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| **Belfast Metropolitan College Governing Body 2.30pm Wednesday 22 March 2023 Titanic Quarter Boardroom and via MS Teams Minutes FINAL approved 21 June 2023** |
| **Governing Body Members:** Frank Bryan (Chair); Kathleen O’Hare (Vice-Chair) Catherine Burns; Kate Burns;Kay Collins; Jim McCall; Sam Snodden; Seamus Dawson; Brian Wilson; Janis Leaden; Nikita Brijpaul; Lauren McAteer, Yvonne Murphy, Tai Campbell; Bill Montgomery; Michele Corkey, Principal and Chief Executive (P&CE).  **Management:** Damian Duffy, Director of Partnerships and Sustainability; Gillian Magee, Director of People and Place; Aidan Sloane, Director of Corporate Services.  **Observer**: Áine Ó Keeffe, Boardroom Apprentice 2022/23  **Clerk to the Governing Body:** Gerry Crossan |
| **GB62 22/23**  **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**    **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:** Apologies received from Louise Warde Hunter.  **Welcome**: The Chair welcomed new Governor Michele Corkey to the Governing Body.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest 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** were advised.  **AOB:** None notified at the meeting.  **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. (**GB72 22/23 Meeting Feedback** below refers) |
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| **Agenda item** | **Detail** |
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| **GB63 22/23**  **Minutes of the meeting held on 8 2023** | The Governing Body **approved** the **DRAFT (PROPOSED FINAL)** minutes of the governance meeting held on 8 February 2023 unamended. |
| **GB64 22/23**  **Matters arising from the minutes of the meeting held on 8 February 2023** | All matters arising are on the agenda of this governance meeting.  The Governing Body to **note** the matters arising. |
| **GB65 22/23**  **Governance Information and Guidance** | 1. Partnership Agreement – Letter L Watson DfE to F Bryan dated 14 March 2023 (see **GB67c 22/23** below);   Governors are invited to provide any comments or feedback on draft Partnership Agreement, circulated in advance of Governing Body meeting, to Gerry Crossan by Friday 24 March 2023. |
| **GB66 22/23**  **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022** | 1. Fees and Charges Policy 2023/24   Articles of Government (**GB160 17/18 6 December 2018**) **PART X Finance: Financial Management** Paragraph 57 states:  “The Governing Body shall determine the tuition and other fees payable to the College, subject to any conditions made pursuant to the Order [Article 11 of The Further Education (Northern Ireland) Order 1997].”  The Resources Committee considered the Fees and Charges Policy 2023/24 at **RC29 22/23 8 March 2023** and recommended the Policy to the Governing Body for approval under the terms of the Articles of Government.  The Governing Body :   * **noted** the recommendation of the Resources Committee (**RC29 22/23 8 March 2023**); * **reviewed** the current Fees and Charges Policy including fees published in College Prospectus 2023/24; and, * **approved** the Fees and Charges Policy to Governing Body for adoption under the terms of the Articles of Government. |
| **GB67 22/23**  **Chair’s Business** | The Chair advised the Governing Body on the following items:   1. Submission of HE Annual Assurance Statement on 3 March 2023 – approved by circularisation and now noted in these minutes; 2. New Belfast Met Governor appointments – DfE to advise on potential designates; 3. Confirmation of Committee Membership: Michele Corkey on CQE and HR Committees and Bill Montgomery on CQE and Resources Committee; 4. Partnership Agreement Partnership Agreement, including Annual Engagement Plan (see **GB65a 22/23** above); 5. Black Leadership Group Workshop and College anti-racism initiative; 6. ETI inspection during March 2023 – the Chair thanked Management, Staff for their engagement in this critical review; 7. the HE in FE event in Banbridge on 30 March 2023; and, 8. Declaration of Conflicts of Interest 2022/23 as at March 2023.   The Governing Body:   * **noted** the information provided by and the action taken by the Chair; and, * **delegated** to the BMC Partnership Agreement Task and Finish Group the authority to approve the final Partnership Agreement between DfE and Belfast Metropolitan College;   Each Governing Body member agreed to complete the Declaration of Conflict of Interest and provide it to the Clerk by **30 March 2023.** |
| **GB68 22/23**  **Report of the Principal and Chief Executive** | Issued under cover of email A Browne to Governing Body 21 March 2023.  The Governing Body sought further information on the delivery of the City Deal and Damian Duffy provided a brief summary of the nature of the partnership.  The Governing Body **commended** ELT on the continuing Fortnightly Focus communications.  The Governing Body **noted** the information provided by and the action taken by the P&CE / ELT, and **commended** Management, in particular, for the frequent communications maintained during an extremely challenging period. |
