

Minutes of Governing Body (GB) Meeting
Monday 25th June 2018, 5.00pm, Conference Room, Lisburn Campus

Agenda Item 1: Chair's Business	Members present Mr Deep Sagar (Chair), Mr Ken Webb (CEO/Principal), Professor Alan Woodside, Mr Andrew Corbett, Mrs Barbara Larkin, Ms Christine Goodwin, Mr Ed Jackson, Mr Gareth Hetherington, Mrs Heather Reid, Mr John Mackell, Mrs Kim Scott, Mr Neil Bodger, Ms Shirleen Corbett, Mr Steve Pollard.
a) Attendance and Apologies	Apology for absence Mrs Karen Fraser, Mrs Carolyn King, Miss Rachel Heaney In attendance Mrs Claire Williamson (Secretary to the Governing Body), Mrs Heather McKee (Director of Strategic Planning, Quality and Support - DSPQS), Mr Tommy Martin (Chief Finance Officer - CFO), Mrs Sonya Kerr (Boardroom Apprentice 18-19), Mrs Annie Hamilton (Boardroom Apprentice) The Chair welcomed in particular Sonya Kerr who was observing the meeting and would be joining the Governing Body in September as part of the Boardroom Apprentice programme. The Chair said as usual all papers would be taken as read so that time for discussion could be maximised.
b) Declarations of conflicts of interests	The Chair invited members to declare any known or perceived conflicts of interests. No interests were declared. The Chair advised it would be beneficial to revisit this matter at a later date to ensure that members were aware that a perceived conflict should be declared, he advised this is an important subject and perception from the public on these matters was something to be conscious of. He said an interest can be financial or non-financial and to be relevant the 'Clapham omnibus' test should be applied i.e. would a person in Lisburn Square perceive this to be relevant.
c) Chair's report	The Chair asked members to note the written report provided, a brief discussion took place and the following points were noted: <ul style="list-style-type: none"> • The Chair advised members that the matter with the former employee has been settled satisfactorily and he will bring a report of the consequences of this case to the September meeting under confidential business. • The Principal enquired if the Chair could disclose some detail on the three complaints he had received, he advised that he is trying to establish why there is a need to review the policies. The Chair advised that this is his preference to review the policies and the Principal may disagree with this view. The Principal replied that he does not disagree with the Chair's view but is keen to establish why these complaints relate to the need to review the College policies on Whistleblowing and Staff Grievance, he further noted that he wasn't aware of any whistleblowing cases that have been raised recently. The Chair advised that the complaints had been dealt with appropriately and suggested that he discussed this matter with the Principal separately. • Mr Bodger highlighted that as the Governing Body is the employer then there is a duty for all Governors to review such complaints. The Chair advised that he took advice on the complaints and whilst there is a duty to make the GB aware of such complaints there is no need for the GB to be aware of the full details. Mr Bodger stated that the GB does not know what is going on with the employees of the College if they do not view these types of complaints. The Chair advised that the employer then needs to go back to the policies for review in this case. • The Director of Strategic Planning, Quality and Support advised that the Whistleblowing Policy is a robust policy and is dependent on the level of complaint, if a complaint is received about the Principal then the GB will handle this type of complaint, but lower level complaints are dealt with by the other senior managers according to the policy and she asked if the 3 complaints could therefore be shared with CMT. The Chair replied that he has asked the Audit committee to review the policy and he did not agree with the Director's view on how Whistleblowing complaints are processed. • In response to a question on Connected 4 the Principal advised Governors that there is a budget of £4.5m for the project which also covers staff costs, in terms of discontentment from other Colleges

