



INSPIRING. TRANSFORMING. ENRICHING.

**Minutes Governing Body Meeting Monday 18<sup>th</sup> September 2017, 5pm,  
Conference Room, Lisburn Campus**

<b>Agenda Item 1: Chair's Business</b>	<b>Present</b> Mr Deep Sagar (Chair)	<b>Apologies</b> Mrs Carolyn King Mrs Barbara Larkin Ms Claire Meharg Professor Alan Woodside
a) Attendance and Apologies	Mr Ken Webb (CEO/Principal) Mrs Heather Reid Mr Neil Bodger Mrs Kim Scott Mrs Karen Fraser Mr Andrew Corbett Mr Gareth Hetherington Mr Steve Pollard Mrs Shirleen Corbett Mr John Mackell Mr Ed Jackson Ms Christine Goodwin  <b>In attendance</b> Mrs Claire Williamson (Secretary to the Governing Body) Mr Tommy Martin (Chief Finance Officer) Dr Michael Malone (Director of Curriculum & Information Services) Mrs Heather McKee (Director of Strategic Planning, Quality and Support) Ms Sian Harvey (Records Manager) <b>Items 1-2b only</b> Mrs Annie Hamilton (Boardroom Apprentice) Ms Erin Early (Queens University PhD student) Ms Rachael Heaney (Student Governor-Term starting 1 <sup>st</sup> October 2017)	
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) Chair's Report	The Chair referred members to the written report he had provided. The Chair invited comments and the following points were noted: <ul style="list-style-type: none"> <li>• Mrs Scott enquired if there was an appetite amongst the other Colleges to review the role of Colleges NI (CNI) again. The Principal advised the immediate concern regarding CNI is to ensure operational functioning after the CEO has left. The Principal asked members to note that on 19<sup>th</sup> September the CNI shareholders would meet to decide if a strategic review is necessary.</li> </ul>	
d) Minutes of the Governing Body (GB)	The Chair invited members to review the minutes of the meeting held on 27 <sup>th</sup> June 2017. The Minutes were accepted as a true and accurate record of the meeting. <b>Proposer: Ed Jackson</b> <b>Secunder: Karen Fraser</b>	

<p>e) Action Points/Matters Arising from previous meetings</p>	<p>Members reviewed the completed action points from the previous meetings. The Chair highlighted that all actions were complete or addressed on the agenda except that two were carried over to the education committee and two for the CEO.</p>
<p><b>Agenda Item 2: CEO's Business</b> a) CEO's report including Balanced Scorecard</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>• The Principal highlighted the final enrolment number for this year is 33,029 which is slightly higher than last year. The Chair congratulated all staff on this achievement. Funded Learning Units (FLU) were discussed and the Principal mentioned all colleges had performed similarly. A brief discussion took place regarding the decline in demographics (which was detailed in the written report) over the next 5 years and how this would impact the College.</li> <li>• Mr Pollard enquired if there is realignment in the priorities from DfE coming through to target people over 40. The Principal highlighted that there is not much progress being made in the Programme for Government to tackle poverty and further action is needed at all levels to address these issues.</li> <li>• A further discussion took place around the 14-19 Strategy and schools retaining 6<sup>th</sup> form pupils. The Principal gave a brief update on the working group that had been set up to look at these issues, he advised that the working group is still in the process of gathering information to inform these discussions.</li> <li>• The Governing Body highlighted the Enterprise Award and congratulated all those involved in the project.</li> <li>• The chair highlighted the progress listed in the Balanced Scorecard.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action Point:</b> The CEO will provide information in his report to the November meeting detailing the partnerships the College currently has with other FE colleges (eg Forth Valley) and what each partnership encompasses, and how and why these were chosen.</p> </div>
<p>b) Records management and preparation for General Data Protection Regulations (GDPR)</p>	<p>Sian Harvey, Records Manager, attended the meeting to present an overview of her department and how the College is preparing for new legislation, General Data Protection Regulations, effective in May 2018. Following the presentation, a question and answer session took place, the following points were noted:</p> <ul style="list-style-type: none"> <li>• A detailed discussion took place around Unique Learner Numbers (ULN), Members noted the risks. The Director of Curriculum &amp; Information Services provided members with a brief overview of how ULN's are generated, he advised that the College is not storing data but transferring it out to a repository and the Government is ultimately responsible for this data. He highlighted the College manages the data it needs whilst the students are with the College.</li> <li>• Mr Mackell enquired if the disposal of information required consent from students or those whose data is there. The Records Manager confirmed it wasn't and that a schedule of disposal will be published on the website, individual requests will be responded to. There isn't a requirement to contact individuals to make them aware as the terms and conditions on their enrolment forms highlight data is collected and what the College does with it.</li> <li>• The Chair advised she had given the Governing Body confidence the College is prepared for the changes in legislation being implemented in May 2018, the Chair</li> </ul>

