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| **Belfast Metropolitan College Governing Body 1.00pm Wednesday 21 September 2022 in Corick House Hotel Minutes FINAL approved 16 November 2022** |
| **Governing Body Members:** Frank Bryan (Chair); Kathleen O’Hare (Vice-Chair) Catherine Burns; Kate Burns;Kay Collins; Jim McCall; Kathleen O’Hare; Sam Snodden; Brian Wilson; Janis Leaden; Nikita Brijpaul; Lauren McAteer, Yvonne Murphy, Tai Campbell, Louise Warde Hunter, Principal and Chief Executive (P&CE).**Management:** Joy Kettyle, Director of Curriculum, Innovation and Excellence (DCIE)**,** Gillian Magee, Director of People and Place (DPP); Aidan Sloane, Director of Corporate Services (DCS); Damian Duffy, Director of Partnerships and Sustainability (DPS); Michelle Devlin, Assistant Director of Curriculum (ADC).**Observer**: Áine O’Keeffe, Boardroom Apprentice 2022/23**Clerk to the Governing Body:** Gerry Crossan |
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| **GB03 22/23****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:**  Apologies received from Seamus Dawson and Seamus McGoran as at date of the meeting.**Welcome**: The Chair welcomed Tai Campbell, Student Governor 2022/23 and Áine O’Keeffe, Boardroom Apprentice 2022/23 to the meeting.**Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest 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** were advised.**AOB:** None notified at the meeting**.****Leadership Culture:** Chair **noted** our commitment to brave leadership, meaningful dialogue; simpler governance; and engaging in the right spirit. (**GB14 22/23** below refers) |
| **GB04 22/23****Minutes of the meeting held on 22 June 2022 – DRAFT (PROPOSED FINAL) dated 6 September 2022** The Governing Body to **approve** the **DRAFT (PROPOSED FINAL)** minutes of the meeting held on 22 June 2022. |

| **Agenda item** | **Detail** |
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| **GB05 22/23****Chair** | **Matters arising from the minutes of the meeting held 22 June 2022** **GB50a/b 20/21** **Estate Strategy 2022-2032 / Castlereagh Feasibility Study** – Last considered **RC10 21/22 15 September 2021**: update Management advised the Governing Body of the current status of the action under the Estate Strategy 2022/23. |
| **GB06 22/23****Clerk** | **Governance Information and Guidance**1. DfE Returns Timetable for the year 1 August 2022 to 31 July 2023 (attached) – last considered **CQE04a 21/22 7 September 2022**/**RC04 22/23 14 September 2022**); and,
2. Safeguarding Policy 2022/23 – last considered **GB86 21/22 22 June 2022:** Letter D Broadhurst DfE to L Warde Hunter 12 September 2022 to be noted by the Governing Body and to be remitted to the Human Resources Committee on 4 October 2022 for consideration;DfE Partner Organisation Assurance Statement April to September 2022.

The Governing Body **noted** :* the issue of this governance information and guidance and the Management and governance actions arising from it; and,
* the submission of the DfE Partner Organisation Assurance Statement April to September 2022.
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| **GB07 22/23****Chair** | **Chair’s Business**1. DfE update
* ALB Partnership Agreement Task & Finish Group has been set up by DfE with FE Sector representation;
* FE Delivery Model review – phase 1 update;
* next meeting of cross-DfE FE Sector Collaboration workshop will take place on 19 October 2022;
* maintaining Governing Body capability over the significant governor turnover scheduled for 1 August 2023.
1. Recruitment of a Co-Opted Member of the Governing Body – recruitment likely to begin in November 2022;
2. Appointment of Committee and Trust Vice-Chairs: L McAteer, Vice-Chair of Human Resources Committee; Y Murphy, Vice-Chair of Belfast Met Charitable Trust; S McGoran, Vice-Chair of ARAC.

The Governing Body **noted** the action taken and information provided by the Chair. |
| **GB08 22/23****P&CE** | **P&CE Report September 2022**1. Report of the P&CE 21 September 2022; and
2. College Performance Dashboard Q4 2021/22 (to 30 August 2022).

The P&CE advised the Governing Body on:* the key issues in these reports which formed the basis for the discussions at **GB01 22/23** and **GB02 22/23;**
* Belfast Met representation on FE sectoral bodies.

