



MidKent College

GOVERNING BODY

Minutes of the meeting of the Governing Body held on **Monday 8 December 2025** at 17.00hrs in the Corporate Room at Medway.

Present: (84% attendance)

Mr P Fleming	Chair	Mr S Cook	Principal CEO	Miss B Jossi	Staff Governor
Professor M Abdel-Maguid		Ms A Currie		Mrs A Orhiere	On teams
Miss L Adcock	Student Governor	Mrs J Dyakova		Mrs L Snedden	Staff Governor
Mr S Adebisi	Student Governor	Mr S Hardie		Ms S Vaux	
Mr N Baveystock	MKCTS Chair	Mr A Hindson		Mrs A Woodhouse	
Mr A Cole		Mr S Jackson			

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
Ms H Knowles	ForvisMazars – External Auditors from item 5 only – on teams
Mr R Lawson	External Board Reviewer for item 6 – on teams
Dr Jim Mawby	Executive Director for Curriculum & Quality
Mr M Peat	Executive Director of Finance and Estates
Guests	
Ms C Roach	Director of MSA

All Student Union Officers were invited to refreshments before the meeting and had an opportunity to introduce themselves to the Board and explain their SU role. They left before the main meeting commenced.

Chair Signature

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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 M Prentis and Mrs M Quadri.

The Chair welcomed guests and new Governor Sarah Vaux to the meeting.

3 Minutes of the Meeting held on 13 October 2025 - Paper SGB25/1899

The minutes and confidential minutes of the meeting held on 13 October 2025 were accepted as a true record and signed by the Chair.

4 Matters Arising Document – Paper SGB25/1900

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

STRATEGY

5 Joint meeting of the GR&A and F&R Committee held on 27 November 2024 & Closed Session - Paper SGB25/1901a-e

Alex Hindson presented the Joint Committee minutes and introduced Helen Knowles from the External Auditors to present the Annual Report and Financial Statements for the Year Ending 31 July 2025.

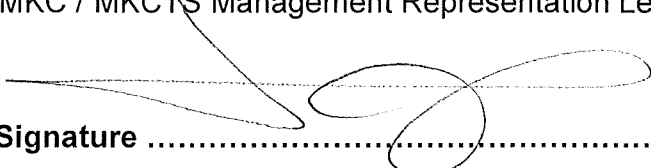
Helen Knowles reported a smooth process and clean audit of the Annual Report and Financial Statements with no concerns raised. Members noted one exception but were assured this did not impact the overall outcome. She thanked the College and especially the finance team, for their cooperation.

Members noted the Joint Committee had held a closed session with the Audit Partner to take their assurances on the annual report with no concerns raised. They discussed and noted the exception and the actions taken. It was agreed an additional internal audit be planned to cover the area in question.

Recommendations for approval by the Governing Body:

- MKC Annual Report and Financial Statements for the Year Ending 31 July 2025 – **approved.**
- MKCTS Annual Report and Financial Statements for the Year Ending 31 July 2025 - **approved.**
- MKC / MKCTS Management Representation Letters for signing - **approved.**

Chair Signature



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- Recommend the acknowledgement and acceptance of the Audit Completion Report – **approved.**

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

Members thanked Helen Knowles and the Audit team. They also thanked M Peat and the finance team for their hard work to ensure a clean audit.

Helen Knowles left the meeting.

6 External Board Review Final Report Presentation - Paper SGB25/1902

Rob Lawson joined the meeting to present the findings of the External Board Review (EBR).

The report summarised the following areas with strengths and areas for improvement:

- Board Composition – 4 strengths & 4 improvements
- Board Structure – 4 strengths & 3 improvements
- Board Interaction – 4 strengths & 2 improvements

R Lawson highlighted the strengths and gave some suggestions for improvements. He thanked the College and those involved for a smooth process.

He concluded that the Governing Body was effective with strong evidence that the Board was highly proficient and consistently impacts on College effectiveness and outcomes. The report noted that MidKent College had a high-performing Board that is well led and ambitious for the College and its students. The reported noted the Board had an excellent mix of skills and backgrounds and the Chair and Committee Chairs are particularly effective.

Members thanks R Lawson for the work he had undertaken throughout the review and agreed the Seach & Governance Committee would create an action plan which will form the Governance Self-assessment (GSAR) and be regularly monitored. The EBR will be published on the Colleges website in accordance with the guidelines.

Action: Governance Professional

Rob Lawson left the meeting.

