

SOUTH EASTERN REGIONAL COLLEGE

Governing Body

Minutes of the meeting of the Governing Body held on Tuesday 27th September 2016 at 6pm in Meeting Room 2,
The SPACE, Bangor Campus

Item no	Item
1.	<p>a) Attendance/Apologies, declarations of conflicts of interest</p> <p><u>Attendance</u> Present: Mr D. Sagar, Mr G Hetherington, Mr K Webb Chief Executive Officer, (CEO), Mrs K Fraser, Ms C Goodwin, Mrs H Reid, Mr N Bodger, Miss C Meharg, Prof A Woodside, Mr A Corbett, Mr J Mackell, Mr E Jackson, Ms K Scott, Mr S. Pollard, Mrs C King.</p> <p><u>In attendance:</u> Mr T Martin, Chief Finance Officer (CFO), Mrs V Boyce (Senior HR Business Partner), Mrs Marie McLeigh (Executive Officer, Directorate)</p> <p><u>Apologies:</u> Mrs B Larkin, Mrs S Corbett</p> <p><u>In the Chair:</u> Mr D Sagar The Chair welcomed everyone to the meeting and extended a particular welcome to Mrs V Boyce and Mrs M McLeigh.</p> <p><u>Declarations of conflicts of Interest:</u> The Chair asked if there were any conflicts or perceived conflicts if interest in relation to any item on the agenda. There were no such declarations.</p> <p>b) Chairman's Report</p> <p>The Chair discussed his written report with members and the following was noted:</p> <p>GB Secretary: On the basis of information circulated by email the appointment of Claire Williamson was approved unanimously by the GB. Claire will commence in post on the 31st October 2016 at the Lisburn Campus, after all pre-employment checks have been completed.</p> <p>At a Committee Chairs meeting on 27.9.16, new membership of Committees had been agreed in principle with effect from 28.9.16 (this was circulated) based on maximising the use of relevant expertise and interest. This was agreed by the GB subject to any queries regarding the committee membership being raised outside the meeting with the Chair</p> <p>The Chair confirmed that he had a beneficial meeting with CEO of Colleges NI as well.</p> <p>A new student Governor, Marie Shaw, had been elected and will receive the relevant GB induction. <i>It was agreed that a letter of thanks should be issued to Jack Taylor, the previous Student Governor, thanking him for his contribution to GB meetings.</i></p> <p>c) Minutes of GB held on the 28th June 2016 Minutes of meeting were agreed as drafted on the proposal of Heather Reid and seconded by Neil Bodger.</p> <p>d) There were no matters arising / action points aside from those in the papers or on the agenda.</p>

2.	<p>a) CEO's Business</p> <p>The CEO highlighted, since his written report had been circulated, some additional student's successes and good outcomes for the College in that two students have achieved the JP McManus Award which is £5.5K towards attending University, there are only 6 of these awarded per year throughout FE.</p> <p>The CEO discussed details of the two-week induction that new students receive on commencement in September.</p> <p>Mr Pollard confirmed that there was good social media activity and recent good news stories covered in the local media and he paid compliment to all involved.</p> <p><i>The Chair requested a short paper giving details on College marketing and advertising to support the enrolment efforts.</i></p> <p>The recent Paralympic success (3 gold and 1 silver medal) of past student Bethany Firth was acknowledged by members.</p>
3.	<p>Items for approval</p> <p>a) Budget for 2016/17 On the basis of recommendation by the Finance and General Purposes (F&GP) committee the GB approved the 2016-17 budget as presented. It noted in particular the break-even position.</p> <p>b) College Development Plan (CDP) 16/17 It was noted that where possible the CDP could be made more interactive eg inserting hyperlinks to explain the stories behind the photographs and for supporting information.</p> <p>The Amendment to the CDP Target on Traineeship, Apprenticeships and HLA Programmes on page 36 was noted and approved by members.</p> <p>Members approved the CDP and acknowledged the amount of work that went into the creation of a much improved version and credit to all staff involved.</p> <p>c) Complaints and compliments policy It was acknowledged that this was a sector wide policy, implemented by all 6 colleges. Members' comments were noted and it was confirmed that this was a customer service policy rather than a staff policy. <i>On the basis of recommendation by F&GP members approved the Policy as presented but asked that the CEO discuss with the sector taking out staff concerns to a different policy for the future.</i></p> <p>d) Student and Trainee Disciplinary and Behaviour Policy This recently revised Policy formed part of the student handbook and to which all students have access. Discussion ensued around members' comments. <i>On the basis of recommendation by the Education Committee members agreed to accept the Policy in principle subject to review at the Education Committee especially around: (i) discrimination and misconduct examples, (ii) consultation with student governor/students and (iii) appeals. The GB also agreed to delegate approval of this policy to the Education Committee for the future.</i></p> <p>e) Minutes of Education committee meeting held 14th June 2016. The minutes of this meeting were accepted on the proposal of Alan Woodside and seconded by Kim Scott.</p> <p>f) Minutes of Audit Committee held on 7th June 2016 The minutes of this meeting were accepted on the proposal of Claire Meharg and seconded by Carolyn King.</p>