Governing Body **noted** the information provided by and the action taken by the P&CE. |
| **GB09 22/23****DCS** | **Financial Report**The DCS briefed the Governing Body on:1. Financial Report to end August 2022;
2. Budget 2022/23 reforecast;
3. Annual Report and Financial Statements 2021/22 DRAFTV1 14 September 2022 – Briefing Note

Management advised the Governing Body on the key results for 2021/22, the audit programme and governance pathway for the Annual Report and Financial Statements 2021/22 and the 2022/23 Opening Allocation from DfE.The Governing Body **noted** the information provided by and the action taken by Management and thanked the Finance Team and the ARAC for their work on this issue. |
| **GB10 22/23****P&CE**  | **Belfast Metropolitan College Strategic Plan 2021-2024**The Governing Body **noted** the presentation of a Progress Report against the Strategic Plan 2021-2024 by the Executive Leadership Team at **GB01 22/23 20 September 2022** and **GB02 22/23 21 September 2022**. |
| **GB11A 22/23****Committee Chairs****[BMC Trust & SEV Ltd business is considered by exception]** | **Governance Programme 2022/23** 1. The Clerk’s Report set out the Governance Programme 2022/23 Cycle 1 (ends September 2022) Final approved Committee minutes to date;
* **RC02 22/23 Meeting 8 June 2022 Minutes FINAL approved 14 September 2022**;
* **CQE02 22/23 Meeting 29 June 2022 Minutes FINAL approved 7 September 2022**;
* **CQE53 21/22 Meeting 16 March 2022 Minutes FINAL approved 29 June 2022;**
* **AC02 22/23 Meeting 14 June 2022 Minutes DRAFT (PROPOSED FINAL) 6 September 2022**; and,
* **HR02 22/23 Meeting 13 June 2022 Minutes DRAFT (PROPOSED FINAL) 29 August 2022**

The following Governance Programme 2022/23 Cycle 1 meetings have been rescheduled: * **Human Resources Committee 4 October 2022**; and,
* **Audit and Risk Assurance Committee 3 October 2022.**
1. The Committee Chairs **advised** the Governing Body on the key issues and risks considered at the following governance meetings (Governance Programme 2022/23 Cycle 1):
* **Curriculum, Quality and Engagement Committee 7 September 2022**; and,
* **Resources Committee 14 September 2022.**

The Governing Body:* **noted** the Committee minutes and the Chairs’ reports; and
* **adopted** the final approved minutes of the Committee meetings held during Governance Programme 2021/22 Cycle 4 (ended 29 June 2022).
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| **GB11B 22/23****-**  reports (a) to (b) were provided for the Governing Body to note on the understanding that they will be subject to scrutiny at the ARAC Meeting to be held on 3 October 2022;-reports (c) to (f) were taken as read having already informed the deliberations of the Committees of the Governing Body and reflected in reports under **GB11A 22/23**. | **Performance Reporting**1. Q4 21/22 KPI & Risk Management Report (**AC11 22/23 3 October21**);
2. Q4 21/22 Corporate Risk Register (**AC11 22/23 3 Oct 22)**;
3. Q4 21/22 Financial Update and Budget **(RC06 22/23 14 Sep 22)** (see **GB09 22/23** above);
4. Student Performance and Developments (**CQE06 22/23 7 Sep 22**);
5. Non-Core Income and Reforecast Report (**RC07 22/23 14 Sep 22);** and,
6. HE in FE Report **(CQE07 22/23 7 Sep 22).**
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| **GB12 22/23****Chair of the Audit and Risk Assurance Committee** | **Corporate Risk Register Q4 2021/22**To be considered **AC11 22/23 3 October 2022 Corporate Risk Register**The Chair of the Audit and Risk Assurance Committee will make a recommendation to the Governing Body following the ARAC Meeting to be held on 3 October 2022. |
| **GB13 22/23****Any Other Business****Chair** | None advised at the meeting.  |
| **GB14 22/23****Chair and Governing Body members** | **Meeting Feedback** **Leadership Culture**: The Governing Body advised the Chair that the conduct of the three governance meetings (**GB01**, **GB02** and **GB03 22/23**) provided robust evidence of meeting the Governing Body commitments to brave leadership, meaningful dialogue; simpler governance; and engaging in the right spirit. |
| **GB15 22/23****Date of Next Meeting** | **Governance Programme 2022/23 Cycle 2:** The **fourth** and **fifth** meetings of the Governing Body during 2022/23 will be held at:* **3.00pm on Wednesday 16 November 2022** via Microsoft Teams to consider the Annual Report and Financial Statements for 2021/22; (**GB23 21/22 17 November 2021** refers) and,
* **2.30 pm on Wednesday 14 December 2022** in the Titanic Quarter Boardroom. (**GB40 21/22 15 December 2021** refers).

**Governance Programme 2023/24 Cycle 1:** The **first**, **second** and **third** meetings of the Governing Body in 2023/24 will be held **on Tuesday 19 and Wednesday 20 September 2023** at a location to be determined. (**GB91 21 /22 22 June 2022** refers).The Clerk has diarised these governance meetings in colleagues’ Belfast Met Outlook calendars.The meeting ended at 2.30pm**.** |
| **GB16 22/23 Closed Session**  | A closed meeting was held among BIP governors only. |

**Chair of Belfast Metropolitan College Governing Body Frank Bryan**

**Signature Date 16 November 2022**