



BMC GOVERNING BODY

Date: 6 December 2018
 Time: 4:30pm
 Location: TQ Boardroom

Chair:	Frank Bryan	Officers:	Marie-Therese McGivern (Principal and Chief Executive, P&CE) Damian Duffy (Director of Development, DD) Elaine Hartin (Chief Operating Officer, COO) Jonathan Heggarty (Director of Curriculum, DC) Gillian Magee (Director of People, Policy and Planning, DPPP)
Governors:	Catherine Burns Kate Burns Kay Collins Declan Crummey Gavin Doran Conor Herbert Wendy Langham Jim McCall Maureen Walkingshaw Brian Wilson	Apologies:	Governors John McGrillen, Seamus Dawson, Sam Snodden, Kathleen O'Hare
		Secretary:	Nuala McCrystal

156/17/18	Apologies: Apologies were received from Sam Snodden, Kathleen O'Hare, John McGrillen and Seamus Dawson. The Secretary apologises for the error regarding the time of the meeting. The Chair confirmed the meeting was quorate.	Secretary
157/17/18	Conflicts of Interest The Chair asked for declarations and none were received.	Chair
158/17/18	Minutes Minutes of the Meeting of 28 November 2018 The minutes of the meeting of 28 November 2018 were approved.	Chair
159/17/18	Matters Arising: None	Chair
160/17/18	Chair's Report The Chair noted; <ul style="list-style-type: none"> Working Together posters – The Chair noted the posters and asked that the GB sign them at the end of the meeting. Governor Assessments and training – The Chair noted that assessments were incomplete and that efforts will be made next week to engage and report back to the Dept. FE Corporate Plan 2019-20 – DfE update and Accountability - The Chair noted a Governance Training day on 28 February 2019. GB Articles – The Chair noted the College has a concern that the College has no authority to delegate in the Articles. The Dept. has 	Chair

	<p>confirmed they will give an assurance that their interpretation allows the College to do that. The Dept. has given their commitment to make the changes once formalised. Recognition is being sought from the Charities Commission.</p> <ul style="list-style-type: none"> • BMC Trust – The Chair thanked everyone who expressed their interest in the Volunteer Trust position and Governor Jim McCall was proposed. • Governor Tablets replacement (HP Pro x2) – The Chair thanked all Governors for replying to the Secretary’s email and asked the Secretary to follow up on any outstanding responses. <p>Members were asked to note the 28 February 2019 Governance Training Day and to express their interest via the Secretary.</p> <p>The Governing Body approved the draft articles, given the Department’s recognition of the concerns raised by BMC.</p> <p>The Governing Body approved Jim McCall for the BMC Trust Volunteer position.</p> <p>AC 05. The Secretary will email the Governors a reminder requesting what their preference is regarding the Governor tablets replacement.</p> <p>AC 06. The Secretary will email the Governors regarding the Governance Training Day on 28 February 2019.</p>	
166/17/18	Financial Update	COO
	<p>The COO reported on the Financial Dashboard. The COO noted that the College is currently on track with the budget and that the NDBP pressure of under £1m has halted due to the recognition of the TQ settlement and the suppression of staff vacancies.</p> <p>£300k is being held in the likelihood this needs to be returned. £120k of further funding has been requested and a verbal approval has been given. It was noted that BMC has survived this year as a result of contact management contracts.</p> <p>The Governing Body were content with the report.</p>	
167/17/18	<p>Governing Body Annual Performance Review</p> <p>The Chair reported on the self-assessment reports, noting there has been a significant improvement across the board as to how the College holds themselves accountable. The Chair encouraged members to speak up if anyone had any concerns. The Chair noted that BMC is taking the lead in Best Practice methods. He noted the effectiveness of a Governing Body rests on the sub-committee structure. The Chair extended his personal thanks to all Chairs, Governors and Executives for the time they have put in.</p> <p>The Governing Body noted the report.</p> <p>AC 07 – The Secretary will issue invitations to all members regarding safeguarding training.</p>	Chair



