



INSPIRING. TRANSFORMING. ENRICHING.

**Minutes Governing Body Meeting Tuesday 16<sup>th</sup> May 2017, 5.00pm, Room D-15 Bangor Campus**

<b>Agenda Item 1: Chairman's Business</b>	<b>Present</b>	
a) Attendance and Apologies	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 (Items 1-3 and 5b only) Mr Gareth Hetherington Mr Steve Pollard Mrs Shirleen Corbett Mr John Mackell Mr Neil Bodger Mr Ed Jackson Ms Christine Goodwin Ms Claire Meharg  <b>In attendance</b>  Mrs Claire Williamson (Secretary to the Governing Body) Mr Paul Smyth (Chief Human Resources Officer) Mr Tommy Martin (Chief Finance Officer) Mr William Greer (Chief Training and Contracts Officer) Mrs Beverley Harrison (Director of Further Education, DfE) Item 2 only Lucia Devon and Chris Bell (SERC Interns) Item 3 only	<b>Apologies</b> Mrs Barbara Larkin
b) Declarations of conflicts of interest	The Chairman invited members to declare any known or perceived conflicts of interest. No member declared a conflict of interest with regard to the presented agenda items.	
c) Chairman's Report	The Chairman referred members to the written report he had provided, members confirmed they had noted the report and there were no further questions or queries put to the Chair.	
d) Minutes of the Governing Body	The Chairman invited members to review the minutes of the meeting held on 21 <sup>st</sup> February 2017, members confirmed they were a true and accurate record of the meeting. <b>Proposer: Steve Pollard</b> <b>Seconder: Ed Jackson</b>	

<p>e) Action Points/Matters Arising from previous meetings</p>	<p>Members reviewed the completed action points from the previous meetings. The Chair provided a brief verbal update and advised members that items marked “ongoing” will be carried forward.</p> <p><b>Action Point:</b> List of all College policies with details of committee/GB ownership will be presented at the next meeting in June</p> <p><b>Action Point:</b> An annual cycle/calendar of reports/items/policies will be presented to the Governing Body</p> <p><b>Action Point:</b> The Chair of the Education committee agreed to review the financial arrangements of the Fields of Life Project at the next committee in June</p> <p><b>Action Point:</b> “Ongoing” items were carried forward.</p>
<p><b>Agenda Item 2: Department for the Economy (DfE) Priorities and Plans</b></p>	<p>The Chair welcomed Beverley Harrison, (Director of Further Education at the Department of the Economy) to the meeting.</p> <p>Ms Harrison advised that SERC is a strong performer and highlighted the strong financial governance of the College; she commended the clean set of accounts and audit reports returned continually. Ms Harrison also noted the high retention and success rate of students and noted that SERC have the best rate in the sector in this area.</p> <p>Ms Harrison informed the members that we are approaching a period of challenges especially in terms of Brexit and new Executive coming in.</p> <p>Ms Harrison advised where Further Education sits within the DfE overall, and how FE Means Success fits into the strategic aims of the Programme for Government (PFG). Ms Harrison highlighted that as a delivery arm of DfE the College has a strong role in delivering outcomes of the PFG.</p> <p>In discussion the following points were noted:</p> <ul style="list-style-type: none"> <li>• Ms Harrison acknowledged that DfE are aware of the problems facing those individuals who could lose benefits if enrolling into FE. She advised DfE have engaged with SERC’s Principal and the Department of Communities.</li> <li>• Ms Harrison advised that a cross-departmental working group led by Eugene Rooney from DfE and Tommy O’Reilly at the Department for Education has been established to ensure 14-19 strategy remains on the agenda and will focus on areas like curriculum, careers strategy and culture.</li> </ul> <p>In response to Mr Pollard’s question on a wider involvement in DfE of the College; Ms Harrison advised that there are no current plans to expand the College’s role in community development as there is limited capacity and</p>

