

<p>Mr Pollard also declared a potential conflict with regard to the presentation by the Commercial Contracts Manager. Mr Pollard highlighted that he was a</p> <p>Steve Pollard declared a conflict of interest with regard to the Internal Audit report conducted on Payroll referenced in agenda item 4.d as his wife works in SERC's payroll department. Mr Pollard confirmed he would leave the room for that part of the discussion.</p> <p>The Chairman invited members to declare any real or perceived conflicts of interest.</p>	<p>b) Declarations of conflicts of interest</p>
<p><b>Present</b></p> <p>Mrs Claire Williamson (Secretary to the Governing Body)          Mr Tommy Martin (Chief Finance Officer)          Mrs Heather Mckee (Director of Strategic Planning Quality and Support)          Ms Elaine Flynn (Commercial Contracts Manager) (<i>Up to item 2</i>)</p> <p>The Chair welcomed in particular Heather Mckee to her first full meeting and Elaine Flynn.</p>	<p>a) Attendance and Apologies</p> <p><b>Present</b></p> <p>Mr Deep Sagar (Chair)          Mr Ken Webb (CEO/Principal)          Mrs Carolyn King          Mrs Heather Reid          Mrs Kim Scott          Mrs Karen Fraser          Professor Alan Woodside          Mr Andrew Corbett          Mrs Marie Shaw          Mr Gareth Hetherington          Mr Steve Pollard          Mrs Shirleen Corbett          Mr John Mackell          Mr Neil Bodger          Mr Ed Jackson          Ms Christine Goodwin          Ms Claire Meharg</p> <p><b>Apologies</b></p> <p>Mrs Barbara Larkin</p>



<p>named Team Member in the Ulster University tender submission to DfE for the Entry to Management Programme.</p>	
<p>The Chairman referred members to the written report he had provided and highlighted the following points:</p> <ul style="list-style-type: none"> <li>Barbara Larkin's first term ends on July 31st 2017. Based on her performance and skill-set, the Chairman recommended members to approve her co-option to the Governing Body (GB) for another term. All members agreed with this recommendation.</li> <li>The two changes recommended to the Instrument of Government as per point 2 in his report were agreed by all members.</li> <li>The CEO referred to point six of the Chairman's report on FE collaboration and advised that further results in areas of FE collaboration such as enrolments together and industrial relations will follow. The Chairman advised members that the minutes from recent Board meetings of Colleges NI would be useful in providing more information in this area.</li> </ul> <p><b>Action Point:</b> The Secretary will circulate the last three sets of Board minutes from Colleges NI to all Governors</p> <p><b>Key Decision:</b> Members agreed amendments to the Instruments of Government to reflect legislative changes regarding EA nominations</p>	<p>c) Chairman's Report</p>
<p>The Chairman invited members to review the minutes of the meeting held on 29<sup>th</sup> November 2016, members adopted the minutes subject to amendments to 4e relating to Mr Pollard's comments.</p> <p><b>Proposer: Heather Reid</b> <b>Seconded: Karen Fraser</b></p>	<p>d) Minutes of the Governing Body Meeting 29<sup>th</sup> November 2016</p>
<p>Members reviewed the action points from the previous meetings. Action 3c refers to the Systems, Technology and Services project is carried forward as ongoing. Action 3f refers to detailed information on equality related characteristics about students; this will be provided by CEO/Education committee asap and circulated by email.</p> <p><b>Action Point:</b> Further student information on the Equality Report will be circulated to all members by CEO/Education committee.</p>	<p>e) Action Points/Matters Arising from previous meetings</p>
<p>Elaine Flynn, Commercial Contracts Manager addressed the meeting and provided a brief presentation on the role of Business Services and Income Generating Activities. A brief discussion took place and members where provided with an opportunity to ask further questions.</p> <ul style="list-style-type: none"> <li>Members enquired how these services are marketed and compete with others, Ms Flynn explained that SERC are currently the market leader</li> </ul>	<p>Business Agenda Item 2: CEO's CEO's Report</p>



**Action Point:** The Chairman will raise with DfE the GB's concern with cut to advertising spending for 2017/18

**Action Point:** The Governing Body requested more detail on complaints specifically how many have been substantiated this year and how general

The CEO referred members to the written report he had provided, the following points were highlighted for discussion:

- Members expressed concern that DfE have cut advertising spending by 3% for 2017/18. Given the GB's previous agreement that spend should increase for increased enrolments, members authorised the Chair to raise this issue with DfE.
- Members noted the update provided on Complaints and Compliments and welcomed the suggestion that an annual report would be provided to the Governing Body going forward. A brief discussion took place on how complaints are processed, and how the information is used by the CMT and members queried how many are substantiated.
- Members commended the CEO on the useful Balanced Scorecard he had produced and noted that it was helpful to have a snapshot of the College and will be a valuable tool when the information is updated for every meeting.
- Members noted the higher education Annual Provider Review preliminary assessment.

