

**Minutes of Governing Body (GB) Meeting
Monday 21st January 2019, 12.40pm, room D15, Bangor Campus**

Agenda Item 1: Confidential Business

A separate note was taken for this item.

Agenda Item 2:

a) Attendance and apologies for absences

Present: Mr Gareth Hetherington (Temporary Chair of the Governing Body) Mr Ken Webb (CEO/Principal), Professor Alan Woodside, Mr Andrew Corbett, Mrs Barbara Larkin, Mrs Heather Reid (Items 2G-3), Mrs Karen Fraser, Mr Neil Bodger, Mr Steve Pollard, Mrs Carolyn King, Miss Aibhilin Gallagher (Student Governor)

Apologies: Ms Christine Goodwin, Mr John Mackell

In the Chair: Mr Hetherington

In attendance: Mrs Claire Williamson (Secretary to the Governing Body), Mrs Heather McKee (Director of Strategic Planning, Quality and Support – DSPQS), Mr Paul Smyth (Chief Human Resources Officer), Mr Tommy Martin (Chief Finance Officer) Mrs Sonya Kerr (Boardroom Apprentice)

b) Declarations of conflicts of interests

No conflict of interest declarations were made.

c) Minutes of the GB meeting held on 8th October for approval

The Governing Body reviewed the minutes from the previous meeting and agreed they were a true and accurate record.

Proposer: Barbara Larkin

Seconder: Karen Fraser

d) Vice Chair of the Governing Body

The Temporary Chair of the Governing Body advised that the role of Vice Chair is currently vacant and in the first instance he would ask that any Governors interested in volunteering for the role to register their interest. The Temporary Chair asked Governors to note that previously this role had been fulfilled by a committee chair, however this did not have to be the approach going forward. The Temporary Chair said that the Chair of Audit Committee had indicated to him separately, that the Chair of the Audit committee should not take the role of Vice-Chair.

Action Point: Governors interested in the role of Vice Chair of the Governing Body were asked to register their interest with the Temporary Chair

e) Record proposal to extend Steve Pollard's term as a co-opted member of the Governing Body

The Temporary Chair of the Governing Body advised that this decision had previously been taken by email and asked the Secretary to formally record the decision in the minutes. He also expressed his gratitude to Mr Pollard for agreeing to extend his term as co-opted governor.

Proposer: Karen Fraser

Seconder: Carolyn King

f) GB Skills Mix

The Temporary Chair of the Governing Body noted that there had been a request from the Governing Body to look at the skills mix of governors and identify if there any gaps. The Temporary Chair reminded the Governing Body that he had written to DfE to enquire if there was any scope to bring in more co-opted members. In response, DfE had confirmed that we would not be permitted to do so as SERC already has its limit of two co-opted members. Mr Pollard suggested that structures outside of the board such as an advisory board may help if significant gaps are identified in the GB skills mix. In response to a query from a Governor the Temporary Chair and the Secretary confirmed that former EA members could be co-opted by another College if they have a vacancy for a co-opted member.

Action Point: GB Skills mix will be given greater consideration at the next full GB meeting on 11th March

g) Safeguarding Governors

The Temporary Chair informed Governors that Heather Reid and Alan Woodside are currently in the role of Safeguarding Governors as had been discussed at the last meeting in November; he added however it would be beneficial to train other Governors for the role as both Heather and Alan's terms are due to end in 2019. Professor Woodside suggested that it would be helpful if governors went through the training in time for his role finishing in June 2019. Mrs Reid advised she was content to stay on in the role, but she was unsure if her term would be extended past June.

Action Point: Governors interested in the Safeguarding Governor role are asked to advise the Temporary Chair or the GB Secretary ASAP

h) Tribal Update

The Temporary Chair advised that college Chairs and Principals met DfE recently to discuss the Tribal report. The Temporary Chair advised the Department had not shared the report more widely but are content that the Governing Body have sight of the executive summary and the section that directly relates to SERC.

The Department have indicated that there will be sectoral plans from the report, but each College has been asked to identify three actions and submit the plan by 27th February 2019. The Temporary Chair advised that he is keen for Governors to have input in to the action plans and as the turnaround time for the individual action plans is very tight, the wider Governing Body can also suggest any subsequent actions.

The Temporary Chair advised the three initial areas identified as part of the College's individual action plan:

1. Essential Skills-specifically issues around end testing
2. TFS Retention
3. Higher Education- number of challenges that have seen a decrease in numbers this academic year

i) Committee Structure

The Temporary Chair asked Governors to advise if they felt the new 3 Committee Structure was working. The Temporary Chair advised that this structure is temporary, and we will revert to a 4-committee structure when new Governors can be recruited. Governors agreed the structure was working well and members of the Finance and General Purposes committee commented that the recent meetings have been very productive and efficient.

3. Any other business

No other business was discussed.

The next meeting is scheduled for Monday 11th March 2019, 5pm, at the Lisburn Campus.

The meeting concluded at 12.59pm

Signed: _____

Date: _____