

## Minutes Governing Body Meeting Tuesday 27<sup>th</sup> June 2017, 5pm, Conference Room, Lisburn Campus

Agenda Item 1: Chair's Business	<div style="display: flex; justify-content: space-between;"> <div> <b>Present</b>  Mr Deep Sagar (Chair)  Mr Ken Webb (CEO/Principal)  Mrs Carolyn King  Mrs Karen Fraser  Professor Alan Woodside  Mr Andrew Corbett  Mrs Marie Shaw  Mr Gareth Hetherington  Mr Steve Pollard  Mrs Shirleen Corbett  Mr John Mackell  Mr Ed Jackson  Ms Christine Goodwin  Ms Claire Meharg  Mrs Barbara Larkin </div> <div> <b>Apologies</b>  Mrs Heather Reid  Mr Neil Bodger  Mrs Kim Scott </div> </div>
a) Attendance and Apologies	<p><b>In attendance</b></p> Mrs Claire Williamson (Secretary to the Governing Body) Mr Tommy Martin (Chief Finance Officer) Mrs Heather McKee (Director of Strategic Planning, Quality and Support)
b) Declarations of conflicts of interest	The Chair 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	<p>The Chair 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. He reported that he had attended the College Employers' Forum with the CEO that day.</p> <p>The Chair highlighted that the Student Governor's term was ending and the Governing Body (GB) agreed to record it's thanks to her for her contribution and wished her well for the future.</p> <p>The Chair advised members that Ed Jackson had attended a Chair's Lunch with DfE for him and Mr Jackson gave a verbal overview of the meeting:</p> <ul style="list-style-type: none"> <li>• There will be a mid-year accountability meeting in September or October this year</li> <li>• The Systems Technology and Services project has received approval and therefore the procurement process can proceed once it receives DoF approval.</li> </ul>



	<ul style="list-style-type: none"> <li>• In relation to the College Development Plans, DfE are moving to use Outcome Based Accountability and have discussed developing an overall strategic plan for the sector with each College contributing to it</li> <li>• DfE are planning to introduce Unique Learner Numbers and Personal Learner Records. The CEO advised the College have been issuing Unique Learner Numbers for a number of years to students.</li> <li>• Curriculum hubs will be developed in which Colleges will be asked to bid for subjects in which they will take the lead. The CEO advised the College have bid for creative industries, engineering, computing, construction and hospitality and catering.</li> </ul> <p><b>Action Point:</b> A further update will be provided by the CEO on Unique Learner Numbers and the Curriculum hubs along with how these subjects were chosen at the next meeting of the Governing Body in September (allied to the College Development Plan).</p>
d) Minutes of the Governing Body	<p>The Chair invited members to review the minutes of the meeting held on 16<sup>th</sup> May 2017. Mr Pollard requested an addition was made under item 2 of the minutes to reflect the question he put to the DfE Director of Further Education with regard to the College's wider involvement in DfE's work. Subject to this amendment being made members confirmed the minutes were a true and accurate record of the meeting.</p> <p><b>Proposer: Steve Pollard</b>  <b>Seconder: Marie Shaw</b></p>
e) Action Points/Matters Arising from previous meetings	<p>Members reviewed the action points from the previous meetings. The Chair highlighted that all actions were complete or addressed on the agenda except that two were carried forward.</p>
<b>Agenda Item 2: CEO's Business</b> a) CEO'S report	<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 CEO highlighted that further to his report and as reported at the recent Finance and General Purpose committee meeting, figures have been provided by FE Estates on space utilisation data based on M2/FTE. The data clearly demonstrates that SERC have the highest utilisation rate in the sector.</li> <li>• The Chair enquired if more detail could be provided on the figures included in the Balanced Scorecard on the 1400 post primary students attending the College and the 68 nationalities that make up the student population.</li> <li>• The CEO confirmed that those students that make up the 68 nationalities are UK residents. The 1400 post primary students attend the College one day per week as part of the Entitlement Framework. The CEO highlighted this is an area under pressure due to funding constraints and it is hoped that this will be addressed through the 14-19 strategy being jointly developed by DfE and DE.</li> <li>• Members discussed the Annual Complaints and Compliments report. The CEO said 3 of 4 appeals were upheld.</li> </ul>



