

Belfast Metropolitan College Governing Body**2.30pm on Wednesday 18 September 2024 on the Titanic Quarter Campus Boardroom and via MS Teams****Minutes Approved 11 Dec 2024**

Governing Body Members attendees: Michele Corkey (Temporary Chair); Seamus McGoran (Vice-Chair); Rose Byrne; Seamus Dawson; Tom Hesketh; Lauren McAteer; Michael McKernan; Sheena McKinney; Bill Montgomery; Yvonne Murphy; Sinéad Sharpe; Janis Leaden; Michael Mearns; Damian Duffy (Interim Principal and Chief Executive (IPCE)

Management attendees: Aidan Sloane, Chief Operating Officer (COO); Fiona Dempsey, Interim Director of Curriculum and Learner Success (IDCLS); Siobhan Lyons, Interim Director of Development and Partnerships (IDDP)

Interim Secretary to Governing Body: Colin Lewis

Directorate Manager and Aide to Governing Body: Andrea Browne

GB01 24/25 Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture

Quorum: The meeting confirmed as 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: Received from Maurice Keady

Welcome: Welcome to Damian Duffy, Interim Principal & Chief Executive; Fiona Dempsey, Interim Director of Curriculum and Learner Success; Siobhan Lyons, Interim Director of Development & Partnerships

Conflicts of Interest: No **perceived, potential or actual** conflicts of interest reported 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**.

NEW Gifts and Hospitality: This new standing item was recommended in the Corporate Governance Internal Audit. The Financial Management Policy extract on Gifts on Hospitality was included in the meeting papers for review. At future meetings all participants must report the accepting / rejecting of Gifts and Hospitality in line with the Financial Management Policy for Belfast Met.

AOB: None.

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. (**GB14 24/25 Meeting Feedback** below refers)

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	Minute
GB02 24/25	<p>Minutes of the meeting held on 25 June 2024</p> <p>The Governing Body:</p> <ul style="list-style-type: none"> • Reviewed and approved the DRAFT (PROPOSED FINAL) minutes of the Governing Body meeting held on 25 June 2024 with a minor spelling update; and, • Approved publication of the approved minutes on the College website, to be actioned by the Secretary.
GB03 24/25	<p>Matters arising from the minutes of the meeting held on 20 March 2024</p> <p>Any matters arising are on the agenda of this governance meeting.</p>
GB04 24/25	<p>Governance Information and Guidance</p> <p>(a) Board Effectiveness Review - Terms of Reference and Draft Proposal</p> <p>The Chair outlined the ICS presentation on the planned review. The 6 colleges procured the company. Terms of Reference (TOR) have been shared with Governors for review along with the link to the Partnership Agreement on the college website. It was noted that consultees may interview all Board members. Best practice and board effectiveness to be considered.</p> <p>Governors suggested holding a pre-review workshop.</p> <p>Any comment or amendments on the TORs to be shared with the Chair so she can feedback by end September.</p> <p>(b) DfE Letter on Temporary Chair Position.</p> <p>DfE letter was noted. Expecting an announcement that the Review of FE Sector has been halted which has led to this letter. DfE will be moving to make the permanent Chair appointments for 2 colleges. This is an external public appointment process.</p> <p>Disappointment expressed that the review has possibly been stopped. Also concern stated at the timing of the Chair appointment having just coming through a period of significant change.</p> <p>(c) Appointment of Student Governor</p> <p>It was reported that the student governor has been appointed and waiting for the DfE paperwork to be complete.</p> <p>(d) Clerk to the Governing Body</p> <p>Interviews took place yesterday and candidate identified. Hoping they will be post shortly.</p> <p>The Chair thanked Colin Lewis in his last meeting for his contribution and professional advice.</p> <p>The Governing Body noted the issue of this governance information and guidance and the Management and governance actions arising from it.</p>

