS.
- Early indications of the level of student enrolment on resources were discussed.
- The proposed pay award was discussed, and the Committee supported the proposed increase proposal at 4% in line with AOC recommendations. It was noted this was within budget and presented for ratification to the Governing Body.
- The Committee acknowledged good progress and receipt of awards for the sustainability project.

Recommendations for approval by the Governing Body:

- Pay Award 2025/26 – it was noted that this was in budget and **ratified**

Governors **accepted** the minutes.

13 Policies for approval

The following policies were presented for approval:

- a. Risk Management Policy – this had been reviewed by the Chair of GR&A Committee and the Exec Director of Finance and Estates and rewritten to clarify the risk types, evaluation of the risks and highlight the risks that are outside of the risk appetite. **Approved.**
- b. Safeguarding Policy – C Hart presented the Safeguarding policy which had been reviewed with minor changes in line with KCSiE September 2025 update. **Approved.**
- c. Prevent Policy - C Hart presented the Prevent Policy which had been reviewed. Members noted the Prevent Risk Register, which is a live document to monitor risk and ensure strategy is implemented, had also been updated. **Approved.**

GOVERNANCE**14 Minutes of the Search & Governance Committee meeting held on 25 September 2025 and confidential minutes - Paper SGB25/1896.**

The Clerk introduced the minutes of the Search and Governance Committee on behalf of Angela Woodhouse. She highlighted that the Committee had considered:

- Vacancies and Membership Review, the current vacancies were discussed and noted the comments from Chairs including potential candidates. The Committee reviewed the skills audit to identify appropriate Committee appointments. Members will be approached as identified in the minutes.
- Attendance at Committee meetings was considered and the importance of attending regularly to ensure there was sufficient knowledge to provide effective support and challenge was discussed.
- The Committee considered mentors for newly appointed Governors.
- The skills audit forms were reviewed, and the Committee noted the gap in legal expertise and plans to recruit in this area.
- Governor Training, the Committee considered the previous year's attendance. It was identified that Governors review this data.
- The new approach to Governor Visits was explained at the last board meeting were discussed. It was noted that this does not prevent informal visits and meetings in the College.
- Members discussed the timetable for the External Board Review.

Recommendations for approval by the Governing Body:

- Standing Orders – **approved**.

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

15 Any Other Business

The Chair informed members of the eBooks & Audiobooks available from the Learning Resources Centre (LRC) at the College which enabled inclusive access to reading material. The Student Governor endorsed this facility,

16 Date of Next Meeting

The next meeting would be held at the College's Medway Campus on **Monday 8 December 2025** at 17.00hrs

17 Next Governor training session

Wednesday 14 January 2026 – SEND

[Students and Staff left the meeting.](#)

Confidential Item**18 Minutes of the Remuneration Committee meeting held on 2 October 2025 – Paper SGB25/1897**

Peter Fleming introduced the minutes of the Remuneration Committee.

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

Governors accepted the minutes.

19 Chief Financial Officer (CFO) Appointment - SGB25/1898

Peter Fleming reminded members of the process for appointing a CFO and reported the recommendation from the delegated interview Panel.

[The details of this item were minuted as confidential.](#)

Members agreed the appointment.

The meeting closed at 20.17.