	<p>the challenge is to ensure that Colleges are not stretched beyond their statutory role.</p> <ul style="list-style-type: none"> <li>Ms Harrison said that although the PFG is still in draft form the feedback is that it and FE Means Success won't change dramatically regardless of the DfE Minister appointed.</li> </ul>
<p><b>Agenda Item 3: CEO's Business</b> a) <b>CEO'S report</b></p>	<p>The CEO asked members to note the written report provided and highlighted the following points:</p> <ul style="list-style-type: none"> <li>Due to the current political climate no budget for next year has been provided and the College is likely to not have this for a while. The CEO noted that whilst DfE have approved Colleges to seek expressions of interest for the next round of the Voluntary Exit Scheme (VES) it is his intention to wait until the College has sight of the budget before any expressions are sought. The CEO advised that this round of VES of the College will be small and targeted.</li> <li>Members enquired if access for students on benefits would improve. The CEO advised that SERC have been lobbying on this issue and DfE are aware of the issue also.</li> <li>With regard to the Systems Technology and Services (STS) project, since the last DfE Minister had not signed off on the business case, the business continuity plan is being reviewed and will be presented to the audit committee for risk assessment.</li> <li>The CEO confirmed that the number of 3,300 surveyed for satisfaction relates to Full-Time students and more detail will be presented to the education committee.</li> <li>The Chair noted the positive outcome on the Higher Education Inspection certificate being achieved and commended the work of the College Management Team and asked that the letter received from DfE is circulated to all governors.</li> <li>The Chair noted the impressive data in the Balanced Scorecard.</li> <li>The Chair noted that the CEO had given equality-related students' data in his report, as per GB action point.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action Point:</b> Higher Education Inspection Certificate confirmation letter from DfE to be circulated to all governors</p> <p><b>Action Point:</b> STS related risks will be presented to the audit committee.</p> <p><b>Action Point:</b> Student satisfaction data for part-time students will be presented to the education committee.</p> </div>
<p>b) Value Projects Presentation</p>	<p>The Chief Training and Contracts Officer reminded members that savings of £198k had been realised partly through the Internship Programme, Entry into Management. Ms Devon and Mr Bell provided a brief overview of the area of work they are involved in, how the programme has benefited them and their plans for the future on completing the programme.</p>

		<p>The CTC Officer provided members with a brief update on Business Engagement including data for companies engaged with over the last few years (as per GB action point).</p> <p>The Chair thanked both the CTC Officer and Interns for their presentations, and noted the excellent response from the College Management Team on the income target set by the Governing Body.</p>
	c) Staff Training Presentation	<p>The Chair advised members that due to time constraints at this meeting the Chief Human Resources Officer has agreed to present this in June.</p> <p><b>Action Point:</b> Staff training to be on the agenda in June.</p>
<b>Agenda Item 4: Items for Approval</b>	a) Minutes of Audit Committee Meeting on 31 <sup>st</sup> January 2017	<p>The Chair of the Audit Committee presented the minutes from the meeting held on 31<sup>st</sup> January 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Steve Pollard</b> <b>Secunder: John Mackell</b></p>
	b) Minutes of Education Committee meeting on 7 <sup>th</sup> February 2017	<p>The Chair of the Education Committee presented the minutes from the meeting held on 7<sup>th</sup> February 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Alan Woodside</b> <b>Secunder: Claire Meharg</b></p>
	c) Minutes of Finance and General Purposes Committee on 30 <sup>th</sup> January 2017	<p>The Chair of the Finance and General Purposes Committee presented the minutes from the meeting held on 30<sup>th</sup> January 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Andrew Corbett</b> <b>Secunder: Karen Fraser</b></p>
	d) Minutes of Staffing Committee on 23 <sup>rd</sup> January 2017	<p>The Chair of the Staffing Committee presented the minutes from the meeting held on 23<sup>rd</sup> January 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Heather Reid</b> <b>Secunder: Neil Bodger</b></p>
<b>Agenda Item 5: Items for Information</b>		
	a) Financial results to date	<p>The Chief Finance Officer presented a summary of the current financial status of the College at the end of the Period accounts. The CFO highlighted the current headlines and year to date position.</p>
	b) Strategic Risk Register	<p>The CFO presented the strategic risk register to the meeting, he provided an overview of the 7 current strategic risks and advised how they are being monitored and progressed. The CFO advised that there is a lot of work carried out by the Audit committee on the strategic risk register and</p>

