



BMC Governing Body

Date: 30th September 2015
Time: 4.30pm
Location: TQ Boardroom

Chair:	Ian Walters	Officers:	Marie Therese McGivern (Principal and Chief Executive, P&CE) Elaine Hartin (Chief Operating Officer, COO), Damian Duffy(Director of Development & Learner Services, DDLS) Jonathan Heggarty (Director of Curriculum, DC) Gillian Magee (Director of Transition, DT)
Members:	Catherine Burns Kate Burns Kay Collins Frank Bryan Norman Hamilton Wendy Langham Jim McCall John McGrillen Ciaran O’Grady Kathleen O’Hare David Taylor Brian Wilson	Apologies:	Sam Hagen Michael McCallley Kevin McKeaveney Eimhear Macfarlane
Secretary:	John McAndrew		

13/15/16	Apologies	Action
	The apologies are recorded above.	
14/15/16	Conflict of Interest Declaration	
	The Chair asked for declarations and none were received.	
15/5/16	Any Other Business (AOB)	
	There was no AOB.	
16 15/16	Minutes of 29th June 2015 and 19 th August 2015	
	Minutes of 29th June 2015 and 19th August 2015 were agreed.	
17 15/16	Matters Arising from 29th June 2015 and 19th August 2015	
	<ul style="list-style-type: none"> • 4 15/16 (96 14/15) Appointment of Chair. See Chair’s report. • 5 15/16 Minutes and Matters Arising held over. See Agenda item. • 8 15/16 FE Strategy Consultation response. See CQE Committee report under Committee Reports. • 9 15/16 Corporate Governance documents. See Agenda item. • 10 15/16 (96 14 /15) Appointment of a vice Chair. Vice Chair appointed 19/08/15 • 10 15/16 (96 14/15) Appointment of Committee Chairs. Appointed 19/08/15 • 11 15/16 Surface Training. In hand. • 96 14/15 Recruitment of Governors New governors welcomed to BMC 19/08/15 • 96 14/15 Annual assessment. Exercise completed. • 97 14/15. Performing Arts, Austerity, Voluntary Exit Scheme. See P&CE’s Update. • RES 65 Senior Post. See P&CE’s Update. • 98 14/15 NIAO (Northern Ireland Audit Office) Audit Strategy 2015-16 to be copied to Resources committee. So done. • 100 14/15 Business Cases. See Agenda item. • RES 68 Reconvening of Resources Committee. Not Required. • RES 72 Director of Transition. Appointed 1st July 2015. • RES 73 Training Feasibility Study – Appointment of Project manager, & Progress report to September Governing Body. Separate briefing, at the November Governing Body. 	

