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| **Belfast Metropolitan College Governing Body 2.30pm Wednesday 20 March 2024 Titanic Quarter Boardroom and via MS Teams** **MINUTES (Approved 1 May 2024 GB83 23/24)** |
| **Governing Body Members:** Michele Corkey (Chair); Seamus Dawson; Seamus McGoran; Lauren McAteer; Tom Hesketh; Yvonne Murphy, Bill Montgomery; Janis Leaden; Owen McCaughey; Sinead Sharpe; Sheena McKinney; Rose Byrne; Michael McKernan; Maurice Keady; Louise Warde Hunter, Principal and Chief Executive (P&CE).**Management:** Damian Duffy, Deputy Chief Executive (Curriculum and Partnerships) (DChEx); Aidan Sloane, Chief Operating Officer (COO).**Clerk to the Governing Body:** Gerry Crossan |
| **GB68 23/24** **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture****Quorum**: The meeting was quorate under the terms of Section 7 of the Standing Orders for the Governing Body V5 approved at **GB81a 21/22 22 June 2022** (6 members, of which 3 must be appointed under Part II Paragraph 5a of the Instrument of Government).**Apologies:** Received from Rose Byrne.**Welcome**: No new participants at this governance meeting. The Chair thanked Gerry Crossan for his support for the Governing Body and wished him well in the future. **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest were advised under the terms of Section 8 of the Belfast Metropolitan College Standing Orders for the Governing Body **V5** approved at **GB81a 21/22 22 June 2022**.**AOB:** None notified at the meeting.**Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):To offer ***Creative*** ***Challenge*** through ***Courageous*** & ***Candid*** conversations. (**GB79 23/24 Meeting Feedback** below refers) |
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| **Agenda item**  | **Minutes** |
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| **GB69 23/24****Minutes of the meeting held on 7 February 2024** | The Governing Body:* **approved** the **DRAFT (PROPOSED FINAL)** minutes of the Governing Body meeting held on 7 February 2024 unamended; and,
* **approved** publication of the approved minutes on the College website, to be actioned by the Secretary.
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| **GB70 23/24****Matters arising from the minutes of the meeting held on 7 February 2024** | All matters arising are on the agenda of this governance meeting. |
| **GB71 23/24****Governance Information and Guidance** | 1. Declarations of Conflict of Interest March 2024; and,
2. Updated Articles and Instrument of Government in the light of Partnership Agreement – email D Conliffe to M Corkey 19 March 2024 – to be considered at the Governing Body in June 2024.

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| **GB72 23/24****Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022** | None advised at date of the meeting. |
| **GB73 23/24****Chair’s Business** | 1. Election of Staff Governor (Support) – ballot took place Tuesday 12 to Thursday 14 March 2024. **James Kerlin**, Business Development Executive, was elected (election statement attached for Chair only). Secretary has emailed DfE on foot of this being noted by the Governing Body to ask DfE to issue Minute of Appointment;
2. Governing Body Training:
* Safeguarding – in Outlook Calendars for Wednesday 8 May 2024;
* Using Decision Time – aiming for week beginning 6 May 2024;
* HR Training is being developed by L McAteer in conjunction with HR Team with a view to providing support to Governing Body members in engaging with HR processes;

 * Governance in context of Belfast Met business – potential refresher/update of induction training elements last delivered in June 2023 – to be specified by Chair;
1. Governance Programme Reporting –(action agreed at **Chairs02b 23/24 24 January 2024/** format agreedat **Chairs07 23/24 4 March 2024**); and,
2. Governance Programme 2024/25 – Meetings Timetable issued under cover of email Clerk to all Governing Body members 6 March 2024; and,
3. Seamus McGoran has agreed to act as Governing Body Vice-Chair.

The Governing Body **noted** the action taken and information provided by the Chair. |
| **GB74 23/24****Report of the Principal and Chief Executive** | The P&CE advised the Governing Body on the following key issues:1. status of the VR programme;
2. status of the Castlereagh consultation; and,
3. status of current pay negotiations.

The update also included Insights from the School of Science, Engineering and Construction highlighting key partnerships and successes of the students and staff. The Governors were very appreciative of the detailed report.The Governing Body **noted** the information provided by and the action taken by the P&CE.  |
| **GB75 23/24****Corporate Risk Register**  | Last considered **AC52 23/24 12 March 2024**.The COO advised the Governing Body on the key issues in the Corporate Risk Register and potential changes to the risk scoring. The Chair of ARAC recommended the adoption of the Corporate Risk Register by the Governing Body.The Governing Body sought further information on the cyber risk training programme for staff and the target risk scoring relating to cyber risk.The Governing Body **adopted** the Corporate Risk Q2 2023/24 on the recommendation of the Chair of the Audit and Risk Assurance Committee. |
| **GB76 23/24****Performance Reporting Q2 23/24**Reports are taken as read having already informed the deliberations of the Committees of the Governing Body and reflected in reports under **GB77 23/24 below.** | 1. Q2 23/24 KPI & Risk Management Report (**AC52 23/24 12 Mar 24**) (see above)**;**
2. Q2 23/24 Corporate Risk Register (**AC52 23/24 3 12 Mar 24**);
3. Q2 23/24 Financial Update and Budget **(RC31 23/24 6 Mar 24);**
4. Progress against CDP Targets March 2024 (**CQE33 23/24 13 Mar 24**);
5. Non-Core Income and Reforecast Report (**RC32 23/24 6 Mar 24).**