	<p>the Principal advised that the matter had been discussed at two meetings with the Principals and there were no issues raised during either meeting. He informed Governors that the benefit to SERC in delivering Connected 4 is that the individual staff member employed for the project will provide the College with inside knowledge and we will be more aware of opportunities the College can avail of.</p> <ul style="list-style-type: none"> • The Chair invited the Lead Campus Governors to provide an update on their recent visits. Mr Jackson noted that he believed the role was about connecting with staff and students and would like some direction on going forward, the Chair advised that each Governor will have their own style. The Principal advised that it would be beneficial to draw up a terms of reference for the role to ensure the purpose of the role is clear to both staff and students. • Mr Mackell provided a brief verbal update on his recent visit to the Lisburn Campus, he noted that it was good to see operational plans in action when hearing so much about it at a strategic level and agreed that whilst his meeting was productive he would benefit from more direction on the role. • Professor Woodside informed Governors that he met with Paul Walsh in Downpatrick and discussed the opportunity to run further courses that would have external qualifications and he is actively pursuing this on the College's behalf. He also suggested that the Downpatrick Campus could offer a community HUB similar to the set up in the Newcastle campus to engage the local community more. • Mr Hetherington advised that after visiting the Holywood Campus the main issue amongst staff is they feel they have a lower profile compared to the other campus' and this is something they are keen to improve on. Professor Woodside suggested that students in the Holywood campus could liaise with the Lagan Trust as a live project which would go towards building the campus profile. The Principal informed Governors that the College has been in touch with the Lagan Trust and are waiting on them coming back with a number of live projects for students to link into. • The Chair thanked the Governors for their reports and asked them to work together to produce a draft terms of reference; and suggested that they may find it helpful to speak to the Principal. On a final note the Principal cautioned that as Governors are not Access NI checked for this role he asked that the Lead Governors are mindful of meeting students on their own. <p>Action Point: The Principal will provide a briefing on Connected 4 including the costs and risks</p> <p>Action Point: The Lead Campus Governors will produce a Terms of Reference for the role, with Christine Goodwin leading on drafting the document</p>
<p>d) Minutes of the GB meeting on 12/3/18</p>	<p>The Chair invited members to review the minutes of the meeting held on 12th March 2018. The Chair asked Governors to consider the amendment recommended by Christine Goodwin on agenda item 3A, the amendment was agreed.</p> <p>Proposer: Deep Sagar Seconder: Christine Goodwin</p> <p>The Chair asked Governors to consider the amendment recommended by the Principal on agenda item 1C, the amendment was agreed</p> <p>Proposer: Ken Webb Seconder: Steve Pollard</p> <p>Members agreed that subject to these amendments the minutes were true and accurate record of the meeting.</p> <p>Proposer: Deep Sagar Seconder: Kim Scott</p>
<p>e) Action points/matters arising from previous meetings</p>	<p>Members reviewed the action points from previous meetings and noted the report. The Chair highlighted that most actions were complete or had a completion plan. The Principal advised that two reports had been provided on the categorisation of partnerships and this action should be marked as complete. The Chair noted this may have been oversight and asked the Principal to share these with him.</p> <p>The Chair asked members to note that the Audit Code summary has been presented with the papers as a user-friendly version, Mr Hetherington highlighted that the summary currently states that no staff member</p>

		<p>should be a member of the committee and requested this is amended to ‘No member of the Executive team’ as the staff Governor is currently a member of the Audit committee.</p> <p>Action Point: The Principal agreed to share the reports detailing the partnerships with the College that had previously been presented to the GB</p> <p>Action Point: The Audit Code summary will be amended to reflect the membership of the committee specifically that no member of the executive team can be a member</p>
f)	Instrument of Government and Articles of Government	<p>The Chair directed members to the papers detailing the changes proposed by DfE to the Instrument and Articles of Government, he advised the purpose of this exercise is to endorse these changes to allow DfE to confirm charitable status for the Colleges with the Charity Commission.</p> <p>The Governing Body agreed to endorse the Instrument of Government as presented: Proposer: Deep Sagar Seconder: John Mackell</p> <p>The Chair asked members to consider the revised Articles of Government and highlighted that it was his proposal to endorse them as proposed by DfE subject to the following amendment:</p> <ol style="list-style-type: none"> 1. Remove the term accounting officer as those duties are governed by the Management Statement and Financial Memorandum 2. Not agree the exclusion of Governors allowances. The GB Chairs have written to DfE to request a separate letter is issued to confirm this policy is still in place as it would be dependent on a circular which is only advisory <p>The Principal enquired if this discussion could be perceived as a conflict of interest as it is discussing Governors pay, the Chair confirmed that he had checked this issue and there is no conflict around this discussion, he highlighted that Governors have reviewed and approved the remuneration SOP twice and was content this was not a conflicted issue.</p> <p>Mr Jackson enquired if the safeguarding list reference was correct as written, the Chair advised it was and there are rules around the length of time someone will stay on a safeguarding list after the criminal conviction is spent.</p> <p>The Governing Body agreed to endorse the Articles of Government subject to the two amendments proposed by the Chair: Proposer: Deep Sagar Seconder: Neil Bodger</p>
g)	College’s Employer Forum	<p>The Chair directed members to the College’s Employer Forum constitution and advised that Governing Bodies have been asked to review and approve this document as it had previously sat with College’s NI.</p> <p>The Governing Body approved the CEF Constitution Proposer: Deep Sagar Seconder: Steve Pollard</p>
h)	Register of Governor’s Interests	<p>The Chair asked members to note the summary of Governor’s Register of Interest for information, he advised that the register should be updated regularly and that it is available at any time on request from the Secretary by the public. Amendments by Mr Jackson and Mrs Scott were recorded One Governor asked that one of her roles should remain confidential and was concerned that it could be disclosed to the public. The Chair advised that the record needs to be publicly accessible and the Secretary will offer further advice on this issue.</p> <p>Action Point: The Secretary will seek further advice from DfE on the disclosure of the register of interests</p> <p>Action Point: The Secretary will amend the register as per the points highlighted by Kim Scott and Ed Jackson to the accuracy of their details</p>
i)	Boardroom Apprentice Presentation	<p>Annie Hamilton addressed the Governing Body to present what she had gained from her experience as the Boardroom Apprentice. She highlighted some learning points that might be useful for the Governing Body to take on board.</p>