18 15/ 16	Chair's Report																																																																										
	<p>The Chair noted that the interviews for a new Chair had taken place and the successful candidate was likely to be appointed in late October 2015.</p> <p>The Chair noted his previous warning of the need for a rebalancing of committees; following expressions of interest, discussion and agreement the committee structure is now:</p> <table border="1" data-bbox="292 376 1262 1032"> <thead> <tr> <th></th> <th><i>Audit & Risk</i></th> <th><i>Resources</i></th> <th><i>CQE</i></th> <th><i>HR</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Frank Bryan (Chair)</td> <td>David Taylor (Chair)</td> <td>Norman Hamilton (Chair)</td> <td>Catherine Burns (Chair)</td> </tr> <tr> <td>2</td> <td>Norman Hamilton</td> <td>Wendy Langham</td> <td>Kevin McKeaveney</td> <td>Jim McCall</td> </tr> <tr> <td>3</td> <td>Jim McCall</td> <td>Michael McCamley</td> <td>Ciaran O'Grady</td> <td>Kathleen O'Hare</td> </tr> <tr> <td>4</td> <td>Sam Hagen</td> <td>John McGrillen</td> <td>Brian Wilson</td> <td>Sam Hagen</td> </tr> <tr> <td>5</td> <td>Kay Collins</td> <td>Kevin McKeaveney</td> <td>Catherine Burns</td> <td>Brian Wilson</td> </tr> <tr> <td>6</td> <td></td> <td>Kate Burns</td> <td>Jim McCall</td> <td>Ciaran O'Grady</td> </tr> <tr> <td>7</td> <td></td> <td></td> <td>Kate Burns</td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td>Kathleen O'Hare</td> <td></td> </tr> <tr> <td></td> <td><i>BMC Trust</i></td> <td><i>SEV Ltd</i></td> <td><i>TQ rep on PB</i></td> <td></td> </tr> <tr> <td>1</td> <td>Frank Bryan (Chair)</td> <td>Wendy Langham</td> <td>Ian Walters</td> <td></td> </tr> <tr> <td>2</td> <td>Kate Burns</td> <td>Marie Therese McGivern</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Brian Wilson</td> <td>David Taylor</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Michael McCamley (in attendance)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The Chair thanked all governors for their expressions of interest.</p>					<i>Audit & Risk</i>	<i>Resources</i>	<i>CQE</i>	<i>HR</i>	1	Frank Bryan (Chair)	David Taylor (Chair)	Norman Hamilton (Chair)	Catherine Burns (Chair)	2	Norman Hamilton	Wendy Langham	Kevin McKeaveney	Jim McCall	3	Jim McCall	Michael McCamley	Ciaran O'Grady	Kathleen O'Hare	4	Sam Hagen	John McGrillen	Brian Wilson	Sam Hagen	5	Kay Collins	Kevin McKeaveney	Catherine Burns	Brian Wilson	6		Kate Burns	Jim McCall	Ciaran O'Grady	7			Kate Burns		8			Kathleen O'Hare			<i>BMC Trust</i>	<i>SEV Ltd</i>	<i>TQ rep on PB</i>		1	Frank Bryan (Chair)	Wendy Langham	Ian Walters		2	Kate Burns	Marie Therese McGivern			3	Brian Wilson	David Taylor			4	Michael McCamley (in attendance)				
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19 15/16	P&CE Report																																																																										
	<p>The P&CE noted the enrolments which were satisfactory, ongoing work on the new training entity which would be reported next meeting, significant progress on embedding the NIPS contract, the new "Excellence" hub in Millfield, the "Substantial" overall rating for 2014/15 by Internal Audit, the continuing budget uncertainty, progress on the VES scheme, recent tier 2 appointments, sector wide collaboration, FE2025, upcoming strategic planning, ongoing leadership and management programmes, and network upgrades.</p> <p>On enquiry the P&CE answered questions inter alia on "Salisbury" and industrial relations, the potential sources for leadership and management programme provision, CNI and recruitment.</p>																																																																										
RES 1	The Governing Body agreed that a tour of the BMC estate be organised to give all governors an overview of new and existing developments.			Secretary																																																																							
RES 2	The Governing Body formally recorded their appreciation of the staff commitment and hard work in earning a "Substantial" assurance rating in every audit in 2014/15 from Internal Audit, the first time achieved by a NI College.			Secretary																																																																							
20 15/16	Committee Report																																																																										
	<p><i>A&R Committee</i></p> <p>The A&R Chair reported on the A&R Committee of 15th September highlighting the Committee's recommendation of the BMC Financial statements 2014/15 as fit for purpose, its recommendation of the revised TOR as fit for purpose, the annual assurance of "Substantial" provided by internal Audit, and the Committee's compliance with the recently published DEL Audit Code.</p>																																																																										

