

**GOVERNING BODY OF BELFAST METROPOLITAN COLLEGE**

**Minutes of the Governing Body meeting held on 30<sup>th</sup> April 2019  
at 4.30 pm in the Board Room, Titanic Quarter Campus**

The following were present at the meeting:

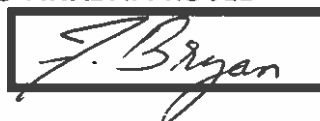
**Governors:** Frank Bryan (Chair), Catherine Burns, Kate Burns, Declan Crummey, Gavin Doran, Seamus Dawson, Wendy Gillies, Conor Herbert, Jim McCall, John McGrillen, Kathleen O’Hare, Sam Snodden, Maureen Walkingshaw, Brian Wilson

**Officers:** Marie Thérèse McGivern, Principal & Chief Executive (P&CE), Elaine Hartin, Director of Corporate Services (DCS); Jonathan Heggarty, Director of Curriculum and Learner Success (DCLS); Gillian Magee, Director of People, Planning and Policy (DPPP); Damian Duffy, Director of Development (DD), Elaine Hartin,

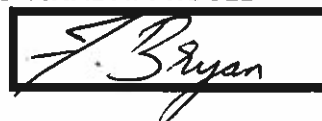
**Clerk:** Gerry Crossan

<b>GB15 18/19</b>	<b>Apologies, Quorum, Conflicts of Interest, AOB</b>	
	<p><b>Apologies:</b> No apologies received as at date of issue of agenda (19 April 2019)</p> <p><b>Quorum:</b> 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><b>Conflicts of Interest:</b> The meeting complied with the requirements of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.</p> <p><b>AOB:</b> No items of AOB notified as at date of issue of agenda (19 April 2019)</p> <p>The Chair welcomed Beverley Harrison and Donna Blaney.</p>	
<b>GB16 18/19</b>	<b>Minutes of the Governing Body of 6 March 2019.</b>	
	The Governing Body <b>approved</b> the minutes without amendment.	
<b>GB17 18/19</b>	<b>Matters Arising</b>	
	The Governing Body <b>noted</b> that all Matters Arising were on the agenda for the meeting.	
<b>GB18 18/19</b>	<b>Chair’s Business</b>	
	<ul style="list-style-type: none"> <li>The Chair advised the Governing Body that Gerry Crossan had been appointed to the permanent role of Clerk to the Governing Body from 1 April 2019.</li> <li>CEF – Chair summarised the remit of CEF and the current status of pay negotiations and discussions.</li> </ul>	

	<ul style="list-style-type: none"> <li>• “Guide for Governors” April 2019 – Governing Body noted this.</li> <li>• ALB (Arms Length Bodies) Code of Good Practice was formally launched on 19 March 2019 following endorsement by Permanent Secretary Group.</li> <li>• Governance Programme 2019-20 – consultation for diary dates underway.</li> <li>• ETI Inspection and other national awards – focused on delivery in spite of all the challenges</li> <li>• AoC Annual Governance Summit, London – Chair spoke at this representing FE in Northern Ireland.</li> <li>• Charity Commission feedback on application for charitable status for FE colleges – DfE is taking further advice through legal channels and the experience of other departments.</li> <li>• BMC Awards – the Chair acknowledged the recent National successes of learners and staff at the Royal Television Society Awards, Prince’s Trust Annual Awards, TES FE Award for Professional Services in London.</li> </ul> <p>The Governing Body noted the report.</p>	
<b>GB19 18/19</b>	<b>Principal &amp; Chief Executive’s Report</b>	
	<p>The P&amp;CE advised the Governing Body on the following issues:</p> <ul style="list-style-type: none"> <li>(a) In year overspend identified at the start of the year has been addressed;</li> <li>(b) Current year, working closely and well with the DfE to manage resourcing in partnership;</li> <li>(c) Down and Connor Diocese have taken back ownership of the Whiterock facility;</li> <li>(d) a summary of competitions won by students from the ICT Hub;</li> <li>(e) the successful outcome of the ETI inspection;</li> <li>(f) Belfast Met leading on communications strategy for the N.I. FE sector – reporting back to DfE in May; and,</li> <li>(g) Designation as ‘College of Sanctuary’ – arising from long-standing work with refugees in the city.</li> </ul> <p>The Governing Body noted the report.</p>	
<b>GB20 18/19</b>	<b>Financial Update 2018/19</b>	
	<p>The DCS reported that</p> <ul style="list-style-type: none"> <li>• Financial Year end will be ahead of approved £5m resource deficit;</li> <li>• Forecast Break-Even at 31 March 2019;</li> <li>• Accessing underspend with DfE on foot of efficiencies in year;</li> <li>• Partnership working with DfE re. monitoring rounds to manage in-year pressure;</li> <li>• Cash balances – can now hold cash up to 10% of previous year’s income.</li> </ul> <p>The Governing Body asked what the impact would be without the particular circumstances that were available last year. Management advised that management were working closely with DfE on funding and the management of</p>	