	<p>g) Minutes of Finance and General Purposes Committee held on 20th June 2016. The minutes of this meeting were accepted on the proposal of Christine Goodwin and seconded by John Mackell.</p> <p>h) Minutes of Staffing Committee meeting held on the 13th June 2016 The minutes of this meeting were accepted on the proposal of Gareth Hetherington and seconded by Christine Goodwin.</p>
4.	<p>Items for Information</p> <p>a) Audit Committee Minutes of 15th Sept 2016 (unconfirmed) G Hetherington informed the GB of the main points as follows. Audit Committee's Terms of Reference have been updated in line with guidance from DfE Audit Code. The Audit Code itself has also been revised by DfE to allow them to make requests of SERC internal auditors. The Audit Committee Chair will discuss the potential to revised the text with the Department. The College was awarded 6 'Substantial' and 1 'Satisfactory' rating from the 7 internal audit reports completed in year. It was noted that going forward there would be no more 'Substantial' rating just a 'Satisfactory' rating. The External Auditors, Grant Thornton raised one issue which is now addressed. It was confirmed that PwC have been appointed by the NIAO to conduct the External Audit. There are currently 2 risks on the risk register, with regards to enrolment which has now been merged into one. Comparisons with the DfE Health Check has identified that the College has fewer risks compared to the other Colleges. SERC management will review those other college risks to ascertain if they are relevant to SERC. The pension provision actuarial review and recommendations were discussed and there is an increase in the pension liability/charge due to the introduction of FRS 102 and the resultant changes in underlying assumptions. The CFO pointed out that although this is an "accounting only" adjustment at this stage, any pressure on the NILGOSC pension scheme could potentially lead to increased employer rates over the longer term.</p> <p>b) Staffing Committee Minutes (unconfirmed) Ms C Goodwin confirmed that Staffing Committee met on 19.9.16 and reviewed strategic and HR issues for academic year 16/17 and 17/18 with a common view of enhancing our people. There are 4 main themes going forward: talent management, performance and productivity management, reward and recognition and creating the right culture. These themes will be shaped for the next committee and progress will be tracked throughout the year. Policies and procedures will be reviewed and a list will be drafted; there will be a new Key Performance Indicators template and some enhancements and grade changes. On the equality report there are a large range of activities which are impressive.</p> <p>c) Finance and General Purposes Minutes of 14/9/16 (unconfirmed) Mr E Jackson informed the meeting that in the management accounts for 15/16, income was down by £1m, due mainly to a reduction in commercial income, coupled with an overspend of £243k in other operating costs. The end result was a surplus of c£1m although this includes the £1m working capital money from DEL, meaning that in essence it was a break-even result. There was a couple of minor adjustments including a holiday pay accounting is £87k, meaning that the end result was a surplus of £935k. However, changes to the accounting treatment of the movement in revaluation reserve mean that the final accounts will show a deficit of £838k. The CFO confirmed that this is a change to the comprehensive income and how it has been presented. Also the differed capital grants have been moved to the creditors after one year. Mr Jackson confirmed that the College has renewed its insurance policy and this has now resulted in an excess of £50k for any premises claim and a £5k for all other claims.</p> <p><i>On the suggestion of the chair, the CEO accepted that he would bring a suggested balanced scorecard format to the Governing Body.</i></p> <p>d) Staff Governors Report Mr Corbett commented on the two-week student induction. A student Fair was held on the last day where there was a good buzz, great enthusiasm from the students. Feedback from the 1st years was</p>

	<p>that they thought the length was good although the 2nd years felt it was too long. The reason for the 2nd years completing induction was for peer mentoring and breaking down barriers.</p> <p>Mrs King commented that she was impressed by the data provided for meetings. She discussed her own positive experiences of being a SERC student and the good communication within SERC. Mrs King complimented the Chair on his address at Graduation and how the CEO acknowledged the loss of staff member Jay Reardon.</p>				
5.	<p>Any other business</p> <p><i>Based on training needs expressed by governors to the chair, the CFO will be running a voluntary training session for Governors on Finance information in Nov/Dec.</i></p> <p>Prof A Woodside commented that the DfE Governor Induction day on 3.11.16 was during the half term week and would not suit him. <i>The Chair indicated that the date would be checked with the DfE to see if an alternative provision could be made.</i></p> <p>The chair asked for comments on how the meeting could be improved and agenda items for future meetings to be given to him in the meeting or later.</p> <p>Members noted that a Strategy Workshop would be held on the 10.10.16 in the SPACE, Bangor.</p>				
6.	<p>Date and time of next meeting – 29.11.16, Lisburn Campus</p>				
	Attendees	Time Arrived	Time Left	Duration	Entitlement to Payment Y/N
	Bodger, Neil	6 pm	8.21 pm	2.21 hrs	Y
	Corbett, Andrew	6 pm	8.00 pm	2.00 hrs	N
	Corbett, Shirleen	Apology			N
	Fraser, Karen	6 pm	8.21 pm	2.21 hrs	Y
	Goodwin, Christine	6 pm	8.21 pm	2.21 hrs	Y
	Hetherington, Gareth	6 pm	8.21 pm	2.21 hrs	Y
	King, Carolyn	6 pm	8.00 pm	2.00 hrs	N
	Jackson, Ed	6 pm	8.21 pm	2.21 hrs	NA
	Larkin, Barbara	Apology			Y
	Mackell, John	6 pm	8.21 pm	2.21 hrs	Y
	Meharg, Claire	6 pm	8.21 pm	2.21 hrs	Y
	Pollard, Steve	6 pm	8.21 pm	2.21 hrs	Y
	Reid, Heather	6 pm	8.21 pm	2.21 hrs	Y
	Sagar, Deep	6 pm	8.21 pm	2.21 hrs	NA
	Scott, Kim	6 pm	8.21 pm	2.21 hrs	Y
	Student governor	-			Y
	Webb, Ken	6 pm	8.21 pm	2.21 hrs	N
	Woodside, Professor Alan	6 pm	8.21 pm	2.21 hrs	Y

Signed: ___Deep Sagar_____

Date: ___29.11.16_____

Chairman of Governing Body