	<p>She thanked the Governors and CMT for their help and patience in helping her with the role and advised that she would stay on in the next year as an observer at the request of the Chair. Mrs Hamilton welcomed Sonya Kerr as the newly appointed apprentice and wished well in her role.</p>
<p>Agenda Item 2: CEO's business a) CEO's report including Balanced Scorecard etc</p>	<p>The Principal and CEO asked members to note the written report provided and highlighted the following points:</p> <ul style="list-style-type: none"> • The Principal informed Governors that the recent QAA review for Higher Education went extremely well, he advised that confirmation of the result of the review will be provided to the College in July. He advised it is his firm expectation that the College will be awarded a competent status with no areas for improvement or development recommended. In response to a question from one Governor, the Chair spoke about the governance and quality related questions asked of him by reviewers. • The Principal paid compliment to Heather Miller, Head of Quality Excellence and Development, and the wider team for their work in putting together the evidence for the review and their overall work in HE across the College. • The Principal advised Governors that after a recent recruitment drive to recruit part time lecturers 45 out of 85 have been recruited from industry, Governors noted that this progress has embedded the action assigned to the CMT to increase the number of PTL's recruited from industry. In response to queries from members the Principal confirmed that PTL's are provided with training through a full induction programme to ensure they are at an appropriate level of competence to teach, further support is offered to staff in completing their CIT or PGCE. • The Principal advised Governors that he had recently met with the Permanent Secretary and during discussions it was confirmed that the area of capital spending was going to be under pressure, the Principal advised that he did not see any reason to change he College Development Plan in terms of the Budget considering this development. • In response to a query regarding the Bridging the Gap programme the Principal informed Governors that the projects will be quantified and will be considered for inclusion in the budget for next year.
<p>B) College Development Plan 2018-19 revised after DfE approval of annual Resource Requirement</p>	<p>The Principal informed Governors that the CDP has not received final sign off from the Permanent Secretary, the presented version has been updated after DfE gave the College their indicative Grant in Aid funding, the deliverables have not been changed within the CDP to reflect the funding allocation. The Chair highlighted that the important point is that management have assured the Governing Body the CDP can be delivered within the allocated budget.</p> <p>In response to queries from members on the budget the Chief Finance Officer advised that CMT are confident the target for commercial income can be met next year and it will constantly be reviewed throughout the year to ensure that it is close to what has been forecast. The Principal further advised that the forecast for commercial income is reflected in the risk register and if it becomes apparent the target cannot be achieved other costs will be reduced to ensure the budget is not exceeded.</p> <p>The CFO advised Governors that whilst a figure of 85% has been included in the CDP in regard to debtor payments the finance team are consistently striving to make improvements to this figure.</p> <p>The Governing Body approved the Annual Resource Requirement 2018-19 Proposer: Ken Webb Seconder: Deep Sagar</p>
<p>Agenda Item 3: Items for Approval a) Process to elect Student Governor for 2018-19</p>	<p>The Chair asked members to consider the paper presented outlining the student election process for approval, he noted that the Instrument for Government specifically states the Governing Body should approve the process. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • The Principal highlighted that the process had been presented to the Education committee through the approval of the Student's Union Constitution in November 2017, he highlighted that the election process for the coming year has been completed and a Student Governor has been elected with a view to commencing their term in October, therefore the approval sought from the GB is for the process going forward.

