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| **Belfast Metropolitan College Governing Body**  **2.30pm on Tuesday 25 June 2024 in the Titanic Quarter Boardroom and via MS Teams**  **Minutes (Approved 18 September 2024)** |
| **Governing Body Members:** Michele Corkey (Chair); Seamus McGoran (Vice-Chair); Seamus Dawson; Lauren McAteer; Tom Hesketh; Yvonne Murphy, Bill Montgomery; Janis Leaden; Owen McCaughey; Michael Mearns; Sinéad 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) (DCE); Aidan Sloane, Chief Operating Officer (COO)  **Interim Secretary to the Governing Body:** Colin Lewis  **Directorate Manager and Aide to the Governing Body:** Andrea Browne |
| **GB109 23/24**  **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**  **The meeting today is Chaired by Seamus McGoran.**    **Quorum**: The meeting is confirmed as 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 fromSinéad Sharpe, Michele Corkey, Lauren McAteer, Seamus Dawson, Owen McCaughey (not attended)  **Welcome**: To Michael Mearns, Support Staff Governor to his first full Governing Body meeting.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest 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:** Vice Chair for Committees notified to the Chair.  **Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords for 2022/23 (**GB02d 22/23 21 September 2022** refers):  To offer ***Creative*** ***Challenge*** through ***Courageous*** & ***Candid*** conversations. (**GB120 23/24 Meeting Feedback** below refers) |
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| **Agenda item** | **Detail** |
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| **GB110 23/24**  **Minutes of the meeting held on 1 May 2024** | The Governing Body:   * **approved** the **DRAFT (PROPOSED FINAL)** minutes of the Governing Body meeting held on 1 May 2024 * approved minutes are published on the College website, to be actioned by the Secretary. |
| **GB111 23/24**  **Matters arising from the minutes of the meeting held on 20 March 2024** | Any matters arising are on the agenda of this governance meeting. |
| **GB112 23/24**  **Governance Information and Guidance** | 1. Election to the UK Parliament - guidance on conduct for civil servants and special advisers in the Northern Ireland devolved administration.   **For information only**. The guidance is not applicable to the conduct of business of the college.   1. Following a recent meeting of the DfE’s Senior Leaders Forum it was agreed to issue DAO (DoF) 08/21, below, to the Chairs of Partnership Organisations for information. - [DAO (DoF) 08/21 - Delegated Limits/requirements for DoF approval (finance-ni.gov.uk)](https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodof0821v2.pdf)   The Governing Body **noted** the issue of this governance information and guidance and the Management and governance actions arising from it. |
| **GB113 23/24**  **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022** | None advised. |
| **GB114 23/24**  **Chair’s Business** | 1. Update on Governance Documents to Reflect Introduction of Partnership Agreements  * Amended Articles of Government   **Noted and Agreed**.   * Governing Body Code of Conduct Update   **Noted**. A draft Code of Conduct will be brought forward for consideration at the next Governing Body meeting.   1. RSM Internal Audit Report – Corporate Governance      * Satisfactory Assurance assessment rating achieved.   The report was received after the last ARAC meeting and therefore was brought to the Governing Body meeting without its consideration.  **Noted**. The seven Low Priority recommendations will be actioned by Management and overseen by ARAC.  *2.40 pm Rose Byrne joined the meeting.*  The Interim Secretary to the Governing Body outlined the work planned with the Chair over the summer around governance infrastructure and process. This will principally entail drafting a Code of Conduct as required in the Partnership Agreement and a review of the various Committee Terms of Reference and Governing Body Standing Orders.  The Governing Body **approved** the amended Articles of Government as notified by DfE for the Chair to sign and return to DfE.  The Governing Body **noted** the action taken and information provided by the Chair. |
| **GB115 23/24**  **Report of the Principal and Chief Executive** | 1. Report of the Principal and Chief Executive June 2024   P&CE highlighted the content of her final report that includes a deeper insight into work in the School of Academic and Continuing Education.  P&CE gave an update on the structure changes. Fiona Dempsey, Head of Belfast Business School has been successful in internal competition for the Interim Director of Curriculum and Learner Success role and will take up post on 1 August.  Siobhan Lyons will also start as Director of Development and Partnerships on 1 August. The Director of People and Organisational Development will be externally advertised and the P&CE will work with Lauren McAteer as Chair of the HR Committee on that process.  2024 Learner Satisfaction Survey: Headline Findings were noted. A benchmarking comparison requested from the previous survey was requested.  The use of AI in the College was raised. The COO noted that under the Digital by Design corporate objective there is a work stream looking at AI and can update CQE Committee in September.  The number of responses to the employers’ survey was discussed and how to improve the returns. Input from Governors was also suggested for next year.  Members also discussed how to increase student survey completions. DCE outlined interventions that have taken place. Analysis will be carried out on what groups are responding. COO will follow up with R Byrne on benchmarking and a fuller analysis will be brought back to Governing Body in September.  The College’s work with the NI Prison Service was discussed and reflected that the model in NI and how delivery is different in England.  The Chair thanked the P&CE for her report and there was a presentation to mark the occasion of her last meeting.  The Governing Body **noted** the information provided by and the action taken by the P&CE |