	<p>provided a brief explanation of how risks are tracked at an operational level and benchmarked.</p> <p>The Chair informed members that as the Risk Register is owned by the Governing Body it will be presented in this meeting annually but the audit committee will continue to review the register throughout the year and highlight any issues if they arise. This was agreed by the GB.</p>
c) Student Governor's Report	<p>The Student Governor directed members to the written report provided and provided a brief verbal update on some of the highlights in the report. The Chair noted that he has been very impressed with the activity of the Students' Union and encouraged the Student Governor to keep up this good work. The Chair enquired if the term of the Student Governor could be more than one year, the CEO/Education committee agreed to examine.</p> <p><b>Action Point:</b> The CEO/Education committee will consider if the term of the Student Governor could be longer than one year</p>
d) Staff Governors' Reports	<p>The Staff Governors provided a verbal report to members, the following points were noted:</p> <ul style="list-style-type: none"> <li>• Andrew Corbett highlighted the pressure on lecturing staff to complete assessments for students and ensure that the assessment process remains fair and transparent.</li> <li>• The CEO noted that some colleges have reported this as a risk in the recent DfE Health Check but for SERC it is not a strategic risk. Members were advised it is included on the operational risk register and is monitored very closely by the College.</li> <li>• Carolyn King advised that this year's Business and Education through Skills and Training awards are being held in the Slieve Donard Hotel in Newcastle on 23<sup>rd</sup> May and Colleges NI have extended an invite to all governors to attend.</li> </ul>
e) Audit Committee briefing on meeting held 4 <sup>th</sup> April 2017	<p>The Chair of the Audit Committee, Gareth Hetherington, referred members to the written report he provided on the recent meeting. The Chair provided a brief summary of the report including the discussion with Chris Andrews from DfE around mandated audit items. Mr Andrews has since written to all Colleges to confirm DfE will review the mandated items which will allow more flexibility in the planning for internal audit.</p>
f) Education Committee briefing on meeting held 25 <sup>th</sup> April 2017	<p>The Chair of the Education Committee, Heather Reid, referred members to the written report she provided on the recent meeting. The Chair gave a brief overview on the work that has been carried out around the College Development Plan and the shift towards the Outcome Based Accountability method for the CDP. The committee agreed that the College will proceed to produce an interim CDP based on OBA that can be refined when a budget is provided.</p>
g) Finance and General Purposes Committee briefing on meeting held 3 <sup>rd</sup> April 2017	<p>The Chair of the Finance and General Purposes Committee, Ed Jackson, referred members to the written report he provided on the recent meeting. The Chair advised that his term will end in 2018 and any members of the Governing Body interested in the role should speak with the Chair or the Secretary.</p>

	<p>The Chair advised that along with the Audit committee he will review the area of creditor payments as this seems to be an area where more work is required to ensure that all payments are made within 30 days.</p> <p>Mr Pollard thanked the Chair for the detailed explanation of the VES and staffing costs in his report and noted that he had been provided with reassurances and a better understanding of both issues.</p>
<p>h) Staffing Committee briefing on meeting held 24<sup>th</sup> April 2017</p>	<p>The Chair of the Staffing Committee, Christine Goodwin, referred members to the written report she provided on the recent meeting. The Chair advised that an interim Strategic Plan had been agreed, good progress was made on the policy review programme, the committee are closely monitoring long-term sick absence and case management reviews.</p>
<p><b>Agenda Item 6: Any other business</b></p>	<p>Karen Fraser informed members that she is part of a governance mentoring scheme with Queens University and Commissioner for Public Appointments. She has been mentoring a first-year PhD student and asked members if they had any objection to the student attending Governing Body and Committee meetings to observe. All members agreed the student can attend all non-confidential parts of meetings.</p> <p>The Chair reminded members of the Boardroom Apprentice project that was agreed in April 2016, and noted that hopefully more governors can be involved in mentoring.</p> <p>Christine Goodwin advised members she is organising a social event after the graduation ceremony in September for Governors and would circulate details soon.</p> <p>The Chair invited members for feedback on the meeting and informed them that he can be contacted at any time to discuss how meetings can be made better and if they had agenda items to suggest. Ms Goodwin asked if more 'discussion time' for some topics could be allocated in the agenda. All members agreed the presentations from the interns were excellent and would appreciate similar items going forward.</p> <p>The Chair advised that he would like to revisit the governor networks exercise again to ensure that we are maximising governors' support of external relations.</p> <div data-bbox="532 1667 1500 1978" style="border: 1px solid black; padding: 5px;"> <p><b>Key Decision:</b> Members agreed Karen Fraser could bring the student she is mentoring in the QUB post graduate mentoring scheme to all non-confidential meetings</p> <p><b>Action Point:</b> The Chair will review the governor networking exercise</p> <p><b>Action Point:</b> The Chair will consider 'discussion time' to the agenda going forward</p> </div>

**Agenda Item 7: Date of the next meeting**

The next meeting is scheduled for Tuesday 27<sup>th</sup> June 2017, 5pm, Lisburn Campus.

There being no other business the meeting concluded at 19.35pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

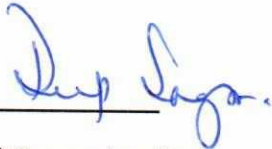
Deep Sagar, Chairman of Governing Body

**Agenda Item 7: Date of the next meeting**

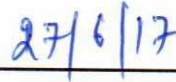
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Signed: \_\_\_\_\_



Date: \_\_\_\_\_



Deep Sagar, Chairman of Governing Body