

**Belfast Metropolitan College Governing Body 2.30pm Wednesday 22 June 2022 at Titanic Quarter Boardroom  
Minutes FINAL APPROVED 21 September 2022**

**Governing Body Members:** Frank Bryan (Chair); Kathleen O’Hare (Vice-Chair); Kate Burns; Kay Collins; Jim McCall; Sam Snodden; Seamus Dawson; Brian Wilson; Janis Leaden; Nikita Brijpaul; Yvonne Murphy, Lauren McAteer, Louise Warde Hunter, Principal and Chief Executive (P&CE).

**Management:** Joy Kettle, Director of Curriculum, Innovation and Excellence (DCIE); Gillian Magee, Director of People and Place (DPP); Aidan Sloan, Director of Corporate Services (DCS); Michelle Devlin, Assistant Director of Curriculum (ADC); David McDowell, Head of Learner Success (HLS); Nuala Boyle, Head of Student Support (HSS) (Agenda Item **GB84 21/22** only)

**Clerk to the Governing Body:** Gerry Crossan

**GB78 21/22**

**Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**

**Quorum:** The meeting quorate under the terms of Paragraph 3B of the Terms of Reference for the Governing Body dated November 2017 (3 Governors).

**Apologies:** Apologies received from Damian Duffy, Catherine Burns and Seamus McGoran as at the date of the meeting. The Chair advised that he had passed the condolences of the Governing Body to Seamus.

**Welcome:** The Chair welcomed to the meeting:

- David McDowell, Head of Learner Success;
- Nuala Boyle, Head of Student Support; and
- Joy Kettle, Director of Curriculum, Innovation and Assurance.

The Chair congratulated Aidan Sloane on his appointment as Director of Corporate Services.

**Conflicts of Interest:** No **perceived, potential or actual** conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 were advised.

**AOB:** None notified as at date of the meeting.

**Leadership Culture:** Chair noted our commitment to:

- brave leadership and meaningful dialogue;
- simpler governance; and,
- engaging in the right spirit (see **GB90 21/22** below)

Belfast Metropolitan College Governing Body

Agenda item	Detail
<p><b>GB79 21/22</b> <b>Minutes of Previous meetings</b></p>	<p>The Clerk provided the following governance records:</p> <p>(a) <b>GB79a 21/22 Meeting 23 March 2022 Minutes DRAFT (PROPOSED FINAL) 25 May 2022</b>; and,            (b) <b>GB79b 21/22 Meeting 4 May 2022 Minutes DRAFT (PROPOSED FINAL) 9 June 2022</b>.</p> <p>The Governing Body <b>approved</b> the <b>Draft (Proposed Final)</b> minutes of the meetings held on 23 March 2022 and 4 May 2022 unamended.</p>
<p><b>GB80 21/22</b> <b>Matters Arising</b></p>	<p><b>Matters arising from the minutes of the Governing Body meetings held on 23 March 2022 and 4 May 2022</b></p> <p>All matters arising from the Governing Body meetings held on 23 March and 4 May 2022 are on the agenda of this meeting.</p>
<p><b>GB81 21/22</b> <b>Governance Information and Guidance</b></p>	<p><b>GB81 21/22</b> <b>Governance Information and Guidance</b></p> <p>(a) <u>Governance Manual: Review of Standing Orders and Committee Terms of Reference</u> – Last considered at Chair’s Group on 27 April 2022: revised Standing Orders and TORs issued under cover of email G Crossan to Governing Body 15 June 2022</p> <p>(b) <u>Governance Programme 2022/23</u> – all Governance Meetings up to September 2023 will be diarised in colleagues’ Outlook Calendars. The Clerk issued the meetings timetable for 2022/23 on 26 May 2022;</p> <p>(c) <u>Declaration of Interests 2021/22</u> – The Clerk issued Declaration Forms to all Governing Body members on 7 June 2022 for completion, signature and return to Clerk at this meeting.</p> <p>(d) <u>DfE Evaluation of Governor Remuneration</u> – online survey in early May 2022 with invite issuing to all Governing Body members from DfE;</p> <p>(e) <u>LIBOR Authority Consent PPP Titanic Quarter</u> – signed by Chair on 27 May 2022;</p> <p>(f) <a href="https://www.niauditoffice.gov.uk">Board Effectiveness: A Good Practice Guide (June 2022) Northern Ireland Audit Office (www.niauditoffice.gov.uk)</a></p> <p>The Governing Body:</p> <ul style="list-style-type: none"> <li>• <b>approved</b> the proposed changes to the Governing Body Standing Orders and Committee Terms of Reference: and</li> </ul>

