

**Belfast Metropolitan College Governing Body 4.00pm 27 November 2019 Titanic Quarter Board Room  
Minutes FINAL APPROVED 11 December 2019**

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

**Management:** Marie-Thérèse McGivern, Principal and Chief Executive (P&CE); 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); Lisa McCartney, Centre Manager for Strategic Planning (CMSP); Louise Horner, Policy and Insights Manager (PIM).

**Clerk to the Governing Body:** Gerry Crossan

<p><b>GB17 19/20</b></p>	<p><b>Apologies, Quorum, Conflicts of Interest, and Notice of AOB</b></p> <p><b>Apologies:</b> Apologies were received from Jim McCall and Catherine Burns. Gavin Doran joined the meeting at 5.15pm.</p> <p><b>Quorum:</b> The meeting was quorate under the terms of Paragraph 3B of the Terms of Reference for the Governing Body dated November 2017 (3 Governors).</p> <p><b>Conflicts of Interest:</b> No perceived, potential or actual conflicts of interest advised under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.</p> <p><b>AOB:</b> The Chair welcomed James Campbell, the Student Governor.</p>
<p><b>GB18 19/20</b></p>	<p><b>Minutes of the meeting held on 26 September 2019 - Draft (Proposed Final)</b></p> <p>The Governing Body approved the Draft (Proposed Final) minutes of the meeting held on 26 September 2019 without amendment.</p>
<p><b>GB19 19/20</b></p>	<p><b>Matters Arising from the minutes of the meeting held on 26 September 2019</b></p> <p>The Governing Body noted the matters arising from the meeting held on 26 September 2019.</p>

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<b>Agenda Item</b>	
<b>GB20 19/20</b>	<b>Governance Information and Guidance</b>
Clerk	None advised since last meeting.
<b>GB21 19/20</b>	<b>Chair's Business (Verbal)</b>
Chair	<p>The GB Chair reported on the following key issues:</p> <ul style="list-style-type: none"> <li>(a) Completion of November 2019 Register of Interests;</li> <li>(b) Governor Assessment 2018/19;</li> <li>(c) Appointment of Student Governor for 2019/20, James Campbell;</li> <li>(d) The Queen's Anniversary Prize – Chair commended management and staff on this on the leadership and work which led to this outstanding recognition of the contribution that the College is making to building the economy in Northern Ireland.</li> <li>(e) Chair will be meeting with all GB Chairs and senior DfE colleagues on 29/11/19 to discuss budgets, resource constraints, ongoing pressures and the recruitment of governors; and,</li> <li>(f) Management advised on the conclusion of a major contract with PwC.</li> </ul> <p>The Governing Body noted the items raised by the Chair.</p>
<b>GB22 19/20</b>	<b>Report of the Principal and Chief Executive</b>
P&CE	<p>The Principal and Chief Executive reported on the following key issues:</p> <ul style="list-style-type: none"> <li>• College has hit all main KPIs across financial and curriculum targets;</li> <li>• DfE has advised of significant funding gap in 2020/21 and it is likely that funding process in early 2020 will also be challenging</li> <li>• Successful audit</li> <li>• 2<sup>nd</sup> in Northern Ireland in World Skills with 2 bronze medals in cybersecurity;</li> <li>• Queen's Anniversary Prize, one of only 4 colleges across the UK – further work ongoing on communications;</li> <li>• About to sign and MOU with QUB;</li> <li>• Planning underway in response to next ETI inspection in early 2020;</li> <li>• Skills support for Heathrow expansion; and,</li> <li>• Prison Contract is coming to and new bid will be submitted for next 4-year period.</li> </ul> <p>The Governing Body noted the report.</p>
<b>GB23 19/20</b>	<b>Strategic Issue Debate</b>
	<p>Higher Education in Further Education (last considered <b>CQE05 19/20</b> 18 November 2019).</p> <p>The DCLS advised of the following key issues:</p> <ul style="list-style-type: none"> <li>• HE experience in FE is a very different experience from university;</li> </ul>

