

|  |
| --- |
| **Belfast Metropolitan College Governing Body 3.00pm Wednesday 21 June 2023 Titanic Quarter Boardroom and via MS Teams Minutes (Approved 20 September 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; Louise Warde Hunter, Principal and Chief Executive (P&CE).  **Management:** Aidan Sloane, Chief Operating Officer (Corporate Services); Joy Kettyle, Director of Curriculum, Innovation and Excellence.  **Observers**: Áine Ó Keefe, Boardroom Apprentice 2022/23; Rose Byrne; Tom Hesketh; Michael McKernan; Sheena McKinney; Sinead Sharpe (DfE Nominee Governors);  **Clerk to the Governing Body:** Gerry Crossan |
| **GB78 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 Jim McCall, Kathleen O’Hare, Damian Duffy and Stephen McCormick.  **Welcome**: The Chair,   * **welcomed** the Nominee Governors to today’s Governing Body as ‘Observers’ ahead of them formally taking up post on 1 August 2023; and * **thanked** the outgoing Governors after 8 years of exemplary service (Kathleen O’Hare, Catherine Burns, Kate Burns, Kay Collins, Jim McCall, Brian Wilson).   **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. (**GB88 22/23 Meeting Feedback** below refers) |
|

| **Agenda item** | **Detail** |
| --- | --- |
| **GB79 22/23**  **Minutes of the meeting held on 22 March 2023** | The Governing Body **approved** the **DRAFT (PROPOSED FINAL)** minutes of the governance meeting held on 22 March 2023 unamended. |
| **GB80 22/23**  **Matters arising from the minutes of the meeting held on 22 March 2023** | All matters arising are on the agenda of this governance meeting. |
| **GB81 22/23**  **Governance Information and Guidance** | 1. Special Meeting **CLOSED** of the Governing Body held on 30 May 2023 (**GB74 to GB77 22/23**).   The Governing Body **noted** that this meeting took place. |
| **GB82 22/23**  **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022** | None advised at date of issue of **Agenda FINAL 19 June 2023.** |
| **GB83 22/23**  **Chair’s Business** | The Chair advised the Governing Body on the following issues:   1. VIP Visit, Senior US Envoy to NI for Economic Affairs, Joe Kennedy III; 2. Launch of FinTECH & Prof. Services pilot programme, partnering with Citi, AllState, PwC and Catalyst; 3. Thanks – to six retiring governors after 8 years of service; 4. Thanks – to Gillian Magee after 11 years of service; 5. Thanks – to Joy Kettyle for her curriculum leadership during challenging times; 6. Thanks to Áine Ó’Keeffe for her positive contribution throughout the year as a Boardroom Apprentice; 7. DfE update including progress on Partnership Agreement and the Reform of the FE Delivery Model work); 8. CEF update (**GB90 22/23** below closed session); 9. Budget update (**GB90 22/23** closed session); 10. Governing Body Self-Assessment survey by 30 June 2023 (issued by DfE FE Governance Team on 9 June 2023); 11. Governor Appraisals scheduled 28 and 29 June 2023; 12. Conflict of Interest returns by tomorrow 22 June 2023 (**GB67h 22/23 22 March 2023** refers); 13. Governing Body Committee Membership and Participation from 1 August 2023 – the Chair confirmed the Committee membership from 1 August 2023; 14. Use of Decision Time Governing Body Meeting and Risk Management modules from 1 September 2023 – Clerk is arranging training in early September 2023 for all Governing Body members; and 15. Governance Programme 2023/24 Meetings Timetable – Clerk will diarise all 2023/24 governance meetings on both MS Outlook and Decision Time during June 2023.   The Governing Body **noted** the information provided by the Chair. |
| **GB84 22/23**  **Report of the Principal and Chief Executive** | The P&CE advised the Governing Body on the following key issues:   1. the structure of the quarterly reporting framework and the related organisational communications; 2. the range of activities and achievements reported in the June 2023 report; and, 3. the restructuring of the Executive Leadership Team.   The Governing Body **noted** the information provided and the action taken by the P&CE / ELT. |
| **GB85 22/23**  **Corporate Risk Register Q3 2022/23** | Last considered **AC54a 22/23 14 June 2023**.  The Director of Corporate Services advised the Governing Body of the key issues in the Corporate Risk Register Q3 2022/23.  The Director of Curriculum Innovation and Excellence advised on the action Management are taking to mitigate risks associated with the engagement with awarding body assessment recording systems.  The Chair of the Audit and Risk Assurance Committee recommended the Corporate Risk Register Q3 2022/23 for adoption to the Governing Body.  Following discussion, the Governing Body **adopted** the Corporate Risk Register Q3 2022/23. |
| **GB86A 22/23**  **Governance Programme 2022/23**  **[BMC Trust & SEV Ltd business is considered by exception]** | Last considered **GB69A 22/23 22 March 2023.**   1. Clerk’s Report June 2023; and 2. Committee Chair Reports Governance Programme 2022/23 Cycle 4 (ends 27 June 2023) – key issues included:  * the internal audit year end assurance 2022/23; * the achievement of financial targets 2022/23; * the work underway to assess the impact of A.I. on all aspects of the College’s business; * current status of the winding up SEV Ltd; * the reconstitution of the Board of Belfast Metropolitan College Trust.   The Governing Body:   * **adopted** the minutes of Committee meetings approved during Governance Programme 2022/23 Cycle 4 (up to date of this governance meeting); and * **noted** the information provided by the Committee Chairs. |
| **GB86B 22/23Quarter 3 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 **GB86A 22/23** above | 1. Q3 22/23 Financial Update and Budget **(RC45 22/23 7 Jun 23)**; 2. Q3 Non-Core Income and Reforecast Report (**RC46 22/23 7 Jun 23);** 3. Student Performance and Developments (to be considered **CQEXX 22/23 27 Jun 23**); 4. HE in FE Report **(**to be considered **CQEXX 22/23 27 Jun 23).** |
| **GB87 22/23**  **Any Other Business** | None advised at the meeting**.** |
| **GB88 22/23**  **Meeting Feedback** | **Leadership Culture:** Governing Body members advised the Chair that the conduct of meeting provided evidence of the Governing Body’s commitments (**GB78 22/23** above refers). |
| **GB89 22/23**  **Date of Next Meeting** | **GB89 22/23**  **Date of Next Meeting**  **Governance Programme 2023/24 Cycle 1:** The **first**, **second** and **third** meetings of the Governing Body in 2023/24 will be held **on Tuesday 19th and Wednesday 20th September 2023** at a location to be determined. (**GB15 22 /23 22 September 2022** refers).  **Governance Programme 2023/24 Cycle 4:** The **eighth** meeting of the Governing Body in 2023/24 will be held **at 2.30pm on Wednesday 26th June 2024** in the Titanic Quarter Boardroom and via MS Teams (**Chairs14 22/23 3 May 23** refers).  The Clerk will diarise these governance meetings in colleagues’ Belfast Met accounts and in Decision Time in June 2023.  **Meeting ended at 5.15pm** |
| **GB90 22/23**  **CLOSED SESSION** | **BIP Governors and P&CE only** |

**F BRYAN**

**Chair of Belfast Metropolitan College Governing Body**

**Signature**

**Date**: **20 September 2023**