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GB05 24/25	<p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</p> <p>None advised to date.</p>
GB06 24/25	<p>Chair’s Business</p> <p>(a) Annual Assessments - These have been completed and paperwork will be shared for review and amendment. The Chair thanked everyone for their participation.</p> <p>Appointment of Vice-Chairs to Committees was raised during the meetings. Currently the vice-chair role is only in the Terms of Reference for two Committees. This will now be added to all TORs. The Chair and Committee Chairs will take forward the appointment of Vice-Chairs.</p> <p>(b) EY College Employers Forum Review of Collaboration - DfE have appointed EY to complete this review. The Chair has asked the CEF Temporary Chair that CEF stood down while review takes place, and all 6 colleges work together.</p> <p>(c) DfE Business Plan - Included for information.</p> <p>(d) FE Delivery Model – no further update.</p> <p>(e) Programme for Government - no further update.</p> <p>(f) The new DfE Head of Corporate Governance and Accountability is Pauline Wilson</p> <p>(g) Minister visit – Early Learning and Childcare Academy. Noted recent visit.</p> <p>(h) Minister’s Launch of Digital Skills Action Plan. Event planned for 25 September.</p> <p>(i) ETI Launch of inspection and evaluation framework titled “Empowering Improvement”. The College meeting with ETI planned for 27 September.</p> <p>(j) Louise Watson, DfE has let the College know she is available the first Wed of each month if required.</p> <p>The Governing Body noted the action taken and information provided by the Chair.</p>
GB07 24/25	<p>Report of the Interim Principal and Chief Executive</p> <p>(a) Report of the Interim Principal and Chief Executive</p> <p>IPCE highlighted his report. Noted positive enrolment performance and that will be asking DfE for additional MaSN funding for HE places.</p> <p>IPCE noted the current Strategic Plan ends in 2025 and work will now start to develop the new plan. The Chair asked governors to hold 2-days for strategic planning for 4 & 5 February 2024.</p> <p>Member asked for summary update of the Bank of America, recruitment etc. The Chair suggested bringing this update through CQE Committee.</p>

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	<p>Outcomes from the Learner and Employer Survey were reviewed and discussed. In some areas there was a small drop in outcomes. With the past year with ASOS, redundancy programme etc the outcomes are considered very positive.</p> <p>The Governing Body noted the information provided by and the action taken by the IPCE.</p>
GB08 24/25	<p>Draft College Development Plan 2024/25</p> <p>(a) DfE 2024/25 CDP Commissioning letter (b) Draft CDP 24/25</p> <p>Management advised the Committee on the draft CDP. Draft was discussed at CQE Committee on 4 September 24 and submitted to DfE on 11 September 2024. Expect comments from DfE in the next few weeks.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
GB09 24/25	<p>Sustainability & Climate Action Framework 2030</p> <p>(a) Framework (b) Presentation</p> <p>COO outlined this Framework and the Sustainability Launch video was played.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
GB10 24/25	<p>Corporate Risk Register Q4 23/24</p> <p>(a) Corporate Risk Register Report Q4 2023/24 (b) Corporate Risk Register Q4 2023/24 (c) Risk Assessment checklist</p> <p>The Risk Register was reported at Audit & Risk Assurance Committee on 16 September 2024 (AC12 23/24). Last considered Governing Body on 25 June 2024 (GB116 23/24)</p> <p>The COO reported that 1 risk has moved to a lower level due to budget pressure settlement. The Chair of ARAC outlined discussion at Committee about the level of the financial risk for the future. Agreed it is managed well but it is about looking at the risk, to be considered for review.</p> <p>ELT will review Q1 24/25 Risk Register and take that comment on the finance risk forward.</p> <p>4 pm Rose Byrne left the meeting.</p> <p>The Governing Body noted the update from Management on to the Corporate Risk Register Q4 2023/24</p>
GB11 24/25	Performance Reporting Q4 2023/24