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	<p><i>HR Committee</i></p> <p>The HR Committee Chair reported on the HR Committee of 21st September 2015 and she advised all fellow governors that they were potentially required to sit on personnel panels as and when necessary. She also noted her presence at Resources Committee as part of the handover of HR, the reports received from HRD, the agreed deferral of discussion of the TOR for the Committee until its next meeting, her request to fellow members to consider the information they required and an upcoming Training Needs Analysis.</p> <p><i>CQE Committee</i></p> <p>The CQE Committee Chair reported on the CQE Committee of 24th September 2015. He focused on the Committee’s discussion of the BMC response to the DEL consultation document FE 2015 in particular the need for a joined up strategy, BMC’s dual mandate in regards to economic development and social inclusion, and suggested improvements to increase the relevance of teacher qualifications in the sector. He sought agreement to return a robust but balanced response to DEL and if necessary for governors to engage with DEL Officials.</p> <p>On enquiry it was confirmed that all of the Colleges submitted individual responses and that there was also a CNI response. It was confirmed that such a multiplicity of responses was common in other sectors.</p> <p><i>Resources Committee</i></p> <p>The Resources Committee Chair reported on the Resources Committee of 24th September 2015 and the “handover” of HR, the position on VES, the discussion on the budget 2015/16, the satisfactory outturn in 2014/15 for Non Flu income, the significant decrease in the overall square footage of the College estate, and the final e3 Project Board following the completion of Gateway 5.</p> <p>The Chair of SEV Ltd briefed members on SEV Ltd, and the COO noted that the consolidated accounts incorporated SEV Ltd.</p>	
RES 3	The Governing Body approved the A&R Committee Terms of Reference.	
RES 4	The Governing Body agreed to delegate its response to FE2025 to the CQE Committee, and that CQE circulate the final draft to all governors prior to despatch to DEL.	
21 15/16	BMC Performance in Q4, 2015	
	<p>The Director of Transition presented the Q4 report highlighting achievements in Q4, KPIs in detail, FLU performance against CDP, Risks, complaints and outstanding recommendations. The DT agreed to reconsider the colour gradings and restate the % outcome on KPI 6 to reflect the whole teaching complement. On enquiry the DDLS explained that DEL and College indicators were not always in synch due to differing College interpretations. The Chair complimented the DT on the clarity of the report presentation.</p>	DT
22 15/16	BMC Budget 2015/16 and Financial Forecast	
	<p>The COO introduced the 2015/16 budget and, for new members, explained its belated presentation to the Board and the impact of NDPB status. She began by reviewing the 2014/15 outturn and the surplus arising from the sale of property which veiled the fact that at operational level BMC had broken even; she outlined the options for the treatment of the surplus cash and the recommended option. The COO turned to the 2015/16 Budget and the forecast deficit of £96k and explained the assumptions underpinning the forecast; similarly she outlined the assumptions and the forecast for years 2 and 3 of the CDP 2016/17 and 2017/18.</p>	

RES 5	The Governing Body approved the BMC Budget 2015/16 and the CDP Forecast for 2016-18 while noting their concern around the current climate of financial uncertainty affecting the FE Sector and expressed the hope that the financial environment might change for the better and improve the College's situation and in turn its contribution to the Programme for Government strategy.	
23 15/16	BMC Trust Update	
	The Trust Chair outlined the year's activities and plans for the future. He thanked all governors who had expressed an interest in joining the Trust and also current Trustee, Sam Hagen, who was stepping down for his contribution to the regeneration of the Trust.	
RES 6	The Governing Body nominated two new members of the Trust (see also minute 18)	
24 15/16	2015 Annual Progress Report for the Equality Commission	
	The Governing Body agreed to defer this item and route it through the HR Committee. (The return was made to the Equality Commission on schedule by 31 st August 2015. JMcA)	
25 15/16	Direct Award Contracts	
	The Governing Body noted sight by the A&R Committee and noted the Report	
26 15/16	Corporate Governance Update	
	The Governing Body noted receipt of the Articles & Instruments, the FE Code of Governance, the Code of Conduct, Standing Orders and the DEL Governor Assessment pro forma. The Chair stressed their importance and asked that the tabled Register of Interests pro formas be completed; he noted the opinion of the auditors attending A&R Committee that anyone with a conflict of interest arising should leave the room while the matter in hand was discussed.	
27 15/16	AOB	
	None	
28 15/16	DONM	
	30 th November	
29 15/16	DEL Presentation	
	The scheduled presentation on the new Management Statement Financial Memorandum was postponed until November 30 th at the request of DEL. Members expressed their disappointment.	
	Chair:	Signature