



Minutes of a Meeting of the Governing Body (the “GB”)

held on Tuesday 13th February 2024 at 17:30, Lisburn Campus

Agenda Item 1: Chair’s Business:

a) Attendance and Apologies for Absences:

Present:

Mr John Nugent (Chair of the Governing Body), Mr Ken Webb (CEO/Principal), Mr Alan McCrum, Mr Darren Stewart, Ms Majella Corrigan, Mr Samuel Hagen, Mrs Carolyn King, Mr Michael McQuillan, Dr Danny McConnell, Ms Vikki Pinkerton

In Attendance:

Mrs Claire Williamson (Secretary to the Governing Body), Mr Tommy Martin (Chief Finance Officer (CFO)), Mr Paul Smyth (Chief Human Resources Officer (CHRO)), Mrs Heather McKee (Director of Strategic Planning, Quality and Support)

Apologies: Ms Wilma Fee, Mr Mark Huddleston, Mr Derek Wilson, Mrs Deborah O’Hare, Mr Andrew Corbett;

In the Chair: Mr Nugent

b) Declarations of Conflicts of Interest:

The Chair invited members to declare any known or perceived conflicts of interests.

- Mrs O’Hare advised she is employed by The Board of Governors of the Wallace High School (a NDPB) as Principal. The sponsor department for funding and development work and other applications is DENI supported by or delegated to the EA as appropriate. Is also current member of the College Advisory Group (Education) CAFRE DAERA CAFRE offers level 2 to level 6 + qualifications.
- Ms Corrigan declared she is employed by CCMS whose sponsor department is DENI. She is a current member of the Governing Body of Stranmillis College.
- Mr McQuillan declared he is Chief Executive of Enterprise NI and a board member of Invest NI.

- The CFO declared his daughter is employed as a lecturer at the College.

No action was taken in relation to the declared conflicts.

- c) Minutes of the Meeting of the Governing Body held on 23rd November 2023:

Minutes previously issued to all members.

The Governing Body reviewed the Minutes of the Meeting held on 2d October 2023 and agreed they were accurate record of the meeting. The minutes were adopted on the proposal of Sam Hagen and seconded by Alan McCrum.

- d) Matters Arising/Action Points from previous Meetings:

The Chair confirmed there were no outstanding actions from the previous meetings.

- d) Partnership Agreement

Papers previously issued to all members.

The Chair referred to the new Partnership Agreement in the papers at 001D. He highlighted that the agreement is clear that the primary responsibility of compliance of the agreement rests with the Governing Body. He added that the accountability meeting with the Department has now retitled 'Partnership Meeting' to reflect the agreement. The College had their meeting recently and

- f) Chair of the Governing Body update

The Chair advised members that the recruitment competition for new members was progressing and interviews were planned for March and April, it is hoped new members will therefore be appointed by June.

- g) Governance framework

The Chair reminded members this is a standard item on the Governing Body agenda to allow members the opportunity to advise if they wish to review the governance framework, suggest alterations or improvements. No suggestions were made at this time.

- h) Training and development

The Chair advised that FGP Committee had approved the implementation of the Hasmap framework and mandatory training would be required for members and CMT to ensure the governance and oversight function of their roles can be performed.

Action: The Secretary will poll all Governing Body and CMT members for dates in May and June to complete mandatory IOSH Leading Safely training

Agenda Item 2: Secretary's Business

a) Effectiveness review 2024

The Secretary provided an update on the action plan and advised that all the agreed actions were progressing well. She asked for volunteers to act as a board room buddy for the new members coming in later this year.

Action: Mr McCrum volunteered to act as a boardroom buddy for the new members, other interested members were asked to advise the Secretary if they wish to volunteer

Action: Members were asked to consider relevant NDPB's to conduct a peer review and advise the Secretary ahead of the next meeting in May

b) Events update

The Secretary reminded members of the upcoming Excellence Awards in April and advised that the MC position in Downpatrick was still vacant, she asked if a willing member could volunteer.

c) Standing Orders/Code of Conduct update

Members noted that the review of the Standing Orders and Code of Conduct was underway with the Vice Chairs of the committee assisting the Secretary to complete the work. It is anticipated that the reviewed documents will be presented for approval to the Governing Body in May.

Agenda Item 3: Correspondence:

a) GB Correspondence Log

Log provided to members in advance.

Members noted that no items of correspondence had been logged since the previous meeting.

Agenda Item 4: Principal and Chief Executive's report:

Paper provided to members in advance.

The Principal talked to the written report provided and highlighted the recent student and staff successes set out. He advised members that a student in the Downpatrick campus had sadly passed away in a traffic accident and added that counselling was available for his class mates and staff.