	<ul style="list-style-type: none"> <li>• In response to the question on how the college learnt from complaints, the CEO highlighted that the fees policy has been amended to ensure that it is clearer and the Director of Strategic Planning Quality and Support confirmed that Learner Support is available to students in the evening after it was found students needing this assistance could not access classes at this time.</li> </ul> <p><b>Action Point:</b> The CEO will provide the GB Secretary with the video used in the Made in Lisburn/Castlereagh business showcase to upload to the GB Team site</p> <p><b>Action Point:</b> It was agreed that next year's complaints report will show a comparison of complaint numbers against another FE college and actions taken to encourage recording of compliments by all departments, eg pastoral care.</p>
b) International Activities	<p>The Director of Strategic Planning, Quality and Support spoke to the written report provided to members detailing recent activity within the International department, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The Director of SPQ&amp;S advised members that the ERASMUS project will most certainly end in the next few years when the UK exits the EU, the team are therefore actively seeking other funding opportunities. She advised that the current relationship with the Japanese Colleges could be further developed as they are keen to assist the College in securing funding.</li> <li>• In response to a query, the Director of SPQ&amp;S advised members that the training the College is delivering for Irish Rail was won by tender. Other opportunities in the Republic of Ireland are being sought.</li> <li>• Members noted the new partnership with the British International College in Cairo and enquired if Higher Education (HE) is part of the project. The Director of SPQ&amp;S confirmed the MOU with the College in Cairo does include an HE provision and the College are offering some online courses to international students in English language.</li> <li>• Professor Woodside enquired if the College could collaborate with local Universities on international projects. The CEO informed members that the College had previously introduced Queen's University and University of Ulster representatives to Japanese Universities. The CEO further advised Invest NI are currently developing a draft international strategy, which was formed after discussions with the Colleges and Universities; it is hoped this will assist in building these relationships further.</li> </ul> <p><b>Action Point:</b> The CEO agreed to speak to Professor Woodside and Mr Pollard offline to discuss how they could support development.</p> <p><b>Action Point:</b> The Chair asked that the next International Activities report show the strategy being used more clearly (e.g. developing countries or developed, English language).</p> <p><b>Action Point:</b> The Director of SQP&amp;S will provide further information on the Irish Rail contract and how the College plan to take forward TVET collaboration to governors by email</p>



c) Students Union (SU) Annual Report	<p>The Director of SPQ&amp;S presented the Annual Students Union report to governors that had been collated by the Student Affairs Officer, Sonya Nelson. The Director of SPQ&amp;S spoke to the report and advised members the Student's Union have done sterling work this year for which they should be commended.</p> <p>The Student Governor informed members that she can see a noticeable difference has been made by this work when talking to students in the College, she affirmed the Director's comments regarding the work of both the staff member and the intern and stated she hoped that the support from the Governing Body for the SU would continue.</p> <p>The CEO advised that a considerable investment has been made in the SU by providing the intern to assist the staff member and he highlighted SERC are the only College that currently has a dedicated SU support. He said he was not aware of any proposals for budget or expenditure that had been declined and would welcome proposals by them.</p>
<b>Agenda Item 3: Items for Approval</b>	<p>a) Minutes of Audit Committee Meeting on 4<sup>th</sup> April 2017</p> <p>The Chair of the Audit Committee presented the minutes from the meeting held on 4<sup>th</sup> April 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Carolyn King</b> <b>Seconder: Marie Shaw</b></p>
b) Minutes of Education Committee meeting on 25 <sup>th</sup> April 2017	<p>In the absence of the Education Committee Chair Carolyn King presented the minutes from the meeting held on 25<sup>th</sup> April 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Steve Pollard</b> <b>Seconder: Alan Woodside</b></p>
c) Minutes of Finance and General Purposes Committee on 3 <sup>rd</sup> April 2017	<p>The Chair of the Finance and General Purposes Committee presented the minutes from the meeting held on 3<sup>rd</sup> April 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: Barbara Larkin</b> <b>Seconder: Christine Goodwin</b></p>
d) Minutes of Staffing Committee on 24 <sup>th</sup> April 2017	<p>The Chair of the Staffing Committee presented the minutes from the meeting held on 24<sup>th</sup> April 2017 for approval, members confirmed they were content to approve.</p> <p><b>Proposer: John Mackell</b> <b>Seconder: Karen Fraser</b></p>
<b>Agenda Item 4: 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 with the end of the Period accounts. The CFO highlighted the current headlines and year to date position.</p>