	<p>noted the positive implication that ‘big data’ could be used analytically for strategies.</p> <p><b>Action Point:</b> The Records Manager and Director of Curriculum &amp; Information Services will advise if the Governing Body members require further training in the area of Data Protection and Freedom of Information to prepare for the new legislation in May 2018</p>
c) Annual students’ welfare outcomes report	<p>The Director Strategic Planning, Quality and Support (SPQS) referred members to the written report provided, she gave a high-level summary of the data provided detailing the Cause for Concerns in the last academic year. The Director of SPQS informed members that the increasing levels of referrals isn’t necessarily bad, it is demonstrating that there is more awareness amongst students the College can provide support and advice. She highlighted that often tutors have largely dealt with issues by the time it is formally raised in the College system. Ms Goodwin enquired if there is anything further the College could be doing to retain students that face difficult times and seek support whilst at the College. The Director of SQPS advised that unfortunately there are a lot of issues outside of the College’s control such as the rules surrounding benefits. She advised that this has been raised with DfE and the Department for Communities but there has not been much progress made, DfE may look at reclassifying what a full-time course is to ensure that benefits are not stopped because an individual wants to return to full time education. Mr Mackell highlighted that this report is very sobering and in particular the number of students facing mental health issues, he enquired if there was any scope to include the work of the Students Union (SU) to tackle this issue. The Student Governor-elect advised the You in Mind Campaign is well underway and the National Society for the Prevention of Cruelty to Children provided training to the student mentor earlier in September and awareness of the support available is actively promoted by the SU. The Chair noted that 325 students faced very real issues last year and the College has provided good support generally and tracking to final outcomes is leading to a better system.</p>
d) Annual technology and business continuity report	<p>The Director of Curriculum &amp; Information Services presented the Annual Technology and Business Continuity report. The Director advised members that Information Technology (IT) systems are critical to the operation of the College and this report lays out the various strategies in place for disaster recovery/avoidance and business continuity. Members briefly discussed the strategies in place and the Director advised that these systems are tested monthly and are subject to audit.</p> <p><b>Action Point:</b> The Chair of the Audit committee agreed to build resilience of IT systems into the committee’s agenda for consideration.</p>
<p><b>Agenda Item 3: Items for Approval</b></p> <p>a) College Development Plan and Budget 2017-18</p>	<p>The Principal presented the draft College Development Plan (CDP) 2017-18 to members for review and approval, he highlighted that there is no definite direction from DfE on the CDP in terms of the Outcome Based Accountability (OBA) method, however the College should begin the academic year with targets against which to work. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• In response to a query whether the document may be too quantitative to align with the OBA method the Principal advised that ahead of getting further direction from DfE this is a working document which will look at outcomes and targets. The College have very detailed documents, Self-Evaluation Report and Quality Improvement Plan, that look more at quality.</li> </ul>

	<ul style="list-style-type: none"> <li>• Members acknowledged that the transition to the OBA method is a journey.</li> <li>• The Chair invited members to comment if they were content with the outcomes and targets in the draft plan and to be mindful we are already two months into the new academic year.</li> <li>• A brief discussion took place around the target of 30,000 set for enrolments and whether this number was too low. The Principal advised members this is a realistic target based on external factors such as the decline in the number of 16 year olds and schools retaining more students in 6<sup>th</sup> form. Members advised that it would be useful to have a further discussion in the next Education Committee to review these numbers.</li> <li>• The Principal stressed that there is no external pressure to publish this document, the requirement is to ensure it is published by 31<sup>st</sup> July 2018. He acknowledged that a 2016-19 CDP is already published and it has not been possible to bring the present draft through the education committee.</li> </ul> <p>The Chief Finance Officer (CFO) presented the Draft Budget 2017-18 to the meeting and advised the Finance and General Purposes committee have recommended it for approval to the Governing Body. The CFO provided a high-level summary of the process this year in how funding will be delivered and referred members to the written report detailing this, in particular he asked members to note the hard link between FLU funding and delivery has been broken with the new process.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Key Decision:</b> The Governing Body approved the College Development Plan 2017-18 subject to further refinement on qualifications tailoring to the local economy’s needs and the Education committee reviewing the outcomes and targets  <b>Proposer: Kim Scott</b>  <b>Secunder: Steve Pollard</b></p> <p><b>Key Decision:</b> The Governing Body agreed the Budget 2017-18 as presented  <b>Proposer: Ed Jackson</b>  <b>Secunder: Neil Bodger</b></p> </div>
b) Minutes of Audit Committee Meeting on 20 <sup>th</sup> June 2017	<p>The Chair of the Audit Committee presented the minutes from the meeting held on 20<sup>th</sup> June 2017 for approval, members confirmed they were content to accept.</p> <p><b>Proposer: Gareth Hetherington</b>  <b>Secunder: John Mackell</b></p>
a) Minutes of Finance and General Purposes Committee on 19th June 2017	<p>The Chair of the Finance and General Purposes Committee presented the minutes from the meeting held on 19<sup>th</sup> June 2017 for approval, members confirmed they were content to accept.</p> <p><b>Proposer: Andrew Corbett</b>  <b>Secunder: Kim Scott</b></p>
<b>Agenda Item 4: Items for Information</b>	

