

**Belfast Metropolitan College Governing Body - 26 September 2019 Radisson Roe Resort, Limavady - Minutes
FINAL Approved 27 November 2019**

Committee Members: Frank Bryan (Chair); Catherine Burns; Kate Burns; Kay Collins; Declan Crummey; Gavin Doran; Kathleen O’Hare; Jim McCall; 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).

Clerk to the Governing Body: Gerry Crossan

<p>GB01 19/20</p>	<p>Apologies, Quorum, Conflicts of Interest, and Notice of AOB</p> <p>Apologies: Apologies were received from Seamus Dawson, Sam Snodden, John McGrillen Wendy Gillies and Gillian Magee</p> <p>Quorum: The meeting was quorate.</p> <p>Conflicts of Interest: No conflicts of interest disclosed.</p> <p>AOB: No Items of AOB received at date of meeting.</p>
<p>GB02 19/20</p>	<p>Minutes of the meeting held on 26 June 2019 - Draft (Proposed Final)</p> <p>The Governing Body approved the minutes of the meeting held on 26 June 2019</p>
<p>GB03 19/20</p>	<p>Matters Arising from the minutes of the meeting held on 26 June 2019</p> <p>No matters that are not on the agenda.</p>

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Agenda Item	
GB04 19/20	<p>Governance Information and Guidance</p> <p>(a) Register of Interests: Governing Body and Executive Team as at 14 August 2019 – Instrument of Government approved by Governing Body at GB 160 17/18 6 December 2018 - Schedule 3 Register of Interests paragraph 2.</p> <p>(b) Statement of Recommended Practice for Further and Higher Education 2019 - applicable to financial years beginning on or after 1 January 2019.</p> <p><u>Management Statement and Financial Memorandum 1 October 2018 (signed M-T McGivern 26 October 2018)</u></p> <p>IX. RELEVANT DOCUMENTS</p> <p>99. The College shall comply with the following general guidance documents:</p> <ul style="list-style-type: none"> • The Statement of Recommended Practice for Further and Higher Education; <p>This SORP was considered by the Audit and Risk Committee at Agenda Item AC04c 19/20 on 7 September 2019.</p> <p>The Governing Body noted the governance information and guidance provided.</p>
GB05 19/20	<p>Chair's Business</p> <p>The Chair acknowledged the work of the Task and Finish Group and the policy work that the Principal & Chief Executive has been leading. The Governing Body received updates on these on 25 September 2019.</p> <p>The Chair formally recorded that P&CE has announced her retirement and will leave the post at the end of December 2019. The Chair expressed the gratitude of the Governing Body to the P&CE for her leadership throughout her time at the College.</p> <p>The Chair advised the Governing Body of the retirement in early November 2019 of the current Permanent Secretary of DfE, Noel Lavery. The College will continue to have a valuable relationship with the Grade 3 and Grade 5 civil servants in the Department.</p> <p>The Governing Body noted the items raised by the Chair.</p>
GB06 19/20	<p>Report of the Principal and Chief Executive</p> <p>The Governing Body received a detailed presentation from the P&CE and the Executive Team on 25 September 2019.</p>
GB07 19/20	<p>Summary Finance Report Q4 2018/19 (period ended 31 July 2019)</p> <p>Management advised on the following issues:</p>

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	<ul style="list-style-type: none"> • Budget started at £5m deficit; at financial year-end the draft accounts showed a £4.4m deficit. However a £1.6m pension adjustment may be required relating to the outworking of two recent court cases. • Cash flow is not affected; • Income up from previous year; income and expenditure are largely on track. • This report will also be considered by the Resources Committee on 3 October 2019; <p>The Governing Body noted the Financial Report.</p>
<p>GB08 19/20</p> <p>DCS</p>	<p>Single Tender Action/Direct Award Contract Notification</p> <p>This report was considered by the Audit and Risk Committee at AC11b 19/20 on 16 September 2019.</p> <p>The Governing Body noted the notification.</p>
<p>GB09 19/20</p> <p>DCLS</p>	<p>Curriculum and Learner Support Report as at September 2019</p> <p>Management advised on the following issues:</p> <p>11 schools were visited in September 2019 which has helped build the ongoing relationship with post-primary schools and support Parents' Evenings;</p> <p>Some overlap with the schools seeking engagement and the Principal's Breakfast Meeting earlier in the year;</p> <p>The revised target for HE is 1,559 – currently 1,546, the sector as a whole are 267 down against a reduced target and other colleges have failed to deliver on these places which poses a significant risk to the Sector;</p> <p>Confirmed that this position has been communicated to the DfE;</p> <p>University recruitment has intensified;</p> <p>P&CE advised that curriculum and marketing colleagues within BMC successfully rose to the challenge – other colleges have been less successful. Final figures will reflect that the sector as a whole has failed to deliver 300+ places. This outcome will affect the tenor of discussions on this issue with DfE next year. Belfast Met must keep the degree capacity.</p> <p>Management advised that this represented over £1m loss to the sector and this pressure will be passed to the sector. The Governing Body noted the challenges of dealing with multiple policy positions on this issue from DfE.</p> <p>The Governing Body asked if accreditation as an awarding body would protect the College to any extent. P&CE advised that conversations were ongoing with Liverpool Hope, which would allow more choice for our students. Management advised that such accreditation</p>

