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| **Belfast Metropolitan College Governing Body**  **3.40pm Wednesday 13 December 2023 in the Board Room, Titanic Quarter Campus or via Teams**  **MINUTES (Approved 7 Feb 24)** |
| **Governing Body Members:** Michele Corkey (Chair); Sam Snodden; Janis Leaden; Lauren McAteer; Yvonne Murphy; Seamus Dawson; Seamus McGoran; Bill Montgomery; Sinead Sharpe; Sheena McKinney; Rose Byrne; Tom Hesketh; Michael McKernan; Maurice Keady; Owen McCaughey; Louise Warde Hunter, Principal and Chief Executive (P&CE).  **Management:** Damian Duffy, Deputy Chief Executive (Curriculum & Partnerships) (DCE); Aidan Sloane, Chief Operating Officer (COO); Mary Donnelly, Project Director Redundancy Programme; Pat O’Neill, Project Director Castlereagh Campus Consultation.    **Chief Executive’s Support Manager on behalf of Clerk:** Andrea Browne |
| **GB39 23/24 Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**  The Chair thanked Sam Snodden for his 8 years with the Governing Body as his term of office came to an end today. His range of experience, dedication and support to the College, Governors and staff was very much appreciated by everyone.  **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, Aidan Sloane  **Welcome:** The Chair welcomedMary Donnelly, Redundancy Programme and Pat Donnelly, Castlereagh Campus Consultation. P&CE’s email on 27 Nov 23 to Governors outlined the College uses consultants for skills and expertise.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest were reported 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.  **Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords for 2023/24 (**GB02d 22/23 21 September 2022** refers):  To offer ***Creative*** ***Challenge*** through ***Courageous*** & ***Candid*** conversations. (**GB28 23/24 Meeting Feedback** below refers). |