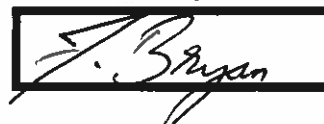


	<p>a potential overspend while taking forward cost reductions. The timescale of the financial planning period is still an issue.</p> <p>Governing Body asked if the income generated from training was taking full account of costs. Management advised that the demand was there, but the college could only match the offering to what employers wanted. There are other developments across the economy that are supporting the approach the College is taking.</p> <p>The Governing Body noted the reports.</p>	
<p><b>GB21 18/19</b></p>	<p><b>Overview &amp; Future of Further Education in Northern Ireland – Beverley Harrison, Director of Further Education, Department for the Economy.</b></p>	
	<p>Beverley Harrison thanked Governing Body for the invitation and for providing the opportunity to recognise the work and effort of the College, the Governors and the senior team. Key issues discussed in the presentation included;</p> <ul style="list-style-type: none"> <li>(a) the links between the Programme for Government aims, the Industrial Strategy, the Skills Strategy and the FE Strategy;</li> <li>(b) the Transformation Programme: Tribal, Industrial Relations/Lecturers' Contracts, Shared Services (mandated by Head of NI Civil Service), FE Means Success, 14-19 Strategy;</li> <li>(c) Financial settlement 19/20: impact of a flat budget, in-year pressures and the management of the currently anticipated overspend by DfE and the onus on Colleges to fund pay increases within their current budgets;</li> <li>(d) Open competition for governing body members in 2019;</li> <li>(e) DfE is undertaking further work on the issue of charitable status.</li> </ul> <p>Governing Body asked about the provision of Levels 1-3 by bodies in Great Britain (GB) and the risk that GB-based Examinations Boards will withdraw qualifications in the light of the policy changes to FE in GB. DfE agreed to provide some briefing for P&amp;CE to advise the Governing Body.</p> <p>DfE advised that the Department is working on communicating the model which allows learners to move between academic and professional &amp; technical pathways.</p> <p>Governing Body sought confirmation that FE is represented on the DfE working group and expressed concerns about the complexity of the communications about FE that are coming from DfE. The Governing Body advised that Belfast Met is engaging with the post-primary sector in communicating the role of FE but the challenge is in defining and communicating the strategy as clearly as possible.</p> <p>The Governing Body advised that the management of major public sector risks across health effectively means that other policy and service delivery areas are fighting for resources. The Governing Body asked for DfE's position regarding impact of full employment and skill shortages ..... and yet budgets are being cut!? DfE recognised the challenges, but advised that in the absence of an Executive there will continue to be one-year budgets.</p>	



	<p>Governing Body advised that the impact of being a major city means that demand for services – particularly at Level 1 – is very strong. DfE advised that they are asking post-primary and colleges to recognise the needs in their regions.</p> <p>Governing Body recognised the challenges of balancing the resource budget and the impact of collaboration, but noted that a budget process which does not reflect different strengths and roles is sub-optimal. Current measurements of success do not allow a clear insight into learning experience and value for money. DfE advised that the work underway in recognising “the journey travelled” by learners may cover this.</p> <p>DfE is balancing the funding with delivery, recognising the potential on the community of reductions in service delivery.</p> <p>There will always be a challenge function and the roles of the College and the Sponsoring Department are different, but DfE welcomes the leadership role provided by Belfast Met across the sector.</p> <p>The Governing Body <b>noted</b> the presentation and the Chair thanked DfE officials for attending, presenting to the Governing Body and continuing to champion the role of FE with DfE.</p>	
<b>GB22 18/19</b>	<b>FE Corporate Planning</b>	
	<p>Tribal VfM Action Plan version at 10 April 2019</p> <p>Each College has produced an individual Action Plan and DfE are currently merging these across the sector into one DfE Master Plan. Management will bring updates on progress against the action plan to future Governing Body meetings.</p> <p>The Governing Body <b>noted</b> the update.</p>	
<b>GB23 18/19</b>	<b>Task and Finish Group Update to Governing Body</b>	
	<p>The Governing Body was advised that that:</p> <ul style="list-style-type: none"> <li>(a) tenders are due in for the Employers’ Survey;</li> <li>(b) Impact TOR has been agreed and this is going out to tender;</li> <li>(c) Belfast Met staff are drafting the Communication Strategy; and,</li> <li>(d) Task and Finish Group to meet again in June.</li> </ul> <p>The Governing Body <b>noted</b> the report.</p>	
<b>GB24 18/19</b>	<b>Final ETI Inspection Report for the WBL Inspection</b>	
	<p>Management delivered a presentation on the methodology, findings and the outcome of the ETI Inspection. Key issues discussed included:</p>	