**Action Point:** Members requested further details on the 5,000 businesses engaged with, to be divided over each of five years and by activity – training, apprenticeships, etc.

**Action Point:** The Secretary will circulate a Master Brochure on Business Services to all Governors

ahead of other FE's in this sector and the team are developing a digital marketing strategy to maximise on this.

- Mr Jackson enquired if the numbers presented on income are before or after direct costs are deducted. The Chief Finance Officer confirmed the following:
  - Direct income £1.2m
  - Contribution £329K
  - Overheads deducted £134K
  - Therefore the net profit for Business Services is £195K
- The Chairman asked Ms Flynn if there was anything the Governing Body could do to assist the team, Ms Flynn advised that if Governors used their existing networks to seek out or promote training needs it would be extremely useful.



<p>lessons are learnt and fed back to change culture within the college. This could come in the annual report on complaints.</p>	<p><b>Agenda Item 3: Items for Approval</b></p>
<p>The Chief Finance Officer presented the Risk Management Policy to the meeting for approval; members were asked to note that this policy was recommended for approval by the Audit Committee. The CFO asked members to note the review of the policy was an overhaul of the entire risk process to ensure there was more focus and to formalise the two-tier approach to risk.</p> <p><b>Key Decision:</b> The Governing Body reviewed and approved the Risk Management Policy</p> <p><b>Proposer:</b> Ed Jackson</p> <p><b>Secunder:</b> Gareth Hetherington</p> <p><b>Key Decision:</b> The Governing Body delegated responsibility for this policy to the Audit Committee going forward</p> <p><b>Key Decision:</b> The Governing Body requested sight of the equality screening reports used to ensure all policies are compliant with Section 75</p>	<p>a) Risk Management Policy</p>
<p>The CFO advised members that the Whistle-Blowing Policy had been reviewed and recommended for approval by both the Staffing Committee and Audit Committee. Ms Goodwin suggested that point 8 of the policy should expand to ensure a Whistle-Blower could approach the Chairman in place of the CEO if the complaint involved the CEO, members agreed this was a sensible approach and approved the policy subject to this change being made.</p> <p><b>Key Decision:</b> The Governing Body reviewed and approved the Whistle-Blowing Policy subject to change indicated above.</p> <p><b>Proposer:</b> John Mackell</p> <p><b>Secunder:</b> Andrew Corbett</p> <p><b>Key Decision:</b> The Governing Body delegated responsibility of the Whistle-Blowing policy to the Audit committee going forward</p> <p><b>Action Point:</b> A list of all policies will be drawn up and responsibility for approval and periodicity identified against each, by the Secretary</p>	<p>b) Whistleblowing Policy</p>
<p>The Chair of the Audit Committee presented the minutes from the meeting held on 23<sup>rd</sup> November 2016 for approval, members confirmed they were content to approve.</p> <p><b>Proposer:</b> Gareth Hetherington</p> <p><b>Secunder:</b> Neil Bodger</p>	<p>c) Minutes of Audit Committee Meeting on 23<sup>rd</sup> November 2016</p>
<p>The Chair of the Education Committee presented the minutes from the meeting held on 15<sup>th</sup> November 2016 for approval, members confirmed they were content to approve.</p>	<p>d) Minutes of Education Committee meeting</p>



<p>on 15th November 2016</p>	<p>e) Minutes of Finance and General Purposes Committee on 22nd November 2016</p>	<p>The Chair of the Finance and General Purposes Committee presented the minutes from the meeting held on 22<sup>nd</sup> November 2016 for approval, members confirmed they were content to approve.  <b>Proposer: Karen Fraser</b>  <b>Second: Christine Goodwin</b></p>
<p>f) Minutes of Staffing Committee on 14th November 2016</p>	<p><b>Agenda Item 4: Items for Information</b></p>	<p>The Chair of the Staffing Committee presented the minutes from the meeting held on 14<sup>th</sup> November 2016 for approval, members confirmed they were content to approve.  <b>Proposer: Heather Reid</b>  <b>Second: Karen Fraser</b></p>
<p>a) Summary of Financial Status in the year</p>	<p>b) Student Governor's Report</p>	<p>The CFO presented a summary of the current financial status of the College at the end of the Period 5 accounts. The CFO highlighted the current headlines and year to date position. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The CFO advised members that as Non Departmental Public Body the College would not benefit by any surplus at the end of the financial year.</li> <li>• Mr Pollard enquired if there were ways by which this rule could be modified by making representations or if entrepreneurial projects could be run using the surplus. The Chair said the college must remain open to being entrepreneurial so that surpluses generated are not lost by a bureaucratic rule.</li> </ul>
<p>c) Staff Governors' Reports</p>	<p>The Student Governor, Marie Shaw, referred members to the written report provided and highlighted some of the points. Members noted the report and commended the Student Governor on the work of the Students Union specifically the work on student welfare and the Cycle to College Survey. The CEO advised that the College Management Team were actively looking into providing facilities to allow students and staff to cycle however there were outstanding issues with the security of bike storage and this needed further work.</p> <p><b>Action Point:</b> The Governing Body requested a monthly calendar of events from the Student Governor/Secretary so that members could participate as appropriate.</p>	<p>The Staff Governors provided oral reports to members, the following points were noted:</p> <ul style="list-style-type: none"> <li>• Carolyn King provided a list of her recent activity as a Staff Governor, she highlighted the DfE Audit Training she attended in January and</li> </ul>