## Belfast Metropolitan College Governing Body

Agenda item	Detail
	<ul style="list-style-type: none"> <li>• <b>noted</b> remaining governance information, including NIAO Board Effectiveness Guidance issued on 22 June 2022.</li> </ul>
<b>GB82 21/22</b> <b>Chair's Business</b>	<p><b>GB82 21/22</b>  <b>Chair's Business</b></p> <p>The Chair advised the Governing Body on the following issues:</p> <ol style="list-style-type: none"> <li>(a) Launch of the 14-19 Strategy and the efforts of the P&amp;CE in representing the FE Sector in the development of the strategy across 2 NICS Departments;</li> <li>(b) Risk Register Workshop for governors delivered by RSMUK on 10 May 2022;</li> <li>(c) Chair and P&amp;CE have met with the Chair and Chief Executive of the Education Authority;</li> <li>(d) Belfast Metropolitan College has been included Innovation City Belfast Partnership, which recognises the fundamental role that the College has and continues to play under the City Deal banner;</li> <li>(e) the recent discussions with the Sponsoring Department and Executive Office in relation to the development of Partnership Agreements;</li> <li>(f) Workshop between DfE FE delivery teams and NI College Chairs and P&amp;CEs;</li> <li>(g) Governors' Performance Appraisals 2021/22 – a small number of meetings will be rescheduled;</li> <li>(h) Belfast Met Boxing Academy Dinner;</li> <li>(i) Appointment of Student Governor 2021/22 (part) and 2022/23.- Tai Campbell;</li> <li>(j) Boardroom Apprentice 2022/23 – Orla McKeating (advised on 7 June 2022); and,</li> <li>(k) Resignation of Governing Body member.</li> </ol> <p>The Governing Body</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the information advised by the Chair; and</li> <li>• <b>endorsed</b> the appointment of Tai Campbell as the Student Governor 2021/22 (part) and 2022/23 and the appointment of Orla McKeating as the Boardroom Apprentice 2022/23.</li> </ul>
<b>GB83 21/22</b> <b>Report of the Principal and Chief Executive</b>	<p><b>P&amp;CE Report to Governing Body</b></p> <ol style="list-style-type: none"> <li>(a) P&amp;CE Report to Governing Body June 2022 – the P&amp;CE advised the Governing Body on the key elements in relation to             <ul style="list-style-type: none"> <li>• Employer of Choice/Employee Engagement; and,</li> <li>• the process supporting College Development Plans 2022/23 across the FE Sector including key funding assumptions and governance pathways.</li> </ul> </li> </ol>