	<p>(a) ETI recognised improvements in retention rates, the breadth of learning beyond the specification, the way in which the College is now using management information;</p> <p>(b) the impact of the rigorous needs assessment which the College applies, and how students are signposted to learning pathways based on this needs assessment. Management are working with DE on this;</p> <p>(c) the reduced coverage of subject areas provided by the inspection - Management reported that the lack of inspectors meant that ETI did not provide the coverage of subject areas that management had sought;</p> <p>(d) ETI recognised synergy in bringing learning support into the curriculum management structure;</p> <p>(e) Areas for improvement were around WCQIP, planning and retention rates.</p> <p>Management advised that the published findings of the outcomes across the NI FE sector are driving colleges to learn from each others' strengths, as evidenced in the ETI report.</p> <p>Governing Body noted the Final Report and commended the management and staff. It noted the quality of leadership alongside the strong and consistent commitment of middle management and team leaders to continuous improvement.</p> <p>Management reported contribution of Emma Connolly and Governing Body asked management to pass on their appreciation for her outstanding contribution.</p>	
<b>GB25 18/19</b>	<b>OCQA and WCQIP Governance Pathway</b>	
	<p>Management advised the Governing Body re. the timeline for scrutiny, approval and submission of OCQA and WCQIP reports to DfE.</p> <p>Governing Body <b>noted</b> the timeline.</p>	
<b>GB26 18/19</b>	<b>Committee Reports</b>	
	<p>The following reports were noted.</p> <p>(a) <u>The Audit and Risk Committee</u> – 20 March 2019 (Draft (Proposed Final)) 15 November 2018 (Approved AC38 18/19)</p> <p>(b) <u>Curriculum, Quality and Engagement</u> – 29 April 2019 (not yet written) 29 January 2019 (Draft (Proposed Final)) 26 November 2018 (Draft (Proposed Final)) 16 May 2018 (Approved CQE Agltm3 29 Jan 19)</p> <p>(c) <u>HR Committee</u> –</p>	



	<p>1 April 2019 (at DraftV1)  21 January 2019 (Approved HR3 18/19)  8 October 2019 (Approved HR3 18/19)  (d) <u>Resources Committee</u>  4 March 2019 (Draft (Proposed Final))  26 November 2018 (Approved – R30 18/19)</p> <p><u>Audit and Risk Committee</u> – the committee Chair discussed the impact of two financial year-ends and audit processes on the finance team; Management advised on the changes to the audit scope and methodology.</p> <p>Management advised on the status of the Property Services Division business case currently with DfE.</p> <p><u>CQE Committee</u> – the committee Chair provided update on the communications with post-primary schools, noted the excellent outcome of the ETI inspection and the increase in the number of HE places available at Belfast Met for 2019/20 – CQE particularly wished to commend Emma Connolly for her work.</p> <p><u>HR Committee</u> – the committee Chair provided update on the key issues arising from the minutes approved, noting the work done on Section 75 screening, the progress made on addressing appraisal backlogs and the good progress made on the HR Development Plan.</p> <p><u>Resources Committee</u>: has not met since the last meeting of the Governing Body and the key issues have been covered in the management report at this meeting.</p> <p>The Governing Body <b>noted</b> the Committee Reports.</p>	
<b>GB27 18/19</b>	<b>Single Tender Awards (Direct Award Contracts)</b>	
	The Governing Body <b>noted</b> the report.	
<b>GB28 18/19</b>	<b>AOB</b>	
	P&CE advised the Governing Body that Lyra McKee was a student at Belfast Met and that she was held in high regard by both students and staff during her time at the College. The P&CE has written to Lyra’s family to express condolences on behalf of the College.	
<b>GB29 18/19</b>	<b>Date of Next Meeting:</b>	
	26 June 2019, 4.30pm TQ Boardroom. The meeting ended at 6.30pm.	
<b>GB30 18/19</b>	<b>Closed Session:</b>	
	<b>Closed Session</b>	

Chair of Belfast Metropolitan Governing Body

Frank Bryan

Signature

Date

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Minutes of Governing Body Meeting held on 29 April 19 FINAL APPROVED

Initials Chair Governing Body F Bryan