b) Policies and Annual Cycle of GB Business	<p>The Chair directed members to the list of policies and cycle of business for the Governing Body. Members confirmed they were content with both the policy review programme and annual cycle of business subject to the following.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action Point:</b> An Annual Self Effectiveness review and annual review of all terms of reference will be added to the annual cycle of business</p> <p><b>Action Point:</b> The GB secretary will add the annual cycle of business to each Governing Body meeting papers to ensure that it is effective</p> </div>
c) Student Governor's Report	<p>The Student Governor gave a verbal report to members, the following points were noted:</p> <ul style="list-style-type: none"> <li>• The Peer Mentoring programme is underway with 16 mentors confirmed across the four main campuses. Training for the mentors by the NSPCC is scheduled for September.</li> <li>• The Students Union Constitution was presented at the last HE Review meeting and the changes proposed were agreed. The constitution will be presented to the Education committee at their next meeting in September to ensure Governing Body approval is confirmed. She said that despite the autonomous nature of the SU the constitution had been held up in the process.</li> <li>• The next Student Governor, Rachel Heaney, has been elected and will attend the Governing Body meeting in September.</li> </ul>
d) Staff Governors' Reports	<p>The Staff Governors provided verbal reports to members, the following points were noted:</p> <ul style="list-style-type: none"> <li>• Mrs King highlighted the recent success by SERC at the BEST awards. The College was awarded the Communication Awards and Most supportive lecturer, awarded to Mrs King herself.</li> <li>• Mrs King attended governance training in June through On Board Training.</li> <li>• SERC took part in the recent Sea Bangor Maritime Festival in which an excellent example of Project Based Learning was displayed through the Intercampus Street Food Grand Final. Two groups of students competed against each other</li> <li>• Mr Corbett highlighted that with students finished for summer the academic staff are currently going through a period of planning for next term. He agreed that staff stress during assessment periods was a periodic feature and was being better managed.</li> <li>• He enquired if the College have reviewed the cladding used on buildings following the Grenfell Tower disaster. The CEO confirmed that it was looked at immediately when this issue came to light. Ed Jackson declared a conflict of interest and advised that he was director of the company that had installed the Cladding specified by the Architect at the Lisburn campus. It was noted that a summary of the recent cladding inspection will be reported to the Finance and General Purposes committee as part of the annual Health and Safety report.</li> </ul>



	<ul style="list-style-type: none"> <li>The CEO provided members with a brief overview on how all aspects of fire safety are reviewed and noted that all fire precautions are subject to weekly checks and no notice fire drills.</li> </ul>
e) Audit Committee briefing on meeting held 20 <sup>th</sup> June 2017	<p>The Chair of the Audit Committee, Gareth Hetherington, referred members to the written report he provided on the recent meeting. The Chair highlighted the following points had been discussed during the meeting:</p> <ul style="list-style-type: none"> <li>The committee are conducting a self-assessment exercise to ensure they are effective and to gather any learning points.</li> <li>The committee have requested DfE to provide a letter detailing the requirement for the College to use Properties Division for procurement. This issue has been escalated to the risk register as there are significant concerns around value for money, quality of work and timeliness of completions.</li> <li>Two internal audit reports were returned by KPMG, Procurement and Corporate Governance and Risk Management. No issues were identified with the Procurement report. Corporate Governance and Risk Management report identified one tier 3 issue in respect of the Terms of Reference of the Audit Committee. There were some elements of best practice not reflected in the current committee ToR. This has been accepted and a revised ToR will be brought to the September 2017 meeting.</li> <li>The current internal audit programme has concluded and the re-procurement of internal audit services for the sector is being taken forward and led by Northern Regional College.</li> </ul>
f) Education Committee briefing on meeting held 6 <sup>th</sup> June 2017	<p>In the absence of the Education Committee Chair, Carolyn King referred members to the written report the Chair had provided on the recent meeting.</p> <ul style="list-style-type: none"> <li>The CEO highlighted that the review of the Safeguarding Policy will be screened internally and not by Colleges NI as referred to in the Chair's report.</li> <li>The CEO referred to the suggestion at the meeting to engage with Youth groups more to try a more targeted approach to the 14-19 group. The community office are looking at running a series of packaged events which will be promoted through social media for Youth clubs to attend.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action Point:</b> The CEO noted the suggestion by Alan Woodside to consider a financial incentive (possibly reduced fees) for students to run for Student Governor and he confirmed he would consider as part of the annual Fees policy recommendation.</p> </div>
g) Finance and General Purposes Committee briefing on meeting held 19 <sup>th</sup> June 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. He highlighted the following points:</p> <ul style="list-style-type: none"> <li>The major item the committee will focus on is the new funding model which is proposing to have one resource budget for all six Colleges. In essence, if a College does not spend its "resource", then any surplus can be transferred to another College. This method will break the traditional FLU</li> </ul>