Management advised the Governing Body on the key issues in the above reports. The Governing Body **noted** that while the action taken by Management to meet challenging financial objectives had been successful, the inherent risk to the capability of College to deliver services required continued careful management over the coming 12 months.The Governing Body **noted** the information provided by and the action taken by Management. |
| **GB77 23/24****Governance Programme 2023/24 Cycles 2 and 3** | * Clerk’s Report March 2024; and,
* Committee Chair Reports Governance Programme 2023/24 Cycle 3 (ends 20 March 2024) (**verbal**).

At the Chair Group meeting on 4 March 2024 Reporting members agreed the format of the Chair’s Report to the Governing Body and noted that this report will be verbal report from Chairs and that main governance record will be the draft/approved minutes.   The verbal report covers these 4 items.1. Oversight of Strategic Direction
2. Scrutiny of Quarterly KPIs
3. Consideration of relevant corporate risks
4. Noting of changes to the internal control environment.

The Chair of the ARAC commended Management on the high levels of assurance received from IA in relation to the robustness of the College internal control environment.The Chair of the CQE Committee advised the Governing Body that the last CQE Meeting contained much ample and reassuring evidence of the College’s success in moving key strategic priorities forward including a presentation from the CAMs team in the Department of Health, Wellbeing and Inclusion; the Education and Training Inspectorate’s (ETI’s) report on our WCQIP/Quality work and our College’s creative outworking of the Traineeship model. A recent tour of our Springvale/E3 campus allowed Governors to see at first hand the work and learning taking place across our Digital, Media and Creative Departments. In relation to the Quarterly KPIs relevant to CQE the outturn figures for enrolment are positive including for H.E. MaSN. We noted that Belfast Met’s involvement in the upcoming UCAS Pilot from September ’25 offered potential benefits in raising our H.E. profile and offerings within the post 18 cadre. In terms of Corporate Risks, we noted the College’s Traineeship model particularly its nuanced endeavours to improve on Sector wide approaches. We noted that ETI’s impending review of same in Autumn 2024. The Chair of the HR Committee advised the Governing Body on the key issues considered by the Committee in relation to HR capability and the issues now facing staff and management as the College moves through the next phase of restructuring. The Governing Body sought further information on the nature of informal wellbeing interventions and empowerment supports that Management have put in place.The Chair of Resources Committee advised the Governing Body on the current financial status of the College and the implications for the next phase of restructuring and service delivery through 2024/25, and thanked Janis Leaden for the invaluable insight into service provision that was provided to the Resources Committee at the last meeting. Management provided a summary on the interlinked financial and HR control environment which is in place.The Governing Body:* **adopted** the minutes of the Cycle 2 Committee meetings approved during Governance Programme 2023/24 Cycle 3 (up to date of this meeting);
* **approved** publication of the approved minutes on the College website, to be actioned by the Secretary; and,
* **noted** the information provided by the Committee Chairs in relation to the issues scrutinized at the Governance Programme 2023/24 Cycle 3 ended 20 March 2024.
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| **GB78 23/24****Any Other Business** | None advised at the meeting. |
| **GB79 23/24****Meeting Feedback**  | Governing Body members **advised** the Chair that the conduct of the meeting provided evidence of meeting the responsibilities set out in Sections 9, 10 and 12 of the Governing Body Standing Orders V5 **GB81a 21/22 22 June 2022** and the Governing Body’s commitments as set out at **GB68 23/24** above.  |
| **GB80 23/24****Date of Next Meeting** | **Governance Programme 2023/24 Cycle 3:** The **next** meeting of the Governing Body in 2023/24 will be held **at 2.30pm on Wednesday 1 May 2024** in the Titanic Quarter Boardroom and via MS Teams (**GB89 22/23** refers).**Governance Programme 2023/24 Cycle 4:** The **sixth** meeting of the Governing Body in 2023/24 will be held **at 2.30pm on Wednesday 26 June 2024** in the Titanic Quarter Boardroom and via MS Teams (**GB89 22/23** refers).**Governance Programme 2024/25 Cycle 1:** The **first**meeting of the Governing Body in 2024/25 will be held at 2.30pm on **Wednesday 18 September 2024** in the Titanic Quarter Boardroom and via MS Teams.The Secretary will diarise these governance meetings in colleagues’ Belfast Met accounts during March 2024.**Meeting finished around 4.25pm.** |
| **GB81 23/24** **CLOSED SESSION** | **BIP Governors and P&CE only** |

**Michele Corkey**

**Temporary Chair of Belfast Metropolitan College**

**Governing Body**

**Signature**  **Date**