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	<p>a) Financial Update to end July 2024 (RC07a 24/25 5 Sept 24) b) Budget Update 2024/25 (RC07b 24/25 5 Sept 24) c) CEDSI CDFS 2023-24 Year end Outturn (Non-Core Income and Reforecast Report) (RC08 24/25 5 Sept 24)</p> <p>COO outlined the high-level report on the Financial Update to end July 2024 and Budget Update 24/25.</p> <p>Draft Annual Report and Financial statement 2023/24 was reviewed at Resources Committee and approved to forward onto NI Audit Office.</p> <p>The Governing Body noted the information provided by and the action taken by Management.</p>
<p>GB12 24/25</p>	<p>Governance Programme 2024/25</p> <p>(a) There was a verbal update from each Committee for the latest round of meetings on these four areas:</p> <ul style="list-style-type: none"> • Oversight of strategic directions • Scrutiny of Quarterly KPIs • Consideration of relevant corporate risks • Noting of changes to the internal control environment <p>Curriculum, Quality and Resources Committee, 4 September 2024</p> <p>The Committee Chair outlined reports received at the meeting including enrolment and A Level results. Noted TOR review for comment. The change of tracking individual learners rather than enrolments was highlighted.</p> <p>Audit and Risk Assurance Committee, 16 September 2024</p> <p>The Committee Chair confirmed they continue to be assured that risk management, governance and finance are strong. Internal Audit reports are all positive. Noted DfE letter has been received to remind the Committee that the DfE attendee role is as an observer.</p> <p>Human Resources Committee, 9 September 2024</p> <p>The Committee Chair outlined the KPIs in the Q4 reports received and the deep dive report on sickness absence. Suggesting bringing sickness absence to the GB in the future.</p> <p>Resources Committee, 5 September 2024</p> <p>The Committee Chair gave an update the meeting. Digital Framework was noted and interesting work that may be beneficial for a future GB meeting. Noted the Catering Contract is up for review in July 2025. As over £1m Committee limit this must come to GB for approval before going out to procurement to start the process. Asked for GB approval to process.</p> <p>The Governing Body approved the contract for catering to go out to public procurement.</p> <p>(b) Governance Programme 2023/24 Cycle 4 – Final approved minutes:</p> <ul style="list-style-type: none"> • RC02 24/25 Resources Committee date – 5 Sept 24

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	<ul style="list-style-type: none"> • HR02 24/25 Human Resources Committee – 10 June 24 • CQE02 24/25 Curriculum Quality and Engagement Committee – 4 June 2024 • Resources Committee – 5 June 24 <p>(c) Governance Programme 2024/25 Cycle 1 – Draft minutes:</p> <ul style="list-style-type: none"> • RC25 24/25 Resources Committee – 5 Sept 24 • HR14 24/25 Human Resources Committee – 9 Sept 24 • CQE14 24/25 Curriculum, Quality and Resources Committee - 4 Sept 24 • AC02 24/25 Audit and Risk Assurance Committee - 11 June 24 • ACxx 24/25 Audit and Risk Assurance Committee - 16 Sept 24 – Note: <i>meeting to take place.</i> <p>The Governing Body</p> <ul style="list-style-type: none"> • noted information provided by the Committee Chairs. • adopt the approved Committee minutes and approved publication of the approved minutes on the College website, to be actioned by the Secretary.
GB13 24/25	<p>Any Other Business</p> <p>None.</p>
GB14 24/25 Meeting Feedback	<p>Meeting Feedback</p> <p>Governing Body members agreed the conduct of this governance meeting provided evidence of the Governing Body’s commitments as set out at GB01 24/25 above.</p> <p>The Chair thanked Janis Leaden for her input for the last four years and Colin Lewis for his strategic direction and guidance.</p>
GB15 24/25	<p>Governance Programme 2024/25 Date of Next Meeting</p> <ol style="list-style-type: none"> 1. Wed 11 December – Christmas lunch at 12 pm followed by Board meeting 2. 2- days Planning – Tuesday 4 and Wednesday 5 February 2025 <p>To be held at 2.30 pm in the Titanic Quarter Campus Boardroom and via MS Teams.</p> <ol style="list-style-type: none"> 3. 2.30 pm on Wednesday 19 March 2025 4. 2.30 pm on Wednesday 30 April 2025 5. 2.30 pm on Wednesday 25 June 2025 <p>The Secretary will diarise these governance meetings in colleagues’ Belfast Met accounts.</p> <p>Meeting end at around 4.30 pm.</p>
GB14 24/25 CLOSED SESSION	<p>Castlereagh Campus Consultation – Closed session</p> <p>Attendees: BIP, co-opted Governors, management</p> <p>IPCE outlined list....</p>

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	Summary of the consultation process will be communicating that out to people that took place in the consultation process. Meeting ended at around 5.10 pm

Michele Corkey
Temporary Chair of Belfast Metropolitan College Governing Body

Signature _____

Date: 11 December 2024