

GOVERNING BODY OF BELFAST METROPOLITAN COLLEGE

Minutes of the Governing Body meeting held on 26th June 2019 at 4.30 pm in the Board Room, Titanic Quarter Campus

Membership and participation

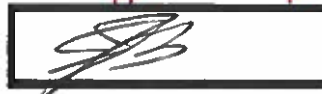
Chair: Frank Bryan

Governors: Catherine Burns, Kate Burns, Declan Crummey, Gavin Doran, Seamus Dawson, Wendy Gillies, Jim McCall, John McGrillen, Kathleen O'Hare, Sam Snodden, Maureen Walkingshaw, Brian Wilson

Executive Team: Marie Thérèse McGivern, Principal & Chief Executive (P&CE), Elaine Hartin, Director of Corporate Services (DCS); Jonathan Heggarty, Director of Curriculum and Learner Success (DCLS); Damian Duffy, Director of Development (DD), Lisa McCartney, Centre Manager Strategic Planning (CMSP) (representing Gillian Magee

Clerk: Gerry Crossan

GB31 18/19	Apologies, Quorum, Conflicts of Interest, AOB	
	<p>Apologies: Apologies received from Kay Collins and Gillian Magee</p> <p>Quorum: The meeting complied with the requirements of Paragraph 3.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 (≥ 6 Governors including ≥ 3 BIP)</p> <p>Conflicts of Interest: The meeting complied with the requirements of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.</p> <p>AOB: No items of AOB notified as at date of issue of agenda (21 June 2019)</p> <p>The Chair advised of the passing of the previous Chair of the Governing Body, Richard O'Rawe, noting his generosity and the contribution he made to the success of the College today.</p>	
GB32 18/19	Minutes of the Governing Body of 30 April 2019.	
	The Governing Body approved the minutes without amendment.	
GB33 18/19	Matters Arising	
	The Governing Body noted that all Matters Arising were on the agenda for the meeting.	



GB34 18/19	Chair's Business	
	<p>will include reference to:</p> <ul style="list-style-type: none"> • DfE Update: recent engagement between Governing Body chairs and DfE Permanent Secretary, who appears to understand the contribution that FE makes the work of the P&CE has been critical in building this understanding in the light of the financial risks facing the sector. • Reappointment of Governors: DfE has issued letters of renewal and extension of terms of office – the Chair advised of the requirement for governors to make a formal return to DfE before a minute of appointment can issue; • Appointment of Deputy Secretary: The Chair advised of the appointment of Heather Cousins as Deputy Secretary with responsibility for Further Education – Governing Body Chairs will meet with Heather on 4 July 2019; • CNI Update: The wind-up of this organisation will happen in July 2019. • CEF Update: Some progress made on a number of fronts, including discussions on the Transformation Agenda. • Governance Timetable 2019/20 (Proposed Final issued 19 June 2019) and 2020/21 (under development) - final will issue w/b 1 July 2019 • Board Away Day 25/26 September 2019: Venue will be the Radisson Roe Resort; • HP Laptops – Governors to contact David McCallum • Governor Assessment 2018/19 – estimated completion date (1-1 review meetings) October 2019 • Governor and Executive Team Conflict of Interest Disclosure – forms will issue in early July 2019 for completion and submission to DfE by 31 July 2019; • Governance Review - support, scrutiny and challenge at Governing Body & Committees – development of reporting to Governance Bodies based on agreed KPIs, Risk and Opportunity Management. • A3 Learner Survey Results: The Chair noted that this was an excellent affirmation of the excellent work that staff do. • <p>The Governing Body noted the report.</p>	
GB35 18/19	Governance Information and Guidance	
	<p><u>(a) Belfast Metropolitan College Conflict of Interest Policy Version at May 2019</u></p> <p>The Governing Body noted document consolidates all current Conflict of Interest processes – including that for Governors as set out in the Instrument of Government into one document. This document was considered by the Human Resources Committee at Agenda Item HR53 18/19 (17 June 2019) – this was approved by the Governing Body.</p> <p>(b) Publications from Accountability and Financial Management Division, Department of Finance: Whole of Government Accounts (WGA);</p>	