| **Minutes** | **Detail** |
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| **GB40 23/24**  **Previous Minutes** | **Minutes of the meeting held on 15 November 2023 (DRAFT)**  The Governing Body **approved** the draft minutes of the meeting held on 15 November 2023 with one typo amended on page 2. |
| **GB41 23/24**  **Matters Arising** | **Matters arising from the minutes of the meeting held 15 November 2023**  Any matters arising are on the agenda of this governance meeting. |
| **GB42 23/24**  **Governance Matters** | **Governance Information and Guidance**   1. DAO (DoF) 04/23 - Managing Public Money NI: 2023 update - from Stuart Stevenson, Treasury Officer of Accounts, 15 Nov 2023   The Governing Body **noted** the issue of this governance information and guidance and the Management and governance actions arising from it. |
| **GB43 23/24** | **Chair’s Business**  Noted the appointment of Ian Snowden, DfE Temporary Permanent Secretary.  DfE Audit & Risk training took place online yesterday was informative but lacking interaction and engagement.  Louise Watson, DfE has been asked for clarity on replacement of the soon to be vacant governor post.  All Governors were asked to support HR Dept colleagues when asked for availability for HR panels. Employee relations and HR cases are increasing. All Governors support this area, not only the HR Committee. Remuneration can be claimed. Training will be arranged for those who feel they do not have the expertise. Concern is that the College is at risk of not meeting obligations of our own policies.  Congratulation to ELT and the staff for the excellent HE Graduation ceremony. Reflective of the tremendous work that goes on across the college.  Thanked everyone that attended the event for Frank Bryan. He was very appreciative.  The meeting of the OU Institutional approval was noted. The teamwork was tangible in the room. Asked that congratulations are passed onto the team.  The Governing Body **noted** the information provided by the Chair. |
| **GB44 23/24** | **Principal & Chief Executive’s Update**   1. Report of the P&CE 6 December 2023   P&CE outlined the key issues included the revalidation by the Open University, and our continuing work around the two key consultations on Castlereagh Campus and the sector Redundancy Programme, all of which are referenced in the report.  In response to a query about the Student Union space the P&CE noted that the Head of Learner Success and Assistant Director of Curriculum are taking forward meetings with student reps to seek effective ways of working in collaboration to open to SU spaces. The student governor highlighted that closure this year has had an impact on the student body. Many students don’t have anywhere to go between classes, and they are displaced to other areas which can be disruptive for others i.e. library.  The Governing Body **noted** the action taken and information provided by the Principal & Chief Executive.   1. Fees and Charges Policy 2024/25   P&CE reported that the Governing Body receives an annual review of the fees. This is a standard process, DfE provide guidance, ELT scrutinise the charges considering the prevailing environment. Only change to the Policy are the charges in Appendix 1 with the proposed 5% increase.  The Governing Body considered and discussed the proposed increase.  The Governing Body **noted** the information provided by the Principal & Chief Executive and **approved** the fee increase. |
| **GB45 23/24**  **Annual Report and Financial Statements 2022/23** | **Draft Annual Report and Financial Statements 2022/23**  The Chair of Audit & Risk Assurance Committee reported on the meeting on 11 December 2023  a)  Briefing Note. Please note the figures have not changed since the September meeting.  b)  Draft Annual Report and Financial Statements 2022/23.  c)  Draft NIAO Report to those charged with Governance 2022/23.  The Briefing Note has not changed since September and there have been no changes to the accounts. There have been a few narrative changes to the Annual Report.  There are a couple of recommendations. One Priority 2 Finding around the timely completion of Declaration of Conflict of Interest forms. An update was provided on sourcing the 3 missing forms. Audit Office said they would review the recommendation.  Staff should be praised for the excellent audit report.  Audit & Risk Committee and Resources Committee Chairs confirmed the Committees are content and recommended approval.  Continues to be a frustration that completion of the audit by NIAO is very last minute each year.  The Governing Body **approved** Annual Report and Financial Statements 2022/23. |
| **GB46 23/24** | **College Development Plan 2023/24 Draft**  P&CE reported on the excellent work by DCE for the sector to develop the new format. P&CE has written to Louise Watson, DfE to request a post-Christmas date for delivery of the Plan, in light of other key priorities. Requires the additional time to ensure full due diligence and final session with ELT before sharing with GB and submission to DfE.  Working towards sharing the CDP document to Governing Body pre-Christmas for consideration. Depending on comments will then consider if a GB meeting is required.  Presentation from CQE Committee meeting and the commissioning memo will be shared.  The Governing Body **noted** the information provided by and the action taken by Management. |
| **GB47 23/24**  **Committee Reports**  **[BMC Trust & SEV Ltd business is considered by exception]** | **Governance Programme 2023/24**   1. Governance Programme 2023/24 Cycle 1 & 2 Committee minutes to date;  * RC17 23/24 Meeting 8 November 2023 Minutes (Draft v25 Nov 23) * CQE01 23/24 Meeting 6 Sept 2023 Minutes (Approved) * CQE14 23/24 Meeting 6 Dec 2023 Minutes (draft to follow) * AC01 23/24 Meeting 18 Sept 2023 Minutes (Approved) * AC16 23/24 Meeting 13 Nov 2023 Minutes (draft to follow) * HR02 23/24 Meeting 11 September 2023 Minutes (approved) * HR12 23/24 Meeting 4 Dec 2023 Minutes (Draft v6 Dec 23)  1. The Chair of CQE gave an update of the 6 December which include a deep dive into the methodology of the curriculum. He reported on:  * CQE24 23/24 Whole College Quality Improvement Plan   Impressed by the methodology and available data. The narrative through self-evaluation has been collaborated by ETI inspection activity. Very good grade. Immensely re-assured on the continuous journey towards excellence and the college is candid, courageous, open and transparent. The CQE Committee recommend approval of the WCQIP.  The Governing Body:   * **Noted** the Committee minutes and the Chairs’ reports; and, * **Agreed** to adoptthe final approved minutes of the Committee meetings * **Approved** the Whole College Quality Improvement Plan. The Chair will sign the appropriate Appendices. |
| **GB48 23/24** | **Performance Reporting**   1. Student Performance and Developments – *CQE20 23/24*   The report to CQE was noted. The DCE reported that an area of interest this year is around retention and a working group will be investigating the reasons why student leave before completing their course.  The Governing Body **noted** the information provided by and the action taken by Management. |
| **GB49 23/24**  **Any Other Business** | None. |
| **GB50 23/24**  **Meeting Feedback** | **Meeting Feedback**  **Leadership Culture:** Governing Body members advised the Chair that the conduct of meeting provided evidence the Governing Body’s commitments. |
| **GB51 23/24**  **Date of Next Meeting** | **Governance Programme 2023/24 Cycle 3:** The next meeting of the Governing Body during 2023/24 will be held at:  2.30 pm on Wednesday 7 February 2024 in the Millfield Campus Boardroom.  2.30 pm on Wednesday 20 March 2024 in the Titanic Quarter campus Boardroom.  The Governing Body **noted** they may be called upon if needed for meetings outside of the schedule.  4.40pm Meeting closed. |

**Michele Corkey**

**Temporary Chair of Belfast Metropolitan College**

**Governing Body**

**Signature Date: 7 February 2024**