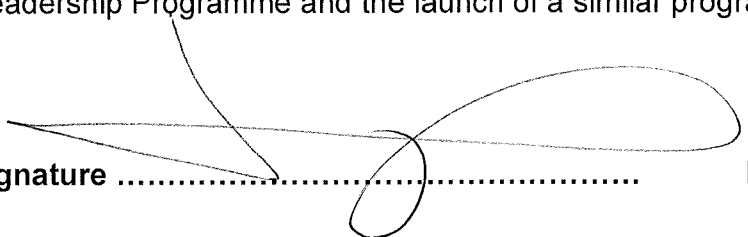
SCRUTINY

7 Principal’s Report – Paper SGB25/1903

Simon Cook Principal/CEO presented his report to members who discussed the following:

- A summary of five good news items – members were update on the increased attendance of the contextualised English & maths classes. They were also informed of the Medway Leadership Programme and the launch of a similar programme for Maidstone.

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- Awards Update – a number of sustainability awards were on display during the meeting and members congratulated the College. They were also informed of a number of potential awards for the marketing team.
- AoC Conference 2025 information – the Chair gave members feedback regarding his attendance at the Conference and members were pleased that a number of staff members were able to represent the College.
- Student Recruitment 2026/27 – members were informed of the large number of attendees at recent open events.
- Adult Education Funding Proposal – members noted the changes in allocation and supported the Executive in the planned changes to the provision.
- Governing Body Sponsored Projects – members noted the continued positive impact of the Alumni project.
- Governing Body Away Day 2026 – the Chair reminded members of the date and venue and reported he was drafting the programme with the Principal and Governance Professional.
- Data Report – members noted this included information requested regarding student surveys and feedback with positive headlines. Members challenged how students know how their feedback is used and actioned and informed that this is fed back in tutorials and by Student Voice. The student Governors informed members of the launch of a new suggestion box scheme.

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

Ade Orhiere left the meeting.

8 Safeguarding Update – Paper SGB251904

Sarah Vaux and Christina Hart introduced the paper which provided the Safeguarding position statement and a comprehensive overview of the College’s safeguarding practices, performance, and strategic developments since the beginning of the academic year.

They assured Governors 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, and outlined the College’s continuous improvement efforts and future priorities in safeguarding.

Governors noted key issues:

- Safeguarding Data & Trends - It was noted that following the attendance of MKCTS Non-executive Directors at a Governing Body last year, they reported back the safeguarding information which helped cement the relationship and give context. MKC Board members are attending MKCTS Board in January 2026.
- External Agency Support Data – members discussed the demands on staff, presented by the snap short of caseloads within the report and were ensured about their wellbeing. They were mindful of demand compared to what support the College can provide but also recognised the limitations.
- Prevent & LADO Referrals – members noted a continued increase.
- Lockdown procedures - members noted the working being undertaken to ensure compliance with Martyn’s Law and requested an update in future reports.

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Governors thanked C Hart and **accepted** the report.

9 Update from Chair of MidKent College Training Services Ltd (MKCTS) - Paper SGB25/1905

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

He updated members on the new strategy in place to secure the RSME contract beyond benchmarking in 2033 and support revenue growth. It was noted that Governing Body members are attending the MKCTS Board in January 2026.

Three Governors had recently visited the RSME and received a comprehensive presentation regarding the contract and a tour of the facilities. They found this extremely useful in further understanding the work of MKCTS.

Governors accepted the report.

10 Update from the Quality, Teaching and Learning Committee (QTL) - Paper SGB25/1906

Stewart Jackson updated members on items discussed at the QTL Committee on 2 December 2025. He explained that as the Committee took place after the Governing Body papers had been published the minutes would be provided for information at the next Board meeting.

He updated members on the items discussed at Committee:

- Update from Executive Director for Student Experience including Safeguarding and learner journey.
- Update from Exec Director for Curriculum Report including the agreement of KPIs for 2025/26.
- Quality Improvement Plan (QIP) 2024/25 – closure of the plan with some actions carried forward to the 2025/26 QIP.
- Policies – presented for note as they only include minor changes:
 - Admissions
 - Student Engagement
- Feedback from Governors Visits – two visits had taken place with feedback presented to the Committee. The Chair encouraged all Governors to attend at least one of the remaining visits arranged during the year by contacting the Governance Professional.
- QTL Risks were presented for reviewed in line with the new risk statement and amendments agreed.
- QTL Improvement plan was reviewed with progress noted.

The Committee recommended the following:

- a) College Self-Assessment Report (SAR) 2024/25 - the SAR has been through a validation panel including three Governors. The QTL Committee had scrutinised the document and

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recommend it to the Governing Body for approval. Members discussed the new framework for inspections and noted that context will be key and the importance of narrative when reporting on the learner journey and not just their outcome.

- b) College Quality Improvement Plan (QIP) 2025/26 - the Committee had also scrutinised the QIP and recommend it to the Governing Body for approval.

