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| **Belfast Metropolitan College Governing Body 3.00pm Wednesday 16 November 2022 Titanic Quarter Boardroom and via MS Teams Minutes FINAL APPROVED 14 December 2022** |  |
| **Governing Body Members:** Frank Bryan (Chair); Kathleen O’Hare (Vice-Chair) Catherine Burns; Kate Burns;Kay Collins; Jim McCall; Kathleen O’Hare; Sam Snodden; Seamus Dawson; Brian Wilson; Janis Leaden; Nikita Brijpaul; Lauren McAteer, Yvonne Murphy, Louise Warde Hunter, Principal and Chief Executive (P&CE).  **Management:** Joy Kettyle, Director of Curriculum, Innovation and Excellence; Damian Duffy, Gillian Magee, Director of People and Place; Aidan Sloane, Director of Corporate Services; Michelle Devlin, Assistant Director of Curriculum  **Observer**: Áine Ó Keeffe, Boardroom Apprentice 2022/23  **Clerk to the Governing Body:** Gerry Crossan |  |
| **GB15 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 Brian Montgomery, Damian Duffy and Janis Leaden.  **Welcome**: No new participants at this 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 this meeting**.**  **Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge. (**GB29 22/23** below refers) | **Chair** |
| **GB16 22/23**  **Minutes of the meetings held on 21 September 2022 – DRAFT (PROPOSED FINAL) dated 9 November 2022**  The Governing Body **approved** the **DRAFT (PROPOSED FINAL)** minutes of the meetings held on 21 September 2022 (GB02 and GB03) without amendment. |  |

