

Belfast Metropolitan College Governing Body 1.30pm Tuesday 3 March 2020 Titanic Quarter Board Room Minutes DRAFT (PROPOSED FINAL) issued 20 April 2020

Committee Members: Frank Bryan (Chair); Catherine Burns; Kate Burns; James Campbell; Kay Collins; Declan Crummey; Seamus Dawson; Wendy Gillies; John McGrillen; Kathleen O’Hare; Sam Snodden; Maureen Walkingshaw; Brian Wilson.

Management: Damian Duffy, Director of Development (DD); Elaine Hartin, Director of Corporate Services (DCS); Jonathan Heggarty, Director of Curriculum and Learner Success (DCLS); Gillian Magee, Director of People, Policy and Planning (DPPP); Siobhan Lyons, Head of Business Development (HBD).

Clerk to the Governing Body: Gerry Crossan

Agenda Item

GB49 19/20

Apologies, Welcome, Quorum, Conflicts of Interest and Notice of AOB

Apologies: Apologies received from Gavin Doran, Jim McCall and Marie-Therese McGivern.

Welcome: There were no new attendees at this meeting.

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

Conflicts of Interest: Governing Body and Executive Team did not report any **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.

AOB: None notified as at date of issue of final approved agenda.

GB50 19/20

Minutes of the meeting held on 11 December 2019 Draft (Proposed Final)

The Governing Body **approved** the Draft (Proposed Final) minutes of the meeting held on 21 December 2019 without amendment.

Agenda item

GB51 19/20 Matters arising from the minutes of the meeting held on 11 December 2019

The Governing Body noted:

- (a) the Access NI checks on all Governing Body members was still to be progressed; and
- (b) the Safeguarding Report would be carried forward to the next meeting of the Governing Body on 29 April 2020.

There were no other matters arising from the minutes of the meeting held on 11 December 2019 that are not covered by agenda.

GB52 19/20

Governance Information and Guidance

Use of College email accounts for governance communications - Clerk advised on the action being taken to bring all governance communications within the scope of the Belfast Met domain.

GB53 19/20

Chair's Business

The Chair:

- congratulated the Executive Team and all staff on fantastic achievement in being recognised with The Queen's Anniversary Prize, noting this significant achievement particularly given it related to ground-breaking work in ICT;
- advised the Governing Body on the recent signing of a Memorandum of Understanding with the Queen's University Belfast on closer working collaboration between the leading institutes of Further & Higher education in NI; and
- advised the Governing Body of and acknowledged the excellent media coverage achieved.

Chair thanked the members of the Task and Finish Group for their work thus far, and the Governing Body noted that a final report on the work of this Group would come to a future Governing Body meeting.

The Governing Body noted that DfE had issued the College Development Plan 2020/21 Commissioning letter on 28 February 2020 and advised that the executive team have already been working on this in advance of request.

The Chair thanked Governing Body colleagues for their engagement with the process to realign the Committee membership. The Chair advised that, as two of the committee Chairs had now served for over four years, it was timely to allow them to step back and to appoint successors. It was therefore proposed that Jim McCall should be appointed Chair of the HR committee as successor to Catherine Burns. It was further proposed that Sam Snodden be appointed Chair of the Audit & Risk committee as successor to Kay Collins.

The Governing Body approved both these appointments. The Chair congratulated Jim McCall and Sam Snodden on their appointments and thanked both Catherine Burns and Kay Collins for the leadership and dedication that they had given in supporting the important work of these committees.

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Given their more recent appointments, the Governing Body agreed that Seamus Dawson will continue to chair Resources Committee and Kathleen O'Hare will continue to chair the Curriculum, Quality and Engagement Committee.

The Chair has invited Beverly Harrison, DfE's FE Director to the next Governing Body on 29 April 2020 to discuss a number of issues around funding and sponsorship.

The DPPP advised the Governing Body on the communications with staff and students regarding the guidance being provided by the Department of Health in relation to the response to COVID-19.

GB54 19/20

Strategic Financial Management

Overview of College Finances 5-Year Trend and Contribution Analysis.

Governing Body noted that these reports will be considered at Resources Committee [RC30 19/20 3 March 2020](#) (after this Governing Body meeting).

GB55 19/20

Strategic Action Framework

The Governing Body noted the previous preparatory actions that the Governing Body had taken to build up to this point.

Gillian Magee provided a presentation to the Governing Body to inform their consideration and provide input to the development of BMC's Strategic Action Framework 2020-24.

The Governing Body provided input to the SWOT analysis prepared by Management, advising that:

- (a) addressing economic activity was a potential threat and opportunity;
- (b) attracting and retaining teaching staff is a risk;
- (c) requirements to consider adaption of delivery model to recognise political perspective that Belfast Met should engage more closely with the community sector in greater Belfast;
- (d) opportunity for Belfast Met to influence ongoing review of value for money in expenditure on skills and education in Northern Ireland.

The Chair advised the Governing Body that:

- the Strategic Action Framework would provide a robust accountability mechanism to support the Governing Body in having oversight off, and obtaining appropriate assurances on, strategic delivery throughout 2020/21;
- the publication of the NI Skills Strategy in late 2020 will have major strategic impact; and
- DfE and the Executive have a 2-year window to implement the Strategy.

Management advised that the proposals in the emerging Strategic Action Framework were soundly based on FE Means Success and provided a high percentage of the mainstream deliverables for the next 3 years, in the context of a DfE strategy which provides policy direction.

The Governing Body provided the following input into the Priorities:

- (a) need to ensure there is a clear contribution to the development of the tourism industry;
- (b) alignment with Invest NI strategies.

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Management will begin to develop a reporting dashboard on progress against CDP and the impact measurements in line with the reader friendly and visual "Five Minute Read" June 2019.

Management proposed bringing a draft high-level outline document and action plan to the 29 April 2020 Governing Body meeting with a view to get this finalised by the 24 June 2020 Governing Body meeting.

GB55 19/20

Any Other Business

No other business raised at this meeting.

GB56 19/20

Date of Next Meeting

The next Governing Body meeting will be held at 4.00pm on Monday 29 April 2020 in the Titanic Quarter Board Room.

Chair of Belfast Metropolitan College Governing Body

Frank Bryan



Signature



Date