	<p>(c) Publications from the Northern Ireland Audit Office: Northern Ireland Audit Office Public Reporting Programme 2018-2021 dated November 2018.</p> <p>The Governing Body noted the publication of this Governance Information and Guidance.</p>	
GB36 18/19	Principal & Chief Executive's Report	
	<p>The P&CE advised the Governing Body on the following issues:</p> <ul style="list-style-type: none"> (a) Financial risk at start of financial year, alleviated by DfE decision to assist with salary pressures – the budget setting framework needs fundamental review – long-term financial risk will be for discussion at Away Day. (b) Public Sector Apprenticeship – pilot with DfC and recruitment will begin in late 2019 – this is a major development following 4 years work by Director of Development. (c) IT Employers' Forum – DCLS is leading this with employers looking at the employment pipeline for the industry in NI. (d) Noted the positive outcomes in terms of inspection. <p>The Governing Body asked if DfE would work with College on Higher Level Apprenticeships. DD advised that DfE are looking at the demand for Apprenticeships across the whole public sector. P&CE advised that there is strong interest in it across public service organisations and the pilot scheme is likely to deliver more partnerships, including with DWP operating in NI. DCLS advised that the HLA offering is available to public service organisations.</p> <p>The Governing Body asked if the College would be developing qualifications across further skills areas. DD advised that the approach being taken was opening up opportunities, for example, through supporting procurement skills, particularly in the use of blended models of learning. DD advised on the recent Innovation Lab with the DfC, including the roles of Colleges and other partners</p> <p>Management advised that DfC looking at Level 2/3 and Higher level apprenticeships, with entry points at these levels and pathways into HLAs. The Traineeship to be introduced in 2020, will be used to signpost students into Apprenticeship or Higher education. The responsibility for effective signposting will lie with both College staff and civil servants, who are revamping internal career development pathways. The College experience of developing support for students will inform the development of pathway management in the NICS.</p> <p>The Governing Body noted the report.</p>	
GB37 18/19	Financial Update Q3 2018/19	
	<ul style="list-style-type: none"> (a) Financial Dashboard Q3: Management advised that <ul style="list-style-type: none"> ○ overall position is stable but was dependent on income received from Whiterock; 	

	<ul style="list-style-type: none"> ○ NDPB financial year end was positive because of year-end release of funds by DfE; ○ overall cash position is better and has been by monthly cash forecasting and management. <p>(b) Year End Projections: Management advised that</p> <ul style="list-style-type: none"> ○ still a gap to close and discussions are underway with DfE on flexibility from monitoring rounds for the sector as a whole; ○ DfE are supportive of College operating at risk in delivering services; total funding pressures £8m pay, £5m pensions (contractual agreements) and £5m other pressures being managed by DfE; and, ○ delivery model for FE may change to support the management of financial risk in the future. <p>(c) 2019/20 Projections: Management advised that Bear Scotland case outcome would have a small impact, but earlier action on overtime had managed the risk.</p> <p>The Chair of the Resources Committee echoed the assessment of management in relation to the forward management of financial risk.</p> <p>These reports were considered at the Resource Committee at Agenda Item RC45 18/19 (29 May 2019).</p> <p>The Governing Body noted the reports.</p>	
GB38 18/19	KPI and Risk Management Report	
	<p><u>KPIs</u>: Management presented the report and the following key issues were noted in relation to KPIs:</p> <ul style="list-style-type: none"> (a) Growth in Non-flu Income: 4% behind target at end of Q4 – management will consider revision of this target to reflect contribution rather than gross income. (b) Performance against CDP Targets: Enrolment targets are achieved <p><u>Corporate Risk Register</u>: Management advised of one change to Risk A Financial Viability, reduced to amber because of progress made on 2019/20 budget settlement. Management advised that Risk F2 Information Technology and Data Management remained at black.</p> <p><u>Complaints</u>: Management presented the report.</p> <p><u>Outstanding Internal Audit Recommendations</u>: Management advised that 4 have been completed and will be removed from next iteration. Management HoDs are working on closing out as many as possible before next year.</p> <p>Management advised that each recommendation had a date for completion.</p>	



	<p>The Governing Body sought clarification on the scope of the Stakeholder Satisfaction Survey include industry. Management advised that the scope will include engagement with industry and that methodology and scope of 2015 Ipsos Mori survey would be followed.</p> <p>The Governing Body noted the College's Q3 performance against KPIs, performance against CDP target, risks and complaints.</p>	
GB39 18/19	Belfast Met CDP Submission issued to DfE on 12 June 2019	
	<p>The Governing Body considered Belfast Met's updated CDP reports cards and educational enrolment template (ERC) for the 2019-20 academic year, following receipt of DfE correspondence received on 5 June.</p> <p>The Governing Body noted that this version of the CDP 19-20 reflects an indicative resource budget of £43,478k and replaces all previous versions of CDP and ERC previously submitted to the Department.</p> <p>The Chair noted that the process applied by DfE did not support the governance pathway through Committees and Governing Body.</p> <p>The Governing Body ratified the CDP in line with understanding of the process communicated by DfE to College Principals in B Harrison's letter dated 3 May 2019.</p>	
GB40 18/19	Belfast Region City Deal update	
	<p>Management presented the report and advised the Governing Body on the following key issues:</p> <ul style="list-style-type: none"> (a) The City Deal process will incorporate and realign some of what the College already does which is already funded by DfE; (b) Discussions with Curriculum Directors across the sector have started; (c) DfC are supportive of City Deal through the support for Public Sector HLAs. (d) All investments across public service are being scrutinized for positive impact on employability. (e) A Key has been to understand the priorities for the economy and deliver a programme aligned to these priorities. <p>Management advised that schools sector is not currently part of City Deal, as is the case in other parts of the UK. DE have been invited to steering group but have not sent representation. Management advised that businesses case development will progress in the next 12 months, many of the potential projects around tourism development will be subject to scrutiny for risks and opportunities to current NITB programme.</p>	