	<ul style="list-style-type: none"> • In response to queries from members on the timing and length of the election the Director of SQPS advised that it is quite normal for a student election vote to stay opened for 3 weeks and informed Governors that the timeframe set out in the constitution is at the request of the Students Union. She advised Governors that whilst the vote percentage is still low the newly appointed Student Engagement Manager has been tasked with increasing awareness of the vote and encouraging students to become more involved. • The Director informed the Governors that a lot of effort is made to capture new students in September with a lot of activity across fresher’s week and class reps are recruited in the autumn. • The Chair queried if there was value in running the election in May as most HE students are busy with exams and the number of HE students is low and suggested that delaying the start of the Governor may enable a date change to encourage more interest in the process. • The Director highlighted that the timeframe had been presented to the HE review Board by the previous Student Governor, Marie Shaw on behalf of the SU. The election process outlined in schedule 2 of the constitution including the timeframe was requested by the SU, they were content with the time frame and advised that it allowed students to get embedded in their studies. • Professor Woodside stated he did not see any benefit changing the election date as students would not vote for people they did not know and that students should be allowed to develop a sense of maturity before committing themselves to the role. • The Chair advised he did not feel that the process had GB approval through the Education committee as this responsibility had not been delegated to the committee in advance. • It was agreed that the Student Governor should be referred to as president of the Student’s Union. <p>The Governing Body approved the process to elect the Student Governor for 2019-2020 Proposer: Alan Woodside Secunder: Andrew Corbett</p>
b) Audit Committee Minutes 26th March 2018	The Chair of the Audit Committee, Gareth Hetherington presented the minutes for adoption from the meeting held on 26 th March. Proposer: Gareth Hetherington Secunder: Steve Pollard
c) Education Committee Minutes 21st February 2018	The Chair of the Education Committee, Barbara Larkin presented the minutes for adoption from the meeting held on 21 st February. Proposer: Andrew Corbett Secunder: Heather Reid
d) Finance and GP Minutes 6th March 2018	The Chair of the Finance and General Purposes Committee, Ed Jackson presented the minutes for adoption from the meeting held on 6 th March. Proposer: Kim Scott Secunder: Ed Jackson
e) Staffing Committee Minutes 8th March 2018	The Chair of the Staffing Committee, Christine Goodwin presented the minutes for adoption from the meeting held on 8 th March. Proposer: Christine Goodwin Secunder: Heather Reid <p>At this juncture the Principal queried if a matter isn’t discussed during the meeting can it be included under matters arising in a subsequent meeting. The Chair confirmed that if it relates to the agenda it can or through the Chair be added to the agenda. After brief discussion members advised that its helpful from a members perceptive to have clarity on the agenda items.</p>
4. Other Items for Information a) Financial results to date	The CFO directed members to the written report provided and highlighted DfE confirmed that SERC should use a “working assumption” 2018/19 Budget Allocation of £32,275k on 23 rd May. At £32,275k, the College’s

	forecasted NDPB resource outturn is therefore on target. The CFO asked Governors to note that this is focussed on a March 2019 year end.
b) Student governor's report	<p>Ms Heaney's written report was noted. The Principal noted the update provided in the report on carparking issues for students in the Lisburn campus, he advised that after discussions with Lisburn Castlereagh Council additional spaces have been identified at Wallace Avenue and confirmed that spaces are available in the College carpark for disabled students. The Principal confirmed that this has been made known to students and will be marketed again during fresher's week.</p> <p>In response to a suggestion to link in with Translink the Principal advised that the College does work with Translink however there are issues around timetabling and location, for example the Lisburn campus is better serviced by public transport than Downpatrick.</p> <p>In response to a question from Ms Goodwin on disabled parking the Director of SPQS acknowledged that a complaint had been made by a student with a broken limb in Bangor who had their request to use the car park refused, she stated this should not have happened and three dedicated disabled spaces have now been provided through the upgrade works at the Bangor campus.</p>
c) Staff governors' reports	Mrs King's (Corporate Staff Governor) report was noted. Mr Corbett (academic staff governor) advised that he has been working on operational matters recently such as examinations due to the time of the year and does not have any strategic matters to report.
d) Audit Committee Briefing for meeting on 21 st June 2018	<p>Mr Hetherington's (Chair of the audit committee) written report was noted. He highlighted the committee had reviewed the strategy presented by the NIAO and PWC for the audit which will commence in September. The Director of Curriculum and Information Services had assured the committee that the STS project does not pose any issues with the timeframe in place and DfE have confirmed they will meet any associated costs of the project.</p> <p>The committee have created a standing item on IT resilience and received a detailed presentation from Andrew Emmet, Principle Systems, Technology & Services Officer, MILT on cyber security. The Chair has agreed to work with the IT team to devise a programme of activity for the committee to work on to ensure they can continue to seek assurances in this area.</p> <p>The committee reviewed three internal audit reports in IT Security, Business Continuity Planning & Disaster Recovery and Health and Safety; all of which received a satisfactory rating.</p>
e) Education committee briefing: meeting of 21 st May 2018	Ms Larkin's (chair of the education committee) written report was noted. She drew attention to programme of work agreed for the next academic year specifically the 14-19-year-old strategy and entrepreneurship. The Principal informed Governors that an innovation lab is being held by the Department of Education in August to look at the strategy as a whole, the event is invite only and the sector has been limited to 4 spaces. Mrs Scott confirmed she would be attending the event in her role with the Education Authority and would be able to provide some feedback. Mrs Kerr also advised her colleagues from Catalyst Enc had been invited to attend and she would seek feedback from them before the next meeting.
f) F&GP committee briefing: meeting of 20 th June 2018	Mr Jackson's (chair of the F&GP committee) written report was noted. He drew attention to the planned development of Castle House and the tentative proposal for an innovation centre, the early plans were presented to the committee. The committee approved an SLA for the STS project and all future collaborative projects going forward, they were made aware that the Youth Training and Apprenticeship branch of DfE have agreed to replace their TMS system with Tribal's but have not engaged in sufficient time to implement this for June. Mr Jackson advised the committee received an interesting presentation from Michele Devlin, Head of School for Health, Early Years and Adult Education in which she described how the high-level budget filters down to each department and how these costs are managed and how budget holders react to cost saving measures.
h) Staffing committee briefing: meeting of 24 th May 2018	Ms Goodwin's (chair of the staffing committee) written report was noted. She advised that the committee had reviewed the staffing priorities for 2018/19 and the Chief Human Resources Officer has been asked to review the priorities again with a view that they are agreed in September with set targets. Staff absence still remains a concern for the committee and despite the health care scheme in place the absence rates have remained high. Another area of focus for the committee was staff utilisation, a robust measure should be in