**Belfast Metropolitan College Governing Body**

Agenda item	Detail
	<p>(b) Belfast Metropolitan College Dashboard up to end April 2022.</p> <p>The Governing Body <b>noted</b> the information provided by and the action taken by Management</p>
<p><b>GB84 21/22</b> <b>Safeguarding, Student Care and Welfare</b></p>	<p><b>Safeguarding, Student Care and Welfare 2021/22</b></p> <p>Jim McCall, the Safeguarding Governor, introduced the presentation and highlighted the key Management and independent assurances on which the Governing Body can place reliance.</p> <p>Nuala Boyle, Head of Student Support, advised the Governing Body on:</p> <ul style="list-style-type: none"> <li>• examples of issues that the Safeguarding, Care and Wellbeing team and staff across the College deal with and how they have been dealt with successfully;</li> <li>• the key internal processes in the College; and,</li> <li>• the key elements of the College’s safeguarding, care and wellbeing capability which are in place;</li> <li>• the elements which have recognised as being current best practice by the ETI and NIACRO;</li> <li>• the evidence-base of the assurance provided by Management in relation to the College meeting statutory and best practice standards in relation to safeguarding, care and wellbeing;</li> <li>• no critical incidents have occurred in the College in 2021/22;</li> <li>• the range of barriers that may affect student access and inclusive learning;</li> <li>• all staff in the Inclusive Learning Team have received Designated Safeguarding and Adult Safeguarding training;</li> <li>• Belfast Met is the College of Choice for SEN learners;</li> <li>• the gifting of refurbished laptops over 2020/21, 2021/22 and into 2022/23 – supported by the ICT Team;</li> <li>• the impact of COVID response to the capacity of teams and the personal resilience of members of staff; and</li> <li>• the intensive nature of legal compliance standards and risk management on Student Support and teaching staff and the support that Student Support provide to teaching staff to build and maintain resilience.</li> </ul> <p>Janis Leaden, Staff Governor (Teaching), and Nik Brijpaul, Staff Governor (Support), advised the Governing Body that the numbers of students presenting with stress issues was high and the support received from Student Support to staff and to students. was high quality and effective.</p>

## Belfast Metropolitan College Governing Body

Agenda item	Detail
	<p>The Governing Body discussed how the Governing Body could effectively fulfil its governance responsibilities in the light of the increasing demand for services and the anticipated funding constraints.</p> <p>The P&amp;CE advised the Governing Body on the partnership working framework that Management use to underpin service delivery and risk management action in relation to Safeguarding, Care and Wellbeing.</p> <p>Jim McCall, Safeguarding Governor, asked the Governing Body to note that there were no Serious Adverse Incidents (Black Book incidents) and that he would be signing off that document for 2021/22 on the basis of the report today from Management.</p> <p>The Governing Body:</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the information provided by Management and clarification of assurances to the Governing Body;</li> <li>• <b>thanked</b> Nuala Boyle for the comprehensive presentation. and clarification of assurances; and,</li> <li>• <b>noted</b> that the Safeguarding Governor has signed Black Book for the period 2021/22.</li> </ul>
<p><b>GB85 21/22</b> <b>Finance Reporting</b></p> <p>- these reports will be taken as read having already informed the deliberations of the Committees of the Governing Body and reflected in reports under <b>GB86 21/22</b> and <b>GB87 21/22</b> below.</p>	<p><b>Finance Report Q3 2021/22, Budget 2021/22 Reforecast and Draft Budget 2022/23</b></p> <p>(a) Financial Report to end April 2022 - last considered <b>RC48 21/22 8 June 2022</b>; and,</p> <p>(b) Budget reforecast 2021/22 – last considered <b>RC48 21/22 8 June 2022</b>; and,</p> <p>(c) Draft Budget 2022/23 last considered <b>RC48 21/22 8 June 2022</b>;</p> <p>The Governing Body:</p> <ul style="list-style-type: none"> <li>• <b>noted</b> year-end budget forecast;</li> <li>• provisionally <b>approved</b> the Draft Budget 2022/23; and</li> <li>• <b>supported</b> ELT in continuing their negotiations with DfE.</li> </ul>
<p><b>GB86 21/22</b> <b>Performance Reporting</b></p> <p>- these reports will be taken as read having already informed the deliberations of the Committees of the Governing Body and reflected in reports under <b>GB87 21/22</b>.</p>	<p><b>Performance Reporting Q3 2021/22</b></p> <p>(a) Core Curriculum Update (<b>CQE46 21/22 and CQE47 21/22 16 March 2022</b> and Management update June 2022);</p> <p>(b) Non-Core Income and Reforecast Report (<b>RC42 21/22 8 June 2022</b>);</p> <p>(c) HR Metrics (<b>HR 21/22 13 June 2022</b>).</p>

