

Belfast Metropolitan College Governing Body 4.00pm Wednesday 11 December 2019 Titanic Quarter Board Room Minutes FINAL APPROVED 3 March 2020

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); Chris Corken, Head of Department of Science, Engineering and Construction (HDSEC); Siobhan Lyons, Head of Business Development (HBD);

Clerk to the Governing Body: Gerry Crossan

Agenda Item

GB35 19/20 Apologies, Quorum, Conflicts of Interest, and Notice of AOB

Apologies: None received at meeting. J McGrillen advised that he would be slightly late.

Quorum: The meeting was quorate under the terms of Paragraph 3B of the Terms of Reference for the Governing Body dated November 2017 (3 Governors).

Conflicts of Interest: 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.

AOB: None notified at date of issue of agenda (4 December 2019)

GB36 19/20 Minutes of the meeting held on 27 November 2019 - Draft (Proposed Final)

The Governing Body **approved** the Draft (Proposed Final) minutes of the meeting held on 27 November 2019 unamended.

GB37 19/20 Matters Arising from the minutes of the meeting held on 27 November 2019

The Governing Body **note** the matters arising from the meeting held on 27 November 2019.

Agenda item

GB38 19/20 Governance Information and Guidance

Dear Accounting Officer Letters (DAOs) – 2019 issued on Dec 09, 2019 12:00 pm

This page lists current DAOs, issued by DoF in 2019. The letters are listed in reverse chronological order. The most recent publication is DAO (DoF) 06/19 - Proportionate autonomy for arm's length bodies.

GB39 19/20 Chair's Business (Verbal)

- (a) Governor Assessment 2018/19;
- (b) Chair of Curriculum, Qualifications and Engagement Committee summarised key statistics in and the governance pathway for WCQIP 2019/20. Chair and Principal & Chief Executive (as Accounting Officer) signed the following submissions to DfE on behalf of Governing Body:

- Request for submission of QIP - FE 2019 (003);
- Request letter to FEC s seeking annual quality assessment return (AAR) for 2019-20 (002). (considered under **CQE09 19/20 9 December 2019**).

The Governing Body noted the link between strategic aims and the provision of support services for at risk and potentially at risk groups, for example, ESOL students.

- (c) DfE Update: DfE are working on management of budget for 2020/21 and the options available within the funding envelope available. The Chair advised that he discussed the Governing Body vacancies with DfE and the feedback is that the earliest that a competition might be under way is early 2021.
- (d) Advertisement to begin recruitment of Chief Executive will be in Belfast Telegraph on Friday 13 December 2019 and Chair asked Governors to circulate the opportunity.

The Governing Body **noted** the items raised and the action taken by the Chair and Principal & Chief Executive.

GB40 19/20 Principal and Chief Executive's Business

P&CE Report December 2019 referred to the performance of the College compared to other NI FE Colleges and the success of students in the World Skills Games.

The Governing Body **noted** that there were no further issues since the last report (**GB22 19/20**).

Belfast Metropolitan College Governing Body

Agenda item

GB41 19/20 Strategic Action Framework

The Chair advised that the Belfast Met needed this document to support action by management and effective governance.

- (a) Science, Engineering and Construction Curriculum Overview – Chris Corken, Head of Department of Science, Engineering and Construction;

The Governing Body discussed awareness of

- the wide range of offerings and business relationships among families; and,
- the range of skills and added-value that Belfast Met students offer among NI businesses.

Management provided some examples of engagement with SMEs on the added value that Belfast Met

- (b) Business Development - Centre for Economic Development and Social Inclusion Curriculum Overview – Siobhan Lyons, Head of Business Development;

Governing Body welcomed the professional and comprehensive overviews and noted the level of partnership working across the business, which clearly demonstrated passion and commitment across all staff.

Management outlined the responsiveness that the College provides through close working with Curriculum Area Managers to identify capacity and build income generation capability.

Management advised that DfE define the priority sectors and this is reflected in the identification of hubs and the support that DfE provide across the curriculum offerings at various levels. The Governing Body noted the relationship between enrolment numbers and added value.

- (c) Strategic Action Framework – Gillian Magee, Director of People, Policy and Planning.

The Governing Body advised that

- the unique approach developed by the Governing Body and Executive Team which led to the definition and communication of the Strategic Aims was consistently evidenced in the management presentations;
- management may wish to consider more flexible company structures to support delivery going forward; and,
- the challenges of maintaining relevance in the face of increasing complexity and competition.

The Governing Body approved the process to develop the Strategic Action Framework 2020/2024 that management proposed and asked management to support the Governing Body in the next stage of reviewing the objectives to support the direction of travel of the College in the next 5 years.

GB42 19/20 Governing Body Self- Assessment 2018/19

Belfast Metropolitan College 2018-19 governing body self-assessment analysis report, covering the period 1 August 2018 to 31 July 2019. The Chair noted the high level of performance of the Governing Body.

The Governing Body **noted** the report.

Belfast Metropolitan College Governing Body

Agenda item

GB43 19/20 Learner Success - Safeguarding

Last considered **CQE15 19/20** 2 December 2019. Annual Safeguarding Report 2018/19 was presented by Jim McCall, the Safeguarding Governor, who advised that management will present the detail of the safeguarding report at the next meeting. The Governing Body noted that

- (a) the current safeguarding arrangements are fit-for-purpose;
- (b) Mainstreaming of safeguarding is effective;
- (c) the sad loss of three students to suicide underscores the importance of this action being taken by the College;
- (d) areas of good practice include collaboration with partners across social services;
- (e) the potential for a review of the processes around Access NI assurances;
- (f) the potential training need for the Governing Body members.

The Governing Body **noted** the report and agreed that Governing Body members should be subject Access NI checks.

GB44 19/20 Relationship Document: SEV Ltd and Belfast Metropolitan College

Last considered **SEV04b 19/20** Governance Guidance and Information 17 September 2019.

The Governing Body **approved** the Relationship Document in the light of the ongoing action by management in relation to the SEV Ltd company structure.

GB45 19/20 Any Other Business

No items of any other business raised at the meeting.

GB46 19/20 Date of Next Meeting

The meeting planned for Wednesday 19 February 2020 will be rescheduled due to commitments associated with the Queen's Anniversary Prize ceremony.

The Chair of the CQE Committee invited Governing Body members to participate in a tour of Millfield after the CQE Committee meeting in January 2020.

GB47 19/20

Closed Session - BIP Governors only

Frank Bryan

Chair of the Belfast Metropolitan College Governing Body


Signature

Date

3/3/20