| **G116 23/24**  **Corporate Risk Register Q3 23/24** | Last considered GB89 23/24 1 May 2024   1. Q3 23/24 Corporate Risk Register Report (**AC67 23/24 11 June 2024)**   It was noted that there have been no Risk changes. As updated at ARAC, the wording of Risk No 7 has been updated remove the reference to 10x strategy.  DCE noted FE is waiting for confirmation on the detail of what the Minister’s 4 key objectives in the Economic Mission mean: Good Jobs; **Promote** **Regional Balance; Raise** **Productivity; Reduce carbon emissions.**  This was discussed. The Vice-Chair noted that if this was not clearer by next GB meeting will consider if an action is required.  The Governing Body **noted** the update from Management on to the Corporate Risk Register Q2 2023/24 |
| **GB117 23/24**  **Performance Reporting Q3 23/24** | As reported at Committees:   1. Q3 23/24 Financial Update and Budget **(RC53 23/24 5 June 2024)**   COO outlined the headline figures. Recruitment is taking place in a controlled managed and planned environment.  The Chair congratulated everyone involved in achieving the excellent financial outcome.  P&CE outlined recent Principals Group meeting with the Minister.  Budget Allocation 2024/25 letter has now been received from DfE. The COO outlined the content and noted it is more positive that first thought.   1. Non-Core Income and Reforecast Report (**RC54 23/24 5 June 2024)** 2. Admissions and Enrolment Report, Progress against CDP Targets **(CQE47 23/24 4 Jun 2024)**   DCE noted a shortfall in traineeship income was due to ASOS and not having the information available to be able to claim the funding. He was content that the work has taken place and the team are now gathering the necessary information.    The Governing Body **noted** the information provided and action taken by Management. |
| **GB118 23/24**  **Governance Programme 2023/24**  **[BMC Trust & SEV Ltd business is considered by exception]** | 1. There was a verbal update from each Committee for the latest round of meetings on these four areas:  * Oversight of strategic direction * Scrutiny of Quarterly KPIs * Consideration of relevant corporate risks * Noting of changes to the internal control environment * **AC5623/24 Audit and Risk Assurance Committee, 11 June 2024**   Committee Chair noted the risk assessments and audits are giving assurance that there are strong governance controls.   * **RC47 23/23 Resources Committee, 5 June2024**   COO gave the update on behalf of the Chair. KPIs on target and no issues to update.   * **HR10 23/24 Human Resources Committee 10 June 2024**   COO gave the update on behalf of the Chair including the Belfast Met Apprenticeship Programme, KPI key areas around staff headcount, sickness absence levels. Deep dive planned on sickness absence at September’s meeting. No change to the risk from the previous quarter.   * **CQE4123/24 Curriculum, Quality and Resources Committee. 4 June 2024.**   Committee Chair gave an update on presentations at the last meeting around social inclusion and social mobility from the NI Prison Services programme and on ESOL, Essential Skills, GCSE work. Uplifting afternoon. Noted that the whole Governing Body may be interested in receiving the briefings. Reassured the college is taking forward its strategic objectives.  A governor suggested that the Minister would be interested in these types of inputs from inspirational programmes on the front line.   1. Governance Programme 2023/24– Final approved minutes were noted:  * AC57 23/24 Audit and Risk Assurance Committee, 12 March 2024 (Approved 11 June 24) * RC48 23/23 Resources Committee, 6 March 2024 (approved 5 June 24) * HR35 23/24 Human Resources Committee, 11 March 2024 (Approved 10 June 24) * CQE42 23/25 Curriculum, Quality and Resources Committee, 13 May 24 (Approved 4 June 24)   The Governing Body   * **noted** information provided by, or on behalf of, the Committee Chairs. * The approved Committee minutes had been shared with the Governing Body for this meeting and will be published on the College website. |
| **GB119 23/24**  **Any Other Business** | **Vice Chair for Committees**  A governor suggested that Committee Vice-chairs are put in place. The Vice-Chair noted work taking place on TORs by the Interim Secretary and asked him to consider the suggestion in his work with the Chair. |
| **GB120 23/24**  **Meeting Feedback** | **Meeting Feedback**  Governing Body members confirmed that the conduct of this governance meeting provided evidence of the Governing Body’s commitments as set out at **GB109 23/24** above. |
| **GB121 23/24**  **Date of Next Meeting** | **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.  Meeting ended around 4.15 pm. |

**Michele Corkey**

**Temporary Chair of Belfast Metropolitan College Governing Body**

**Signature**  **Date**