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	<ul style="list-style-type: none"> <li>• FE delivery is focussed on Level 4 and Level 5 of the Qualifications Framework – these equate to years 1 and 2 of an honours degree – NI Universities are supposed to keep to Level 6 and 7 but are not doing this and are offering short courses between application and engagement which increase applicants qualifications;</li> <li>• Management are working with Citi supporting programme to obtain access to the Citi programme, moving directly from a Foundation Degree – model is applicable to different sectors and businesses;</li> <li>• Scale of full-time and part-time enrolments in NI, with FE colleges providing majority of part-time provision and one third of full-time provision – this HE footprint within FE is not common throughout other UK colleges;</li> <li>• tension between delivery of 18% of HE provision while receiving 10% of HE funding;</li> <li>• College remains an attractive offer because of the unique provision despite high level of unconditional offers from universities;</li> <li>• Contribution from full-time FE places is significantly higher than contribution from current HLA places and is the highest marginal line of business;</li> <li>• USP: Fashion Management, Cyber Security, Application Development at Level 5 are all unique offerings;</li> <li>• Progression to work pathways are mature;</li> <li>• Challenges common to all 6 Colleges include post-primary engagement, recruitment challenges arising from demographic changes and competition from universities;</li> <li>• NI universities appear to be withdrawing from partnership arrangements; and,</li> <li>• Opportunities to grow business within current places available across FE and HE sector and to develop applied degree offerings above Level 5 with QUB, OU and other institutions;</li> </ul> <p>The Chair noted the dual mandate of the College, the ability of the College to offer pathways that are attractive to a wide-range of learners and which include experience enabling early access to the job market. These considerations are timely given the actions underway to review the skills needs and skills market in Northern Ireland. Governing Body comments included:</p> <ul style="list-style-type: none"> <li>• risk associated with management of long-term partnerships with FE institutions;</li> <li>• opportunities arising from long-term engagement with employers;</li> <li>• unique offering of full-time and part-time pathways which combine qualifications, work-experience and the personal contact and support that characterises the College’s teaching and learning environment – these are key and unique elements in the Belfast Metropolitan College brand;</li> <li>• College may be more agile and responsive to the needs of industry to deliver people who are employment ready.</li> <li>• Potential to support the transition from HND into degree, particularly in relation to academic writing;</li> <li>• Potential for increasing the awareness of HE availability in the post-primary sector and also of pathways from Level 1 to Level 8 which can support learners in deciding their own personal learning experience; and,</li> <li>• Recognition of the influence of parents, employers, professional bodies as stakeholder groups to support building of learning community.</li> </ul>

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	<p>The Governing Body</p> <ul style="list-style-type: none"> <li>• noted the issues raised by management and through the open discussion;</li> <li>• were supportive of Management actively pursuing the opportunities identified in the presentation;</li> <li>• asked management to consider further actions on distinctive 'HE in FE' branding and marketing in the light of the discussions;</li> <li>• recognised that the College needs the support of DfE in developing more flexible, more affordable, and more effective learning offerings which also support sustainability and value-for-money in public expenditure; and,</li> <li>• welcomed further updates from management through the CQE Committee and to the Governing Body.</li> </ul>
<p><b>GB24 19/20</b></p> <p>DPPP CMLS PIM</p>	<p><b>Risk Planning Workshop</b></p> <p>Management provided a summary of the PESTLE+E (plus Educational Risks) analysis.</p> <p>Management provided support to Governing Body discussion groups.</p> <p>The Governing Body conducted a 'clean-page' corporate risk workshop as part of best practice good governance exercise. Management advised that the outcome of the workshop will be reported back to the Governing Body at the February 2020 Governing Body meeting, following further review and analysis.</p>
<p><b>GB25 19/20</b></p> <p>DCS</p>	<p><b>Summary Finance Report Q1 2019/20 (period ended 31 September 2019)</b></p> <p>(a) Financial Update as at 30 October 2019 – presentation; and, (b) Quarter 1 Summary Finance outturn as at 30 October 2019.</p> <p>Last considered <a href="#">RC18 19/20</a> 21 November 2019.</p> <p>Management advised that College was on track in line with the financial year approved Resource Budget and that income was slightly higher than budgeted because of increased TfS funding. The Department has advised that they will find the current funding gap in 2019/20, but they have also advised of a significant funding gap in 2020/21.</p> <p>KPI re working capital ratio is below target due to changes in presentation of Creditors Due within one year. Cash targets are being met.</p> <p>Management advised on the reasons for the variances in income and cost figures.</p> <p>The Governing Body noted the information provided by and action taken by management.</p>