Recommendations for approval by the Governing Body:

- College Self-Assessment Report (SAR) 2024/25 – **approved**.
- College Quality Improvement Plan (QIP) 2025/26 – **approved**.

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

Action: J Mawby

11 Minutes of the Group Risk & Audit Committee Meeting held on 26 November 2025 - Paper SGB25/1907

Alex Hindson introduced the minutes and highlighted the following points:

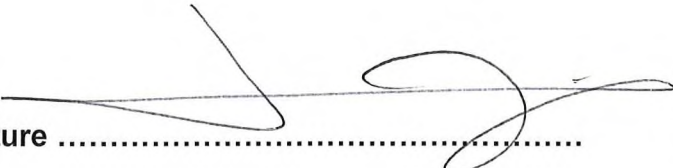
- Information Security – The Committee received a paper and noted that Data Subject Access Requests (DSAR) levels continued to rise with procedures for vexatious and excess requests being drafted as a result.
- Strategic Risk Register – The focus was on bedding in changes made to risk appetite. One new risk (industry-wide shift in employer relations) was discussed and agreed. The level and frequency of assurance gained over strategic risks was discussed.
- Operational Risk Registers – The Committee reviewed the full register for MKC and MKCTS and considered a number of changes recommended by management. It was noted that only the most material risks for MKCTS will be requested next year but the Chair of their Audit Committee will be invited to present their annual report.
- Deep Dive – Medway School of Arts (MSA) wider risks – The Committee reviewed the findings of the deep dive on the MSA which presented risks and opportunities. It was noted that some of the success of MSA is anecdotal and therefore a way to include student feedback is being explored.
- GR&A Annual Report – The annual report was presented, discussed and was **recommended** to the Governing Body for approval. Members noted the change in culture within the Committee and Board in making risk and internal audit more relevant and accessible.
- Policies for approval – The Health & Safety, CCTV and Freedom of Information policies were noted with only minor changes.
- Internal Audit Update – A progress update was presented as well as audit reports for the Enrolment, External Intervention and Stakeholder Engagement (Learner Voice). All three reports provided Substantial Assurance. Progress with the closure of previous actions was reviewed.

Recommendations for approval by the Governing Body:

- GR&A Annual Report – **approved**.

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

Chair Signature



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12 Minutes of the Finance & Resources Committee Meetings held on 19 November 2025 and confidential minutes - Paper SGB25/1908.

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

- A Deep Dive regarding Staff Recruitment was received from the People Team.
- The Gender Pay Gap report was reviewed. It was noted that some areas had improved, whereas others have deteriorated. The overall position was relatively positive and the Committee **recommend** the Governing Body approve publication.
- The Equal Pay Audit was reviewed.
- An update was provided on Medway School of Arts, noting that while student recruitment had increased significantly it was still below plan. The financial position will to be reworked for next Committee meeting.
- The Management Accounts demonstrated early favourable position to budget.
- Eight policies were reviewed and those with significant changes were **recommended** to Board for approval under item 13.
- The risk register was reviewed, and it was agreed that risk appetite for two risks needed realigning with actual risk levels being accepted

Recommendations for approval by the Governing Body:

- The Gender Pay Gap report publication – **approved**.

Action: C Hare

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

13 Policies for approval – paper SGB25/1909a-e

The following policies were recommended for approval following scrutiny at Committee level:

- a) MKC Short Term Treasury Policy
- b) Long Term Investment Policy
- c) EDI Policy
- d) MKC Anti-Harassment & Anti-Bullying Policy
- e) MKC Disciplinary Policy

Members **approved** the above policies for publication.

Action: Policy Owners

GOVERNANCE

14 Any Other Business

Farewell to Martin Peat – Angela Woodhouse gave a few words of thanks to Martin for his eight years of service at the College and members wished him well in retirement with a gift and card.



Chair Signature

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15 Date of Next Meeting

The Governing Body Strategic Away Day is scheduled for Friday 13 February 2026 at the Skills Factory at the Maidstone Campus.

The next Governing Body meeting would be held at the College's Maidstone Campus on Thursday 26 March 2026 at 17.00hrs

16 Next Governor training session

SEND - External Presenter Lois Knight, Specialist Education Adviser - 14 January 2026 at 5pm on Teams.

Confidential Item

17 Minutes of the Remuneration Committee meeting held on 1 December 2025

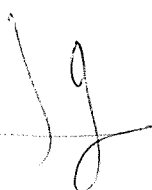
Chris Hare gave members an update on a confidential matter.

Angela Woodhouse gave a verbal update from the Remuneration Committee. As the meeting had taken place after the Governing Body papers were published, they will be included in the next set of Board papers for information.

The item was minuted as confidential.

Members thanked the Committee for the update.

The meeting closed at 19.53hrs.



Chair Signature

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