	<p>Management advised on potential development of SMART Digital District in Belfast Harbour area. College management will receive programme reports on a monthly basis.</p> <p>A key long-term need is to re-align current funding and expenditure programmes within City Deal framework over 5-15 year period with the goal of building world-class capability.</p> <p>The Governing Body noted that it was good to see the College playing a prominent role in this process and asked for clarification on how this process will impact on the College's hub status in Hospitality and ICT. Management advised that these both coalesced to mutually support each other. The Hospitality offering at Belfast Met is one of the most compelling offerings across NI FE Sector and the City Deal people agreed. Management advised that HMT are supporting the Belfast City Deal and this was communicated during a recent visit to the College by the Deputy Prime Minister. T</p> <p>he Governing Body noted that most of the programme is a reconfiguring of current expenditure which will see core NICS spending aligning with this programme with a view to creating 25,000 jobs.</p> <p>The Governing Body noted that the effort going into strengthening Careers' Information, Advice and Guidance, for example, "Foresee Your Career" will be a major factor in the success. Management advised that many things anticipated by City Deal model are already happening, but this is once in life-time opportunity.</p> <p>Chair noted that the vision and ambition appears to be driving conversations about the future and impact of FE that may never have happened otherwise. The Governing Body noted the leadership role of Belfast Met in this programme going forward and the sustained effort required to bring the range of partners together across local government and FE.</p> <p>The Governing Body noted the report and presentation.</p>	
GB41 18/19	Task and Finish Group Update to Governing Body	
	<p>The Task and Finish Group met on 20 June 2019. The Chair of the Task and Finish Group advised the Governing Body of the following issues:</p> <p><u>DfE Communication Strategy</u> is in process, with marketing, research and stakeholder engagement are well-developed. The work is being led by Louise Horner, who is supporting a sector-wide programme.</p> <p><u>Employer Survey topic guide</u>: under development and supplier has been appointed. How the NI FE sector will communicate and engage with its target</p>	



	<p>stakeholders across the economy is a key issue and that this could usefully be discussed at the Governing Body Strategic Planning session in September 2019.</p> <p><u>Outcomes-Based Accountability/Impact Measurement</u>: under way.</p> <p><u>Economic Inactivity and Defining Social Inclusion</u>: a new element within this project.</p> <p>The Governing Body noted that the perception across FE that there was no single strong voice for the sector to crystallize USP for the sector and speak to that USP consistently to employers, parents and students. The Chair advised on the aim of the Task and Finish Group to refine our challenge to government and noted that Belfast Met was again in a leadership role in the FE sphere.</p> <p>The Governing Body noted the report</p>	
GB42 18/19	Committee Reports	
	<p>(a) <u>The Audit and Risk Committee</u> – 22 May 2019 (Draft (Proposed Final) AC62 18/19) - key issues included NIAO Audit Strategy 2018/19, delivery of planned audit assurance work,;</p> <p>(b) <u>Curriculum, Quality and Engagement</u> – 29 April 2019 (Approved CQE47 18/19 – 10 June 2019) – key issues included 125 further HE places, the availability of places across a range of subjects which do not require UCAS application, Belfast Met staff presence at schools on A Level results day, work of the Business Studies Department;</p> <p>(c) <u>HR Committee</u> –</p> <p>1 April 2019 Minutes (Approved HR47 18/19 - 17 June 2019) – keys issue included priority actions in relation to HR development, the building of capability aiming for status of “Always Inspection Ready” (AIR), slight risk in sickness absence, challenges in recruitment, progress on the HR Action Plan.</p> <p>Conflicts of Interest Policy as at May 2019 (Considered HR53 18/19 - 17 June 2019- see above)</p> <p>Disability Action Plan 2019-2024 to GB for approval (HR34 18/19 - 1 April 2019) (Considered HR28 18/19 - 21 January 2019)</p> <p>(d) <u>Resources Committee</u> 4 March 2019 Minutes (Final signed RC42 18/19 - 29 May 2019) key issues included budget and forecasting and the analysis of income streams from traineeships.</p>	



	The Governing Body noted the Committee Reports.	
GB43 18/19	Single Tender Awards (Direct Award Contracts)	
	Considered by the Audit & Risk Committee under Agenda Item AC58b 18/19 22 May 2019. The Governing Body noted the report.	
GB44 18/19	AOB	
GB45 18/19	Date of Next Meeting:	
	26 September 2019, Radisson Roe Resort, Limavady The meeting ended at 6.30pm. Chair congratulated staff and governors for their efforts in the continuing success of the College and in establishing the leadership role of the College in the FE sector.	
GB46 18/19	Closed Session	

Chair of Belfast Metropolitan Governing Body Frank Bryan

Signature

Date