168/17/18	Safeguarding – 2017-18	Jim McC
	<p>The Chair invited Governor Jim McCall to report on Safeguarding. Jim McCall reported on the Safeguarding Annual Review 2017-18, noting that the report cannot quantify the endeavours taking place, working with children and adults at risk. He gave assurances that appropriate safeguarding arrangements were in place, noting that BMC has a remarkable sophistication when it comes to safeguarding.</p> <p>The Chair thanked Jim McCall for taking the lead on the on behalf of the Governing Body and suggested that a Staff Governor becomes involved. The DC confirmed his willingness to assist and offered his apologies for not becoming involved sooner.</p> <p>The Governing Body noted the report.</p>	
169/17/18	<p>Committee Reports The Chair invited the Committee Chairs to report;</p> <p><i>A&R Committee</i> - Kay Collins reported on;</p> <ul style="list-style-type: none"> • A robust final draft of the PD business case will be submitted to the Dept. • The National Fraud Initiative had zero outcomes to report • The Annual Report had no data breaches to report and NIAO noted the College has robust processes in place. <p>The Governing Body noted the report.</p> <p><i>CQE Committee;</i> It was noted that nothing had been flagged. It was reported that a visit to Hydebank Wood College has been arranged for 29 January 2019 and a Principals' breakfast meeting has been scheduled for 19 February 2019. The Chair plans to invite the NI FE Sector CQE Chairs to Belfast Met on 5 February at 3pm – 5 pm to discuss governance and strategic direction.</p> <p>The Governing Body noted the report.</p> <p><i>HR Committee;</i> It was noted there was nothing to report</p> <p>The Governing Body noted the report.</p> <p><i>Resources Committee</i> – Wendy Langham noted that the new catering contract will be in situ from January 2019. It was noted that the training model is still a work in progress due to gaps in how, new Training Contracts will work. It was noted that steps are being taken to replace the IT service currently being provided by IT Assist and the next step is to finalise a business case for a replacement service.</p> <p>The Governing Body noted the report.</p>	Chairs
170/17/18	BMC Trust Annual Report 2017/18	Chair
	The Chair reported on the Annual Impact Report. The Chair made reference to the Scholarship Scheme noting the opportunities provided to students to do things they otherwise could not attend or afford. The Chair reported on the Bridges to Prosperity	



	<p>project, noting that a small output by the College has made a positive impact to the lives of those in Rwanda.</p> <p>The Chair made reference to the W B. Kelly Trust Fund and that this was successfully secured by the College and will be promoted at a later date.</p> <p>The Chair made reference to a number of other projects including The Barber Initiative and Healthy Eating.</p> <p>Kate Burns gave thanks to the DPPP and CMSP for their contribution and efforts.</p> <p>The Governing Body noted the report</p>	
	5.25 p.m. Kay Collins and Catherine Burns exit the room.	
171/18/18	GB Task & Finish Group	
	<p>The Chair invited Kate Burns to report on the Task and Finish Group. Kate Burns noted that TOR had been agreed as i) champion, ii) effective and iii) accountability.</p> <p>Kate Burns noted that challenges include, NI's skills gap, NI's low rates of degree qualification, an inadequate supply of people with digital skills and a range of policy commitments that BMC is required to meet, to deliver a skills system that supports inclusive growth.</p> <p>The Chair thanked Governor Kate Burns, other Governors and Directors for their time and efforts on this project. The Chair noted that more work was needed in reference to;</p> <p>a) TOR b) Costs and Implications c) Shortlist of Industry Network Champions d) Accountability Pilot</p> <p>The Governing Body noted the report.</p>	
172/17/18	AOB	
	The Chair thanked the Governing Body for their time and wished the Governing Body a Happy Christmas. Meeting closed at 6.05 p.m.	
173/17/18	DONM	Secretary
	Date of Next Meeting: 8 March 2019, 4.30 p.m. TQ Boardroom	

Chair of Belfast Metropolitan Governing Body Frank Bryan

Signature

Date