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<b>GB26 19/20</b>	<p><b>Key Performance Indicators and Risk Management</b></p> <p>Management presented the report as at 30 October 2019 - last considered at <b>AC24a 19/20</b> 11 November 2019.</p> <p>Management advised that, since this reporting entails a time-lag to allow for data collection and analysis, the report now contains the outturn for Q4 of last year.</p> <p>In relation to Q1, one KPI relating to stakeholder satisfaction was not met. Enrolment targets are being largely met.</p> <p>Risk Register considered at last ARC – four new risks added including impact of Brexit.</p> <p>Management advised on the level of, context of, and response to complaints.</p> <p>The Governing Body advised:</p> <ul style="list-style-type: none"> <li>• that the risk register should reflect concerns in relation to the successful and timely appointment of a new Principal &amp; Chief Executive, given the constraints placed upon the college;</li> <li>• management should review the presentation of context of risks; and</li> </ul> <p>Management advised the Governing Body on the current status of the discussions with DfE on the introduction of the new traineeship model which will go live in September 2020. Management advised that they will be carrying out further analysis on the data held on employer perspectives, including a wider sectoral analysis of businesses that are not working with FE colleges. The Governing Body advised that the output from the Task and Finish Group could be incorporated into the research.</p> <p>The Governing Body noted the report and the action that management has taken.</p>
<b>GB27 19/20</b>	<p><b>Belfast Metropolitan College Annual Report and Accounts 2018/29</b></p> <p>(a) Belfast Metropolitan College Annual Report and Accounts;                      (b) NIAO Report To Those Charged With Governance; and,                      (c) Briefing note post audit.</p> <p>Last considered <b>RC19 19/20</b> 21 November 2019 and <b>AC20 19/20</b> 11 November 2019.</p> <p>The Chair of the ARC advised the Governing Body on the outcome of the NIAO Audit. Management advised that long-standing PFI issues which had been significant in previous years were cleared in this year's report.</p> <p>The Governing Body noted the completion and signing of the Annual Report and Financial Statements 2018/19 which will be laid before the Assembly by the Department for the Economy on 17<sup>th</sup> December 2019.</p>

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<b>Agenda Item</b>	
<b>GB28 19/20</b>  SEV Ltd Board Members	<b>Springvale Educational Village Ltd – Annual Report and Accounts 2018/19</b>  The Governing Body noted the completion and signing of the SEV Ltd final Annual Report and Financial Statements 2018/19 which the Clerk will file with Companies House.
<b>GB29 19/20</b>  Chair of Trust	<b>Belfast Metropolitan College Trust – Annual Report and Accounts 2018/19</b>  The Governing Body noted the completion and signing of the Belfast Metropolitan College Trust Annual Report and Financial Statements 2018/19 which the Clerk will file with the Charities Commission NI and Companies House.
<b>GB30 19/20</b>	<b>Direct Award Contracts/Single Tender Actions at Q1 2019/20</b>  Nil Report. This was considered at <b>ARC26 19/20</b> 11 November 2019.
<b>GB31 19/20</b>  Chairs of Committees	<p><b>Committee Minutes and Reports</b></p> <p><u>(a) The Audit and Risk Committee:</u></p> <ul style="list-style-type: none"> <li>• Meeting 16 September 2019 Minutes Final (<b>AC16 19/20</b> on 16 2019);</li> <li>• Meeting 11 November 2019 Minutes Draft (Proposed Final) to be considered under <b>AC16 19/20</b> on 3 March 2020; and,</li> <li>• Annual Report of the Audit and Risk Committee to the Governing Body Final dated 18 November 2019 (considered at <b>AC19e 19/20</b> 11 November 2019).</li> </ul> <p>Management advised on the management of the risk associated with the PSD contract and the recent communication on this issue from the DfE.</p> <p><u>(b) Curriculum, Quality and Engagement :</u></p> <ul style="list-style-type: none"> <li>• Meeting 10 June 2019 Minutes Draft (Proposed Final) – to be considered under <b>CQE02 19/20</b> on 9 December 2019;</li> <li>• WCQIP: Last considered <b>CQE02 19/20</b> 18 November 2019;</li> <li>• ETI Level 3 FE Evaluation: Last considered <b>CQE02 19/20</b> 18 November 2019; and,</li> <li>• WBL Provision: Last considered <b>CQE02 19/20</b> 18 November 2019.</li> </ul> <p>Management will report on these issues to the CQE Committee on 9 December 2019 and then to the Governing Body on 11 December 2019. The CQE Chair advised on the event she attended at the opening of the new facilities at Hydebank Wood College and commended the work that is being done by the College, which is recognised by Hydebank Wood College.</p> <p><u>(c) HR Committee:</u></p> <ul style="list-style-type: none"> <li>• Meeting 20 June 2019 Minutes Final (<b>HR02 19/20</b> 7 October 2019); and,</li> <li>• Meeting 7 October 2019 Minutes Draft (Proposed Final) to be considered under <b>HR15 19/20</b> on 20 January 2020.</li> </ul> <p><u>(d) Resources Committee</u></p> <ul style="list-style-type: none"> <li>• Meeting 3 October 2019 29 Minutes Final Approved (<b>RC14 19/20</b> on 21 November 2019).</li> </ul>



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<b>Agenda Item</b>	
	The Governing Body noted the reports and minutes from the Committees.
<b>GB32 19/20</b>	<b>Any Other Business</b>  There were no items of Any Other Business advised at the meeting.
<b>GB33 19/20</b>	<b>Date of Next Meeting</b>  The next meeting of the Governing Body will be held at 4.00pm on Wednesday 11 December 2019 in the Titanic Quarter Board Room.
<b>GB34 19/20</b>	<b>Closed Session</b>

**Chair of the Belfast Metropolitan College Governing Body**

**Frank Bryan**

**Signature**



**Date**

11/12/19