Agenda Item 5: Items for Approval

Papers provided to members in advance.

- a) Audit Committee minutes from meeting held on 16th November 2023 and briefing from meeting on 1st February 2024.

Mr Hagen, Chair of the Audit Committee, presented the minutes for adoption. He asked members to note the written briefing he had provided on the meeting from 16th November.

Agreed: The minutes were adopted on the proposal of Darren Stewart and seconded by Michael McQuillan.

- b) Education Committee minutes from meeting held on 21st November 2023 and briefing from meeting on 6th February 2024.

Mrs O'Hare, Chair of the Education Committee, presented the minutes for adoption and asked members to note the written briefing from the recent meeting on 6th February.

Agreed: The minutes were adopted on the proposal of Sam Hagen and seconded by Majella Corrigan.

- e) Finance and General Purposes minutes from meeting held on 14th November 2023 and briefing from meeting on 30th January 2024.

Mr McCrum, Chair of the FGP Committee, presented the minutes for adoption. He advised a written briefing had been provided on the meeting held on 11th September.

Agreed: The minutes were adopted on the proposal of Majella Corrigan and seconded by Michael McQuillan.

Agenda Item 6: Policies for approval

Policies provided to members in advance.

- a) Risk Management Policy

The Chair of the Audit committee, Mr Hagen presented the policy for review in the paper 006A. He highlighted the College received legal communication in reference to a risk management plan, for a student who is part of an ongoing criminal investigation.

The recommendation was to make an explicit statement regarding risks arising from students who have complex medical, social or behavioural needs, or students with criminal disclosures, where their attendance may result in a negative impact on the student, other students, staff or on the delivery of the College's services.

Agreed: The Risk Management Policy was approved for adoption on the proposal of Majella Corrigan and seconded by Carolyn King.

- b) CPD Policy
- c) Budget Policy
- d) Estates Policy and SOP
- e) Arbitration SOP
- f) Asset Management Policy
- g) Interim Policy for Students with Learning Difficulties and Disabilities
- h) Safeguarding Care and Welfare Policy

The Chair advised members that the policies at items 6B-6H were for noting, they had been reviewed by the relevant committees and no substantive changes were required.

Agenda Item 7: Items for Information

Papers for agenda items 7A-C provided to members in advance.

- a) Management Accounts (note-this replaced the previous Financial Governance Report)

The CFO addressed the meeting and referenced the paper in 007A.1, he began by advising the set of management accounts was up to 30th November and the most recent forecast had been completed after this paper was issued. In a verbal update on the most recent forecast the CFO advised that there is a £812k pressure of which £517k is now confirmed for staff pay awards, therefore, reducing the pressure to £295k at the end of March. He commented that the Department are aware of the pressure and the College will continue to manage towards this target.

- b) Staff Governor Reports

Members were asked to note the written reports provided by the staff governors at 006B.1 and 006B.2. The Corporate Staff Governor provided a brief overview of the main points within her report.

- c) Student Governor Report.

The Student Governor referenced the paper at 007C and provide an overview of the highlights within the report setting out the recent activity and engagement of the Student's Union. She commended staff in the plumbing school who had an innovative idea to bring 3 YouTube influencers into the College for a master tech tour, she advised that plumbing is an extremely popular choice now for enrolling students.

Finally, she drew attention to the free student food packages that were given out, she advised that over 300 packages had been given out in Bangor and Newtownards and would assist students over mid term break. The Principal agreed this had been an excellent initiative that had been well received and had also been very timely over the winter months.

d) Strategy Day

The Director of SPQS provided an overview of the agenda planned for the Strategy day in April, she advised that a draft agenda will be circulated to members once it had been discussed with the Chair of the Governing Body.

Agenda Item 8: Any Other Business:

The Secretary advised that this would have been Mr Corbett's last meeting of the Governing Body as his term ends on 10th April 2024 and in his absence asked that a record of thanks was issued to him.

Action: The Chair of the Governing Body will write to Mr Corbett to thank him for his 8 years of service to the Governing Body

Agenda Item 9: Confidential Business

A separate note was taken for this item.

Date of next Meeting:

The next meeting of the Governing Body is scheduled for Tuesday 14th May 2024 17.30, Lisburn Campus, Meeting room D floor.

The GB Strategy Day will take place on 09.30am, Monday 15th April 2024, Mourne Suite, Downpatrick Campus.

There being no further business, the Chair declared the meeting closed at 6.20pm

Signed:  _____

Date: 14.05.24 _____

John Nugent

Chair of the Governing Body