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| **Belfast Metropolitan College Governing Body 3.30pm Wednesday 8 February 2023 Titanic Quarter Boardroom and via MS Teams Minutes FINAL approved 22 March 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; Nikita Brijpaul; Lauren McAteer, Yvonne Murphy, Seamus McGoran; Tai Campbell; Bill Montgomery; Louise Warde Hunter, Principal and Chief Executive (P&CE).**Management:** Gillian Magee, Director of People and Place.**Observer**: Áine Ó Keeffe, Boardroom Apprentice 2022/23**Clerk to the Governing Body:** Gerry Crossan |
| **GB49 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 Janis Leaden, Joy Kettyle, Aidan Sloane and Damian Duffy.**Welcome**: No new participants at this governance meeting.**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. (**GB59 22/23 Meeting Feedback** below refers) |
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| **Agenda item** | **Detail** |
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| **GB50 22/23****Minutes of the meeting held on 14 December 2022**  | The Governing Body **approved** the **DRAFT (PROPOSED FINAL)** minutes of the governance meeting held on 14 December 2022 unamended. |
| **GB51 22/23****Matters arising from the minutes of the meeting held on 14 December 2022**  | All matters arising are on the agenda of this governance meeting or will be considered at the Governing Body meeting to be held on 22 March 2023 (**GB60 22/23**). |
| **GB52 22/23****Governance Information and Guidance** | None advised at date of issue of **Agenda FINAL (3 February 2023).** |
| **GB53 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 (3 February 2023).** |
| **GB54 22/23****Chair’s Business** | The Chair advised the Governing Body on the following items:1. DfE / BMC Partnership Agreement – meeting of Partnership Working Group held on 18 January 2023 with a view to implementing the Partnership Agreement on 1 April 2023;
2. Review of the FE Delivery Model – last considered at meeting of NI FE GB Chairs and P&CEs with DfE on 3 February 2023 as a closing phase of Stage 1;
3. Governing Body Human Resources Training - last considered **GB36 22/23 14 December 2022 Chair’s Business**;
4. BMC Accountability Meeting with DfE held on 30 January 2023;
5. NI Governance and Leadership Conference 1 March 2023; and
6. Co-Optation of Governing Body member.

The Governing Body **noted:** * the action taken and information provided by the Chair in relation to the development of the Partnership Agreement which has now been agreed in principle;
* the HR Governor training delivered today and the commitment to the regular delivery of this training as we move through a number of Governing Body appointments during 2023;
* the action that the Chair had taken to identify and manage the emerging risk to Governing Body capacity and to obtain advice on the co-optation process from DfE and other NI FE Colleges during 2022;
* the co-optation process that the Chair applied in the light of this advice; and
* the recommendation that the Chair will make now make on behalf of the GB to the DfE to appoint the person identified through this co-optation process.
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| **GB55 22/23****Report of the Principal and Chief Executive** | Issued under cover of email A Browne to Governing Body 31 January 2023, the P&CE advised the Governing Body on the key issues in the report including:(a) the significant positive engagements and communications around and at the College’s Open Day recently;(b) the significant rise in applications which immediately arose from this event; and,(c) the range of positive communications delivered across the College since the last Governing Body meeting.The Chair commended the Fortnightly Focus and the Monthly Performance Update to Governing Body colleagues – both are now established in the College communications framework and are available on the College website.The Governing Body **noted**:1. the information provided by and the action taken by the P&CE and ELT; and
2. the role of the communications discussed supporting Management reporting in the governance framework.
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| **GB56 22/23****Belfast Metropolitan College Corporate Plan Update** | The P&CE advised Governing Body of the following items:1. Half year Corporate Objectives Impact Report Card; and
2. ELT alignment work with reference to the Curriculum and Corporate Plan to 10X Policy (last considered **CQE32 22/23 Curriculum, Quality and Engagement Committee 1 February 2023**).

Management advised the Governing Body on the following key issues:1. HE and FE enrolments;
2. Traineeships and related outcomes for learners;
3. the parameters of current utilisation metrics;
4. the skills development programmes being marketed through the Business Development Team;
5. the achievement of year-to-date and estimated outturn financial targets; and
6. the latest data from the College Leavers’ Survey.

The Governing Body discussed the issues covered by and the impact of the information in the Report Card; including:* the reporting of the response rates from employers to College surveys;
* the potential differences in pathway outcomes and impact across Level 1 to Level 7;
* the likely target for engagement with businesses in the Belfast Area in the light of the College alignment with the 10X strategy, the Belfast City Regional Deal and other ongoing partnerships across the economy that are gaining momentum; and
* the ongoing delivery of innovation, inclusion and sustainability across the College and the relevance of this to the discussions about the future of the NI FE Sector.

The Governing Body **noted** the action taken and the information provided by Management. |
| **GB57 22/23****Governance Programme 2022/23****[BMC Trust & SEV Ltd business is considered by exception]** | Last considered **GB44A 22/23 14 December 2022.**There have been no Governing Body or Committee meetings since 14 December 2022. |
| **GB58 22/23****Any Other Business** | None advised at the meeting. |
| **GB59 22/23****Meeting Feedback**  | **Leadership Culture**: Governing Bodymembers advised the Chair that the conduct of the meeting provided evidence of the commitments set out at **GB49 22/23** above. |
| **GB60 22/23****Date of Next Meeting** | **Governance Programme 2022/23 Cycle 3 (2 further meetings) :** The **seventh** and **eighth** meetings of the Governing Body during 2022/23 will be held at:* **2.30pm on Wednesday 22 March 2023** in the Titanic Quarter Boardroom (**GB65 21/22 15 March 2022** refers); and,
* **2.30pm on Wednesday 3 May 2023 at the Titanic Quarter Boardroom** (**GB77 21/22 4 May 2022** refers).
* **Governance Programme 2022/23 Cycle 4: ninth** meeting of the Governing Body in 2022/23 will be held at **2.30 pm on Wednesday 21 June 2023** in the Titanic Quarter Boardroom (**GB77 21/22 4 May 2022** refers).

The Clerk has diarised these governance meetings in colleagues’ Belfast Met accounts.**Governance Programme 2023/24 Cycle 3:** The **sixth** meeting of the Governing Body in 2023/24 will be held **at 2.30pm on Wednesday 7 February 2024** in the Titanic Quarter Boardroom.The Clerk will diarise this meeting in colleagues’ Belfast Met accounts during February 2023.**Meeting ended at 5.30pm.** |
| **GB61 22/23****CLOSED SESSION** |  |

**Chair of Belfast Metropolitan College Governing Body Frank Bryan**

**Signature Date 22 March 2023**