



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

held on Tuesday 25th June 2024 at 17:30, Lisburn Campus

Agenda Item 1: Session without management

A separate note was taken for this discussion.

Agenda Item 2: 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 Derek Wilson, Mrs Deborah O’Hare, 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 (Deputy Chief Executive (DCEO)), Mr Paul Smyth (Chief Human Resources Officer (CHRO)), Mrs Heather McKee (Deputy Principal Student Support Services), Gary Ritchie (Deputy Principal Curriculum), John Gault (Head of Health and Safety) Item 7e only, Walter Marks (SHEQ Consultancy) Item 7e only

Apologies: Mr Samuel Hagen, Mr Mark Huddleston, Mr Steven Lee

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 DCEO declared his daughter is employed as a lecturer at the College.
- The Deputy Principal Curriculum declared his wife and sister are employees at the College.

d) Matters Arising/Action Points from previous Meetings:

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

e) Chair of the Governing Body update

The Chair highlighted that the Governor role is also a representative role and he advised that he was keen for members to participate in events more frequently and encouraged everyone to actively participate in one event per year.

f) Governing Body member recruitment update

The Chair advised that the recruitment process was complete and now the Minister had approved the appointment of 3 members, however, formal notification has not been provided yet as all candidates in the process need to be informed of the outcome first.

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.

Agenda Item 2: Secretary's Business

a) Effectiveness review 2023

Members noted the action plan was complete for 2023.

The Chair provided an update on the external effectiveness review and advised members that SERC will lead on the procurement to source an appropriate external provider to conduct a review for each College.

b) Partnership Agreement reporting framework update

The Secretary advised that this would become a standing item to ensure that the Governing Body fulfill their oversight and monitoring role of the Partnership Agreement. The DCEO agreed that the finance team would populate the relevant information on the spreadsheet provided by the Secretary.

c) Standing Orders/Code of Conduct update

The Secretary advised that the Chair requested another review of the documents, and final documents would be presented at the meeting in September for review and approval.

d) Activity and Engagement Schedule

The Chair advised that the role of a Governor is also a representative one and encouraged members to attend as many event as they can, particularly the HE Graduation Ceremony on 13th September.

e) Training requirements

The Secretary directed members to the training records and asked members to advise if they have identified any other training requirements outside of this at any time to either the Secretary or the Chair.

f) GB Member's Register of Interests

The Secretary directed members to the Register of Interests Policy and reminded them of their individual responsibilities to ensure that their register is kept updated.

Agenda Item 3: Correspondence:

a) GB Correspondence Log

Log provided to members in advance.

Members noted the correspondence log for information.

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.

Agenda Item 5: Items for Approval

Papers provided to members in advance.

a) Baseline Budget 24/25

The Deputy Chief Executive presented the budget for review and approval. He highlighted that the allocation was much more positive this year with 46.5k. The current budget is 46.8k and so there is a pressure of over 300k. The DCEO advised that this is directly linked to RtS, despite being included in the original business case, are not funded as part of the current draft budget allocation. Members noted that the College have submitted a query to the Department on these costs.

Agreed: The Baseline Budget 24/25 was approved on the proposal of Alan McCrum and seconded by Majella Corrigan.

b) Audit Committee minutes from meeting held on 25th April 2024 and briefing from meeting on 13th June 2024

Mr Stewart, Vice 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 13th June

Agreed: The minutes were adopted on the proposal of Carolyn King and seconded by Michael McQuillan

c) Education Committee minutes from meeting held on 30th April 2024 and briefing from meeting on 18th June 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 18th June. She added her tanks to the outgoing Principal for his input and support to the committee.

Agreed: The minutes were adopted on the proposal of Majella Corrigan and seconded by Derek Wilson

d) Finance and General Purposes minutes from meeting held on 23rd April 2024 and briefing from meeting on 11th June 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 June.

Agreed: The minutes were adopted on the proposal of Derek Wilson and seconded by Majella Corrigan

e) Committee Terms of Reference

The Committee Chairs presented the reviewed terms of reference for adoption, members noted that no changes had been made to any of the ToR.

The Terms of Reference for the Audit committee were adopted on the proposal of Michael McQuillan and seconded by Darren Stewart.

The Terms of Reference for the Education committee were adopted on the proposal of Alan McCrum and seconded by Carolyn King.

The Terms of Reference for the FGP committee 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) Review of Financial Policies
- b) Review of HR policies

Agreed: The Financial Governance Policy was approved on the proposal of Danny McConnell and seconded by Michael McQuillan.

Agenda Item 7: Items for Information

Papers 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, the DCEO advised that the College was on target at 46.7k, however there was a lot of cost control within the result and critical spend only is still in place across the college.

- b) Staff Governor Reports

Members were asked to note the written report provided by the staff governor at 007B.1

- c) Student Governor Report.

The Student Governor referenced the paper at 007C, and she highlighted the launch of the Care Spaces in the college and noted that the creative developers had done an excellent job in creating beautiful spaces. She added that she was also aware of fully funded Carbon Literacy courses for students through DEAFRA and suggested this could be availed of and incorporated into the PBL fortnight.

Action: Deputy Principal's to explore the Carbon Literacy courses and if they can be used in PBL fortnight

d) Strategic Risk Register

The DCEO directed members to the risk register and advised that there are currently 6 risks on the register, 3 red and 3 amber. Members noted that the Audit Committee are provided with a detailed overview of the register at each committee meeting. The Secretary highlighted that the most recent register is available to view on the Governing Body TeamSite in between meetings all members.

e) Hasmap

At this juncture Mr Marks and Mr Gault joined the meeting.

On the invitation of the Chair, Mr Marks presented an overview of the framework and the work he had conducted across the College to obtain a benchmark. In discussion after Mr Marks advised that the basic changes that need to be carried out are around documentation and the largest resource will be to recruit a senior technician role.

The Chair of the Governing Body commented that a recent IOSH Leading Safely had been undertaken by staff and some members of the Governing Body, he invited Mr Marks to set out the importance of corporate governance within the Hasmap framework. Mr Marks stated that there is an emphasis in the training course on the about the governance role and the characteristics of a leader. The training also covers the current legislation along with the financial and morale duty of the Governors. In terms of the legal processes' attendees will go through real life NI prosecutions, failure of duties against Health and Safety order, review improvement notices and look at capacity building. Finally, how the Governing Body can support the middle managers as leaders.

The Secretary advised that this is mandatory training for all Governors and the next session was scheduled for 8th October at 9.30am.

The Chair thanked Mr Marks and added that this work puts the College in a good place for health and safety. He thanked Mr Gault for the work he had undertaken and wished him well in his retirement.

Agenda Item 8: Any Other Business:

At this juncture the Chair presented a small gift to the Principal to commemorate his time at SERC. He highlighted that the success of the College was largely down to the Principal's dedication to the students and staff and added he would be missed across the Sector. Members wished the Principal well in his retirement.

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 24th September 2024 17.30, Lisburn Campus, Meeting room D floor.

There being no further business, the Chair declared the meeting closed at 7.10pm.

Signed:

Date: _____

John Nugent

Chair of the Governing Body