a) Annual Cycle of Governing Body Business	Members noted the document and were content with the cycle.
b) Unique Learner Numbers and Hub Choices and rationale	The Principal directed members to the written report provided and provided a brief explanation of the Hub choices and the lack of finality. The Chair noted that Hub choices is a good strategic subject for governors to work on.
c) Financial Results to date	The CFO presented the period 12 management accounts and advised the accounts are on target for the year. The Chair congratulated the CFO and noted the College Management Team have delivered break-even results last year and in response to the Governing Body spent more in the areas of the Students Union, advertising and staff training and delivered more through Business Services.
d) Student Governor's Report	The Student Governor-elect directed members to the written report provided detailing the recent activity with the Students Union. Members appreciated the report.
e) Staff Governors' Reports	<p>The Staff Governors provided written reports to members, the following points were noted:</p> <ul style="list-style-type: none"> <li>• The Chair asked members to note Mrs King's report in her absence.</li> <li>• Mr Corbett highlighted the wider impact of external factors on this year's enrolment numbers at the College.</li> <li>• A robust discussion took place which highlighted that schools are retaining students to remain viable and are reacting to recent policies from the Department of Education (DoE). It was agreed the College can create a distinct offering that schools can't deliver such as Project Based Learning and skills testing.</li> <li>• Members noted that in order to progress a solution in this area there should be collaboration between DfE and the DoE and the lack of progress in the 14-19 strategy is disappointing.</li> </ul> <p><b>Action Point:</b> The Chair of the Staffing Committee agreed to review the gender pay gap in her committee, as suggested in a Staff Governor's report</p>
f) Audit Committee briefing on meeting held 14 <sup>th</sup> September 2017	The Chair of the Audit Committee, Gareth Hetherington, referred members to the written report he provided on the recent meeting. The Chair highlighted some of the main points. There were no comments by members.
g) Finance and General Purposes Committee briefing on meeting held 13 <sup>th</sup> September 2017	The Chair of the Finance and General Purposes Committee, Ed Jackson, referred members to the written report he provided on the recent meeting. There were no comments by members.
<b>Agenda Item 5. Discussion Time: Agenda and topics for</b>	The Chair opened the floor and asked for suggestions for topics to focus on at the next Governing Body workshop day, members had a robust discussion and suggested many areas and agreed the College Management Team should

<b>GB workshop in October 2017</b>	<p>facilitate the session.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Action Point:</b> The Governing Body agreed to focus on one or two of the following topics in the October workshop and cover the rest during the year:</p> <ol style="list-style-type: none"> <li>1. Attracting Students by targeting schools and parents.</li> <li>2. International students' plan.</li> <li>3. Social inclusion.</li> <li>4. Governing Body skills mix.</li> </ol> </div>
<b>Agenda Item 6: Any other business</b>	<p>No other business was discussed. The Chair reminded members that they could contact him to offer comments on improving meetings or agenda items for future meetings.</p>
<b>Date of the next meeting</b>	<p>The next meeting is scheduled for Monday 27<sup>th</sup> November, 5pm, Lisburn Campus. The GB Workshop will be held on Monday 16<sup>th</sup> October at 09.30am in the Newtownards Campus</p>

**There being no other business the meeting concluded at 20.16pm**

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

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

**Deep Sagar, Chair of Governing Body**