**Belfast Metropolitan College Governing Body**

Agenda item	Detail
	<p>These reports were taken as read without need for specific discussion having previously been scrutinised by the relevant subcommittees.</p> <p>The Governing Body <b>noted</b> the information provided by Management.</p>
<p><b>GB87 21/22</b> <b>Governance Programme 2021/22</b></p> <p>- these reports were taken as read having already informed the deliberations of the Committees of the Governing Body and reflected in reports under <b>GB86 21/22</b>.</p>	<p><b>Governance Programme 2021/22</b></p> <p>(a) Clerk’s Report – Governance Programme 2021/22 Cycle 3 (ends May 2022) Final approved Committee minutes; and</p> <p>(b) The Committee Chairs advised the Governing Body on the key issues considered at the following governance meetings (Governance Programme 2021/22 Cycle 4):</p> <ul style="list-style-type: none"> <li>• <b>Curriculum, Quality and Engagement Committee 16 March 2022 (including Management Update June 2022);</b></li> <li>• <b>Resources Committee 8 June 2022;</b></li> <li>• <b>Human Resources Committee 13 June 2022;</b> and</li> <li>• <b>Audit and Risk Assurance Committee 14 June 2022</b></li> </ul> <p>The Chair of CQE asked Michelle Devlin to update the Governing Body on the key curriculum issues and risks in the last quarter and the actions being planned up to September 2022.</p> <p>The Governing Body:</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the Committee minutes and the Chairs’ reports; and</li> <li>• <b>adopted</b> the final approved minutes of the Committee meetings held during Governance Programme 2021/22 Cycle 3 (ended 31 March 2022).</li> </ul>
<p><b>GB88 21/22</b> <b>Corporate Risk Register</b></p>	<p><b>Corporate Risk Register Q3 2021/22</b></p> <p>Last considered <b>AC54b 21/22 14 June 2022 Corporate Risk Register</b></p> <p>The Chair of the Audit and Risk Assurance Committee advised the Governing Body that the ARAC agreed to recommend the Corporate Risk Register Q3 2021/22, as presented, to the Governing Body at the meeting on 22 June 2022.</p> <p>The Governing Body <b>adopted</b> the Corporate Risk Register Q3 2021/22.</p>
<p><b>GB89 21/22</b> <b>Any Other Business</b></p>	<p><b>Any Other Business</b></p> <p>None advised at the meeting.</p>

**Belfast Metropolitan College Governing Body**

<b>Agenda item</b>	<b>Detail</b>
<b>GB90 21/22</b> <b>Leadership culture</b>	<b>Leadership Culture - Meeting Feedback</b>  <b>Leadership Culture:</b> Governing Body members advised the Chair that they felt that the conduct of the meeting provided evidence of the Governing Body’s commitments. (GB78 21/22 above refers)
<b>GB91 21/22</b> <b>Date of Next Meeting</b>	<b>GB91 21/22</b> <b>Date of Next Meeting</b> <b>Governance Programme 2022/23 Cycle 1:</b> The next meeting of the Governing Body will be held at <b>1.30 pm on Wednesday 21 September 2022</b> at a venue to be confirmed. This meeting is in participant’s Outlook calendars.  <b>Governance Programme 2022/23 Cycle 4:</b> The ninth meeting of the Governing Body in 2022/23 will be held at <b>2.30 pm on Wednesday 21 June 2023</b> in the Titanic Quarter Boardroom. The Clerk will diarise this meeting in colleagues’ Belfast Met Outlook calendars during June 2022.  <b>Governance Programme 2023/24 Cycle 1:</b> The first meeting of the Governing Body in 2023/24 will be held at <b>1.30 pm on Wednesday 20 September 2023</b> at a venue to be confirmed. This meeting is in participant’s Outlook calendars.  The Chair thanked all members of the Governing Body and Management for their support and contribution throughout the year and wished everyone a good summer.  <b>The meeting ended at 4.50pm.</b>
<b>GB92 21/22</b> <b>CLOSED SESSION</b>	<b>Closed Session – BIP Governors only</b>

**Chair of Belfast Metropolitan College Governing Body**

**F Bryan**



**Signature**

**Date 21 September 2022**