	<p>funding approach and pave the way for a new funding mechanism in 2018/19. Furthermore, the College will no longer have to submit forecasts based on our financial year and instead all forecasts will be in line with DfE's financial year (31<sup>st</sup> March).</p> <ul style="list-style-type: none"> <li>• The Chief Finance Officer confirmed that all Colleges will have sight of all figures as an informal agreement has been reached with FE Finance through the NI Finance Officers' group.</li> <li>• Members enquired how the College would bid for additional funding if another College was unable to meet their targets, the CFO advised that this was still in development with FE Finance.</li> </ul>
h) Staffing Committee briefing on meeting held 12 <sup>th</sup> June 2017	<p>The Chair of the Staffing Committee, Christine Goodwin, referred members to the written report she provided on the recent meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The interim strategy 'Enhancing all our People' is underway and will be underpinned by a seven-point delivery plan which will be completed by August 2017.</li> <li>• The committee have further explored long term absences and found no real trends or themes. This area will continue to be reviewed and monitored as with no trends it is more challenging to provide a solution.</li> <li>• The committee also reviewed the work and role of the Investigating Officers. After reflecting on recent cases, the job description will be enhanced and the register refreshed.</li> <li>• The Chair advised the Policy Review Programme is still on-going to review, enhance and update policies that impact the staff at SERC thus ensuring alignment with legal obligations and to better reflect best practice.</li> <li>• SERCs draft Employee Benefits, Rewards and Recognitions booklet was reviewed. The booklet was positively received by the Committee as it clearly illustrates the breadth and depth of hard and soft reward offerings at SERC.</li> <li>• The committee reviewed the results of the recent staff survey and whilst there was a slight increase in the uptake this year the committee have advised that the HR team need to review the communication of problems that have been addressed as a result of the surveys.</li> <li>• In response to a query with regard to staff cost the Chair advised that the committee are presented with a KPI dashboard which has aided her understanding of costs. However this is work in progress.</li> </ul>
<b>5. Discussion Time: College Stakeholders and Governor Networks</b>	<p>The Chair invited members to discuss stakeholders and networking, the following points were noted:</p> <ul style="list-style-type: none"> <li>• Members suggested that if the networking exercising was part of a broader communications strategy they might be better informed of what we are trying to achieve and how they can contribute to it.</li> <li>• It was agreed that an objective for any person attending the event is required and outcomes should be agreed in advance to measure afterward if the event has been successful.</li> <li>• The Chair asked the CEO to begin the exercise by arranging a businesses focused event which will allow attendees to get to know the College or</li> </ul>



	<p>collaborate or gain training or provide part-time lecturers. He asked all Governors to engage with the event and invite as many business people as they could from their networks. Based on experience, events focused on other audiences such as schools, local authorities, media, etc. could be developed.</p> <p><b>Action Point:</b> The CEO will circulate details of the businesses' networking event in advance to governors including agreed outcomes and targets</p>
<b>Agenda Item 6: Any other business</b>	<p>The CEO reminded members of their responsibilities in respect of the Data Protection Act and that as meetings are paperless he asked that documents are not printed unless it is essential. He also advised members that the Secretary can dispose of any papers they may have in their possession in the correct manner. The College Data protection officer could come to a GB meeting and provide an update on changes to the rules and compliance.</p> <p>The CEO also highlighted the requirement for members to submit timely travel and subsistence claims. He reminded members that claims should not be processed outside of the 3-month rule and as the accounting Officer he needs to be firm on this rule.</p> <p>The chair asked for comments on the meeting and reminded members that they could feed in these or agenda suggestions by email or telephone too. Generally, members welcomed the opportunity to have a free-flowing discussion in Discussion Time.</p>
<b>Agenda Item 7: Date of the next meeting</b>	<p>The next meeting is scheduled for Monday 18<sup>th</sup> September, 5pm, Campus TBC</p>

There being no other business the meeting concluded at 19.35pm

Signed: Deep Sagar  
Deep Sagar, Chair of Governing Body

Date: 18/9/17