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	<p>might provide flexibility in the context of the already diversified offering of Belfast Met. The long-term goal is to become an awarding college or have a close relationship with an awarding college which will have the same outcome.</p> <p>Management advised that recruitment across other offerings, including Higher Level Apprenticeships, was strong. There are other offerings that will come on line in 2020/21.</p> <p>The Governing Body noted the report and the additional information provided by management.</p>
GB10 19/20	Business Development and Training Update
DD	<p>Management advised on the scope and range of offerings across the College. Management advised that the Civil Service Apprenticeship Programme will start in January 2020.</p> <p>P&CE advised that this offering took 3 years to bring to fruition. This is an example of the commitment and investment by Belfast Met which has been successful and there are solid opportunities arising from it.</p> <p>The Governing Body enquired about the target for the Traineeship Programme, what we hoped to achieve and is there a programme of work to help us address the challenges.</p> <p>Management provided detail on the figures reported this year and last year, and advised that the programme is employer-driven, with additional work planned around engaging with civil-engineering and construction employers in 2020.</p> <p>Management advised that DfE have raised the per capita rate by approximately 30%. There is a separate communication plan by DfE on this and there is a plan to push Traineeship and Apprenticeship provision over the next 12 months.</p> <p>Management advised that work is under way to present research on demand and supply in IT skills to employers which will indicate how Apprenticeships will meet their needs.</p> <p>The Governing Body noted the report and the additional information provided by management.</p>
GB11 19/20	Key Performance Indicators and Risk Management Report as at September 2019
DCS	<p>Management advised on the structure of the Non-Flu income which indicated that the financial outcome in terms of contribution was sound.</p> <p>The Chair advised that a review of the KPIs will represent a major element of work when developing a new 2020-24 strategic action framework for Belfast Met, reflecting the desire for greater Outcome Based Accountability.</p> <p>The Governing Body noted the report.</p>
GB12 19/20	Belfast Metropolitan College Annual Report and Financial Statements 2018/19 – Draft
DCS	

Agenda Item	
	<p>This item was considered under AC06 19/20 on 16 September 2019 and will be considered under RC07 19/20 on 3 October 2019.</p> <p>The Governing Body noted this version of the Draft Annual Report and Accounts which was issued to NIAO and DfE during w/c 20 September 2019.</p>
<p>GB13 19/20</p> <p>Chairs of Committees</p>	<p>Committee Minutes and Reports</p> <p>These reports were taken as read, with the-Committee Chairs afforded the opportunity to highlight any significant issue or risk that should be drawn to the attention of the Governing Body².</p> <p>(a) <u>The Audit and Risk Committee:</u> 22 May 2019 Minutes Final AC02 19/20 on 16 September 2019; 16 September 2019 Minutes Draft (Proposed Final) to be considered under AC16 19/20 on 11 November 2019</p> <p>(b) <u>Curriculum, Quality and Engagement –</u> 10 June 2019 Draft (Proposed Final) as at 19 September 2019 – to be considered under CQE02 19/20 on 16 October 2019;</p> <p>The Chair of CQE Committee advised of the Integrated School Alumni event on 4 November 2019.</p> <p>(c) <u>HR Committee:</u> 17 June 2019 Minutes Draft (Proposed Final) – to be considered under HR02 19/20 on 7 October 2019; and</p> <p>(d) <u>Resources Committee</u> 29 May 2019 Draft (Proposed Final) as at 19 September 2019 – to be considered under RC02 19/20 on 3 October 2019.</p> <p>(e) <u>SEV Ltd</u> DCS provided a verbal update on the issues considered at the SEV Ltd Board meeting held on 17 September 2019, including the development of the range of options for the future of SEV. This issue will be brought back to the Governing Body when the option appraisal has been finalised.</p> <p>¹Available Drafts (Proposed Final) and Final Approved minutes from Committees will be uploaded onto Decision time on 19 September 2019. "Draft (Proposed Final)" means the Chair of the Committee has reviewed the draft minutes and approved release of the draft as Proposed Final to the Committee for approval.</p> <p>²Committee reporting must comply with Paragraph 7.1 of Belfast Metropolitan College Governing Body Standing Orders dated August 2015.</p> <p>The Governing Body noted the Committee minutes and reports and the additional information provided by Management.</p>

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GB14 19/20	Any Other Business Management advised of the secondment of Jim Woods to the sector wide CRM project. Management advised of the successful recent launch of a breakfast club for students. The Chair congratulated the Belfast Met Charitable Trust on its investment in this project. The Governing Body asked for clarification of the VAT and the charitable status of the College. Management advised that the College does not charge VAT on its services and therefore cannot reclaim VAT.
GB15 19/20	Date of Next Meeting The next meeting of the Governing Body will be held at 4.00pm on Wednesday 27 November 2019 in the Titanic Quarter Board Room.
GB16 19/20	Closed Session

Chair of the Governing Body

Frank Bryan

Signature



Date

27/11/19