<p>d) Audit Committee briefing on meeting held 31st January 2017</p>	<p>The Chair of the Audit Committee, Gareth Hetherington, referred members to the written report he provided on the recent meeting. Mr Pollard left the meeting at this point. Members were advised non-staff members of the Audit Committee met separately with the auditors and would continue to do so annually as good practice. Mr Hetherington highlighted the recent internal audit reports conducted by KPMG and noted they both received a satisfactory rating with no recommendations. (Mr Pollard returned to the meeting) Mr Hetherington informed members going forward it has been agreed the committee will have sight of operational risks as well as the high level strategic risks to ensure they have full oversight of the risk management process. Ms Scott suggested risk appetite could be discussed at a strategy session.</p>
<p>e) Education Committee meeting draft minutes held 7th February 2017</p>	<p>Mrs Reid advised members she has provided draft minutes of the recent meeting. The committee have agreed an additional date (15th March 2017) to meet to target College Development Plan's development for next year and Mrs Reid advised that all members of the Governing Body are welcome to attend.</p>
<p>f) Finance and General Purposes Committee</p>	<p>Mr Jackson referred members to the written report he had provided on the recent meeting and highlighted that a more detailed report would be provided at their next meeting on all aspects of staff costs as several governors have</p>
<p>noted it was extremely useful in her role as an Audit committee member. She was also able to address staff at the all staff briefings and provide an overview of her role and emphasized that she is not a union representative as there was a lack of understanding what the staff governor's role is.</p> <ul style="list-style-type: none"> <li>• Mrs King highlighted the work recently undertaken in all campuses to promote wellbeing amongst staff including healthy eating promotions, health checks and the use of the gym. She informed the Governing Body that this had been extremely successful.</li> <li>• Andrew Corbett highlighted that in line with the College's Strategic Aims of improving Northern Ireland's economic performance through innovation, research and development one of SERC's lecturers is currently involved in two substantial projects. One is with Invest NI and one is with University College Dublin. Both research projects are within the field of composite materials and could have a major benefit to the Northern Ireland textile industry</li> <li>• Mr Corbett highlighted the success of a past SERC student in a current BCL programme 'The Big Painting Challenge' and suggested that this good news story should be promoted internally and externally.</li> <li>• Members discussed the effect of stress on staff and building better resilience among students. The CEO said he was exploring having counsellors on site.</li> </ul> <p><b>Action Point:</b> The Chair of the Staffing Committee agreed to add Staff Welfare to the next agenda for the Staffing Committee</p>	



There being no other business the meeting concluded at 20.12pm.

Deep Sagar, Chairman of Governing Body

Signed: Deep Sagar

Date: 5/6/17

<p>enquired about the numbers in relation to Voluntary Exit Scheme, pension increases and sickness levels.</p>	<p>briefing on meeting held 30th January 2017</p>
<p>Ms Goodwin referred members to the written report she had provided on the recent meeting and highlighted the work towards creation of a Human Resources Strategic Plan and the review of policies. She also emphasized the committee is keen to explore the levels of staff absence further at the next meeting.</p>	<p>(g) Staffing Committee briefing on meeting held 23rd January 2017</p>
<p>The Chair asked members to advise of ideas how the GB meeting could be improved and of any suggestions for future agendas and the strategy day. Ms Goodwin confirmed she appreciated the staff presentations to provide more interaction with staff and to gain more insight into the College. The Chairman highlighted to members that he appreciated any feedback on these matters and asked members to note he could be contacted at any time for discussion.</p>	<p>Agenda Item 5: Any other business</p>
<p>Members were asked to note the following dates:</p> <ul style="list-style-type: none"> <li>• Strategy Day, Thursday 9th March 2017 10am-6pm, Downpatrick Campus</li> <li>• Tuesday 9th May 2017 at 6pm, Bangor Campus</li> </ul>	<p>Agenda Item 6: Date of the next meeting</p>