| **GB69 22/23**  **Corporate Risk Register as at March 2023**  **Chair of ARAC** | **Corporate Risk Register Q2 2022/23**  Last considered **AC42 22/23 14 March 2023**.   1. Risk Register Q2 2022/23 Report; and, 2. Risk Register Q2 2022/23.   The Governing Body:   * noted that the ESF support has now concluded; * discussed the financial risks facing the FE Sector for both public service providers and private/not-for-personal-profit skills providers; * sought further information from Management on the action being taken to ensure staff have the skills to manage cyber risk - including the AI risks to teaching and learning systems and processes; * Management summarised the key elements of the control environment, cross-sectoral partnerships, skills development and the management of risk to the delivery of teaching and learning.   The Governing Body **adopted** the Corporate Risk Register Q2 2022/23.  The Governing Body **requested** that an ‘AI’ briefing (setting out opportunities, risks, mitigations) be presented as part of the September 2023 strategy retreat. |
| **GB70A 22/23**  **Governance Programme 2022/23**  **[BMC Trust & SEV Ltd business is considered by exception]** | Last considered **GB44A 22/23 14 December 2022.**   1. Clerk’s Report March 2023; and, 2. Committee Chair Reports Governance Programme 2022/23 Cycle 3 (ends 22 March 2023).   Committee Chairs advised the Governing Body on the key issues considered by the Committees during Governance Programme 2022/23 Cycle 3, including:   1. potential change to the financial reporting year-end for all FE Colleges; 2. the satisfactory level of assurance provided across 4 reports and the recognition of good practice noted by Internal Audit; 3. the positive outcomes and assurances from Management across a range of HR and employment relations issues; 4. the transfer of the HR Committee Chair role from J McCall to L McAteer; 5. the key financial performance measures, trends during 2022/23 and the financial risks which will impact on 2023/24; 6. the leadership shown by all staff during the recent ETI Inspection; 7. the key teaching and learning performance measures during 2022/23 and the potential risks to service delivery in 2023/24; and, 8. the recent CQE Committee meetings focusing on HE and FE.   The Chair **thanked** all Governing Body members for their participation in critical Resources and Curriculum, Quality and Engagement Committee meetings during March 2023.  The Governing Body:   * **adopted** the minutes of Committee meetings approved during Governance Programme 2022/23 Cycle 3 (ends 22 March 2023; and, * **noted** the information provided by the Committee Chairs. |
| **GB70B 22/23 Quarter 2 2022/23 Reporting**  Reports are taken as read having already informed the deliberations of the Committees of the Governing Body and reflected in reports under **GB70A 22/23** above | 1. Q2 22/23 KPI & Risk Management Report (**AC42 22/23 3 14 Mar 23**) (see **GB68 22/23** above)**;** 2. Q2 22/23 Corporate Risk Register (**AC42 22/23 22/23 3 14 Mar 23**) – last considered at **GB27a 16 November 2022** see **GB68 22/23** above**);** 3. Q2 22/23 Financial Update and Budget **(RC31 22/23 8 Mar 23);** 4. Student Performance and Developments (**CQE43 22/23 15 Mar 23**); 5. Non-Core Income and Reforecast Report (**RC32 22/23 8 Mar 23)**; and, 6. HE in FE Report **(CQE44 22/23 15 Mar 23).** |
| **GB71 22/23**  **Any Other Business** | The Governing Body **commended** Janis Leaden and her team on the production of the recent DfE advertisement. |
| **GB72 22/23**  **Meeting Feedback** | **Leadership Culture:** Governing Body members advised the Chair that the conduct of the Governing Body meeting provided evidence of meeting the agreed commitments. (**GB62 22/23** above refers) |
| **GB73 22/23**  **Date of Next Meeting** | **GB73 22/23 Date of Next Meeting**  **Governance Programme 2022/23 Cycle 4 (2 meetings) :** The **eighth** and **ninth** meetings of the Governing Body during 2022/23 will be held at:   * **2.30pm on Wednesday 3 May 2023 at the Titanic Quarter Boardroom** (**GB77 21/22 4 May 2022** refers) **(CANCELLED)**; and, * **2.30 pm on Wednesday 21 June 2023** in the Titanic Quarter Boardroom (**GB77 21/22 4 May 2022** refers).   The Clerk has diarised these governance meetings in colleagues’ Belfast Met accounts.  **Governance Programme 2023/24 Cycle 3:** The **seventh** meeting of the Governing Body in 2023/24 will be held **at 2.30pm on Wednesday 20 March 2024** in the Titanic Quarter Boardroom and via MS Teams.  The Clerk will diarise this meeting in colleagues’ Belfast Met accounts during March 2023.  **Meeting ended at 5.15pm.** |

**Chair of Belfast Metropolitan College Governing Body Frank Bryan**

**Signature Date 21 June 2023**