	place by November that can be used in the KPI reports presented to the committee to give more context to the numbers presented.
Agenda Item 5: Discussion Time	<p>Steve Pollard led the discussion on Productivity Matters, he provided a brief overview of what productivity is and how it affects the College. A robust discussion took place and Mr Hetherington provided a detailed overview of what economic inactivity is and how this affects the economy. Mr Pollard highlighted that his view was focussed on enterprise productivity and that if a narrative is built to engage business this can be opened to other sectors like health which would address the economic inactivity. It was agreed that SERC should have a multi-pronged approach which would entice people back into education at a low level and focus on STEM subjects at a higher level. The Principal highlighted that in recent years there has been a big increase in Blue Sky research in Northern Ireland and little investment in development, he noted that the College haven't encapsulated its offer into a strategy.</p> <p>The Chair thanked everyone for their contribution and summarised the discussion, he asked if Mr Pollard would continue to liaise with the Principal on this subject and confirmed once the GB can view the College offering more thought can be given to how the GB can further support this plan.</p> <p>Action points: The Chair summarised consensus action points as follows for the college:</p> <ol style="list-style-type: none"> 1. Continue to focus on the socially deprived target, refer this back to Education committee if necessary 2. Create a Better narrative to engage business 3. Target STEM subjects <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action Point: The Principal will capture the College's productivity offer into a short paper to present to the Governing Body</p> </div>
Agenda Item 6: Any other business	<p>The Chair thanked members for their time, attendance and participation over the course of the year and advised he will be in touch by email before the next cycle of meetings begins in the new academic year.</p> <p>The Secretary advised members that the poll to possibly change the GB meeting date in November will be finalised over the next few days.</p> <p>Mrs Kerr thanked the Chair for allowing her to observe the meeting and advised that she was very much looking forward to joining the Governing Body in September in her role as the apprentice.</p>
Date of the next meeting	The next meeting is scheduled for Monday 17 th September 2018, 5pm, Lisburn Campus.

The meeting concluded at 19.50pm

Signed: _____

Date: _____

Deep Sagar, Chair of Governing Body

Abbreviations used:

SERC: South Eastern Regional College

GB: Governing Body

CEO: Chief Executive

DSPQS: Director of Strategic Planning, Quality and Support

CFO: Chief Finance Officer

CDP: College Development Plan

CIT: Certificate in Teaching

CMT: College Management Team

DfE: Department for the Economy

m: million

%: per cent

F&GP: Finance and general purposes

NI: Northern Ireland

PGCE: Post Graduate Certificate in Education

PTL: Part Time Lecturer

SLA: Service Level Agreement

STS: Systems, Technology and Services

SU: Students Union

STEM: Science, Technology, Engineering and Mathematics

QAA: quality Assurance Agency