| **Agenda item** | **Detail** |
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| **GB17 22/23**  **Matters arising from the minutes of the meeting held 21 September 2022** | All matters arising are om the agenda of this meeting. |
| **GB18 22/23**  **Governance Information and Guidance** | 1. FE Circular 12/22 - Operational Requirements for Essential Skills in Application of Number, Communication and ICT- 9 November 2022 (email Clerk to Governing Body 10 November 2022 refers).   The Governing Body **noted** the issue of this circular by DfE. |
| **GB19 22/23**  **BMC GB Standing Orders**  **Section 12d Notifications** | **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 this meeting**.** |
| **GB20 22/23**  **Chair’s Business** | 1. HE Graduation Ceremony – the Chair congratulated Management on the successful delivery of a hugely uplifting event 2. DfE Update – Partnership Agreement update circulated on 16 November 2022 to Partnership Agreement Working Group, the target for completion is 31 March 2022, including approval by each FE Governing Body - – Innovation Workshop next week include participation by Belfast Met Governing Body and Management; 3. CEF update on current business; 4. Review of Level 4 and 5 Provision and HE in FE – issued email Clerk to Governing Body 31 October 2022 5. 10x Vision – Next Steps for Implementation – issued email Clerk to Governing Body 29 October 2022 ; 6. Bill Montgomery has been recently appointed to the Governing Body, further discussions will take place in relation to the Co-Optation of a Governing Body member and the Chair is liaising with the DfE on appointments during 2023 with appropriate on-boarding and handover; 7. HR Workshop for BIP Governing Body members will take place on 1 December 2022; 8. Declarations of Conflict of Interest – NIAO recommendation in 2020/21 and 2021/22 and the action required by Governing Body members to address this recommendation; and, 9. Governing Body Self-Assessment Report 2021/22 – noting the high levels of attendance: Governing Body members advised the Chair on their perspectives on the levels and quality of Governing Body participation and engagement.   The Governing Body **noted** the action taken and information provided by the Chair. |
| **GB21 22/23**  **P&CE Report** | **Report of the Principal and Chief Executive November 2022**  The P&CE advised the Governing Body on   * the HE Graduation, with statement from Jane Brady, the Head of the NICS that Belfast Met is the NICS Partner of Choice; * the World Skills Event and forthcoming media event on this event; * the continuing focus on Employee Engagement over the coming weeks; and, * ELT level engagement with staff;   The Governing Body **noted** the report issued under cover of the email from the P&CE on 4 November 2022. |
| **GB22 22/23**  **Corporate Plan Impact 21/22** | **Impact Report 2021/22**  The Chair advised that the Impact Report which communicates performance against top-tier targets provides an excellent summary of the performance of the College which exceeds the governance benchmark set at the start of 2022/23.  The P&CE advised the Governing Body that the Impact Report and the link between the running of the College and the achievement of strategic objectives and acts as a robust companion report to the Annual Report and Financial Statements.  DCS advised the Governing Body on the key metrics in the Impact Report relating to financial targets and employer engagement.  DPP advised on the impact of high-quality teaching staff on the life opportunities of all learners.  DCIE advised on the achievement of retention targets against the backdrop of the challenges facing students and staff following the response to COVID -19 and the high levels of reported student and employer satisfaction.  The Governing Body:   * **congratulated** Management on both the work on the College impact and the quality of the reporting in the report itself; * **recognised** the continuing and determined response of staff across the College to support and include learners; and, * **commended** the growing reputation of the College with employers and learners arising from the high levels of capability and commitment from everyone in the College.   The Governing Body **noted:**   * the information provided by, and the action taken by Management; and, * the impact metrics that will be further scrutinized by the Curriculum, Quality and Engagement Committee. |
| **GB23 22/23**  **Financial Reporting** | **GB23 22/23**  **Financial Reporting**  **Annual Report and Financial Statements 2021/22**   1. Annual Report and Financial Statements 2021/22 – including NIAO Audit Certificate; and, 2. Report To Those Charged With Governance 2021/22.   DCS advised the Governing Body on the key issues affecting the reporting and the governance pathway thus far for all FE College financial reporting for 2021/22.  The Chair of ARAC advised the Governing Body on the nature of the assurance that the ARAC is relying on and the options for dealing with the issue that the ARAC discussed with the NIAO.  The Governing Body:   * **noted** the consideration of the Annual Report and Financial Statements 2021/22 by the Resources Committee and the Audit and Risk Assurance Committee; * **approved in principle** the Annual Report and Financial Statements 2021/22 on the recommendation of the Audit and Risk Assurance Committee with the proviso that the DCS will ensure that appropriate adjustments are made in a timely fashion, engaging with the NIAO and DfE in order to support the laying of the Annual Report and Accounts before The Assembly; and, * **delegated** the final review and approval of the final Financial Statements to the Chair of the Governing Body, Chair of the Audit and Risk Committee, Chair of the Resources Committee, Kay Collins and the P&CE, supported by the DCS and the Clerk to the Governing Body. |
| **GB24 22/23**  **College Development Plan** | **College Development Plan**  Last considered **CQE60 21/22 29 June 2022 Quality Assurance Report.**  The Governing Body:   * **noted** the action taken by Management; and, * **approved in principle** the College Development Plan 2022/23 as agreed with DfE; and, * **noted** that issues raised by the Chair of the CQE Committee in relation to the governance pathway for this Report. |
| **GB25 22/23**  **FE Delivery Review** | **Tribal Review of the FE Sector**  The Governing Body **noted**:   * the information provided by, and the action taken by Management; * that DfE colleagues will present to the Governing Body on this issue on 14 December 2022; and, * the forthcoming events being led by DfE which will engage Principals, ELT colleagues and Chairs. |
| **GB26A 22/23**  **Governance Programme 2022/23:**  **[BMC Trust & SEV Ltd business is considered by exception]** | **Governance Programme 2022/23**  The Clerk’s and Committee Chairs Reports for Governance Programme 2022/23 Cycle 1 and Cycle 2 will be considered at the Governing Body Meeting to be held on 14 December 2022 |
| **GB26B 22/23**  **Quarter 1 2022/23 Reporting** | **Quarter 1 2022/23 Reporting**  The Quarter 1 2022/23 Reports will be considered at the Governing Body Meeting to be held on 14 December 2022, after all reports have been considered by the relevant Committees during the remainder of the Governance Programme 2022/23 Cycle 2. |
| **GB27 22/23**  **Risk Management** | **Corporate Risk Register Q1 2022/23**  Last considered **AC25 22/23 14 November 2022 Corporate Risk Register**  The Chair of the Audit and Risk Assurance Committee advised the Governing Body that the ARAC has reviewed the Corporate Risk Registers:   1. **recommends** the Corporate Risk Register Q4 2021/22 as presented to the Governing Body at the meeting on 16 November 2022 (**AC12 22/23 3 October 2022** refers); and, 2. **recommends** the Corporate Risk Register Q1 2022/23 ,as presented, to the Governing Body at the meeting on 16 November 2022 (**AC25 22/23 14 November 2022** )refers).   The Governing Body **adopted** the Corporate Risk Registers Q4 2021/22 and Q1 2022/23. |
| **GB28 22/23**  **Any Other Business** | None advised at this meeting**.** |
| **GB29 22/23** | **Meeting Feedback - Leadership Culture**  Governing Body members advised the Chair that the conduct of the meeting provided evidence of compliance with the Governing Body’s commitments. |
| **GB30 22/23**  **Date of Next Meeting** | **Governance Programme 2022/23 Cycle 2:** The **third and fourth** meetings of the Governing Body during 2022/23 will be held at:   * **3.00pm on Wednesday 14 December 2022** via Microsoft Teams (**GB40 21/22 15 December 2021** refers**)** and, * **2.30 pm on Wednesday 14 March 2023** in the Titanic Quarter Boardroom. (**GB65 21/22 15 March 2022** refers)   **Governance Programme 2023/24 Cycle 2:** The **second** meeting of the Governing Body in 2023/24 will be held **at 1.00pm on Wednesday 15 November 2023** at the Titanic Quarter Boardroom and via MS Teams.  The Clerk has diarised these governance meetings in colleagues’ Belfast Met Outlook calendars.  Meeting is expected to end at 5.30pm. |
| **GB31 22/23 Closed Session** | **BIP Governing Body Members and Management only.** |

**Chair of Belfast Metropolitan College Frank Bryan**

**Governing Body**

**Signature Date 14 December 2022**