



INSPIRING. TRANSFORMING. ENRICHING.

## Minutes Governing Body Meeting Tuesday 29<sup>th</sup> November 2016, 6pm, Room 1B-08 Lisburn Campus

Agenda Item	Present	Apologies
1. Chairman's Business	<p>Mr Deep Sagar (Chair) Mr Ken Webb (CEO/Principal) Mrs Carolyn King Mrs Heather Reid Mrs Kim Scott 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 Neil Bodger Mr Ed Jackson</p> <p><b>Present</b></p> <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) (6.00pm-6.05pm)</p>	<p>Ms Christine Goodwin Mrs Barbara Larkin Ms Claire Meharg</p>



<p><b>1d. Minutes of the meeting held on 27th September 2016 for approval</b></p> <p><b>1e. Matters Arising</b></p>	<p><b>Action Point:</b></p> <ul style="list-style-type: none"> <li>a) Project proposals on access and bursaries to be prepared and sent to DfE</li> <li>b) Two projects delivering £100k value saving would be prepared</li> </ul> <p>The Chair asked the members to note that he had reached an agreement with the Chair of the Education committee that the Staff and Student Governors would become members of the committee. The Chair advised there had been a previous misunderstanding regarding the rules of membership for these governors and committees but he had clarified that and was content they would provide an invaluable contribution by becoming members.</p> <p>The Chair highlighted the feedback from DfE survey of Governors that Governors should meet without CEO and management.</p> <p><b>Key Decision:</b> The Governing Body agreed that Staff and Student Governors would become members of the Education Committee with immediate effect</p> <p><b>Key Decision:</b> Governing Body agreed that at least once a year a session without CEO and management will be held</p> <p>The Chair invited members to review the minutes of the meeting held on 27<sup>th</sup> September 2016, members adopted the minutes on the provision of the following amendments being made:</p> <ul style="list-style-type: none"> <li>• The figure included at point 4c referencing the deficit is incorrect.</li> <li>• Mr Pollard advised that his remark quoted at section 2a should be rewritten to more accurately reflect his comment on social media</li> </ul> <p>The Chair referred members to the written paper providing an update on all actions and matters from the previous meeting and noted the progress on all points.</p>	<p>CEO</p> <p><b>Proposer: Heather Reid</b> <b>Seconded: Ed Jackson</b></p>
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<p>2. CEO's Business</p> <p>a) CEO's report</p>	<p>The CEO presented a written report to the Governing Body detailing recent activity across the College, in particular he highlighted the recent ETI Inspection that had been performed at the end of November. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The CEO and Chair of the Education Committee, Mrs H Reid provided a joint overview of the inspection.</li> <li>• The CEO advised that the final report will be provided to SERC in January 2017 however the initial feedback received is overwhelmingly positive. Mrs Reid confirmed that the inspectors did not identify any area of improvement that had not already been identified through the Whole College Self Evaluation report.</li> <li>• Mrs Reid said the College had received the best rating that the ETI could give and that ETI did not have the capacity to deal with the sort of information that SERC had provided.</li> <li>• The CEO has written to the lead inspector to thank them for the report and copied the Director of FE to highlight the issue around data retrieval and urge the department to identify what data is required without it becoming an onerous administration task for staff involved.</li> <li>• ETI enquired if there is any interaction between the Education committee chair and other FE Colleges governors. The Chair advised that each committee Chair should feel free to make contact with other FE College committee chairs and recruit assistance from Colleges NI if needs be to make these links.</li> <li>• The Careers Conference held on 18 October was discussed.</li> <li>• The CEO highlighted the Fields of Life Collaboration; Mrs Reid advised it was monitored through the Education committee to ensure that all risks are identified.</li> </ul> <div data-bbox="685 1169 1731 1287"> <p><b>Action Point:</b> Committee Chairs to contact the GB Secretary to seek contact with other FE Colleges' committee chairs.</p> </div>	<p>Committee Chairs</p> <p>CEO</p>
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	<p>meeting, a clean audit report was received with no recommendations or observations made.</p> <ul style="list-style-type: none"> <li>• The CFO asked members to note the written report provided detailing the Period 2 accounts and advised that Period 3 is still on target and forecasting for the next quarter will be submitted to DfE this week.</li> <li>• The Chair noted that there should be more focus on understanding bringing in business and income activities and asked the CEO to detail income-generating activities in the next meeting.</li> </ul> <p><b>Action Point:</b> The Chair requested a short presentation from the Chief Executive Officer on income generating activities at the next meeting</p>	CEO
<p><b>3. Items for approval</b></p> <p>a) Standard Operating Procedure Governors Remuneration; Staff Governors Amendment</p> <p>b) Fees Policy 2017/18</p>	<p>The Chair of the Finance &amp; General Purposes committee, Mr E Jackson, addressed the meeting to present the revised SOP for Governors remuneration, he advised that the amendment presented for approval was with regard to staff governors who will receive overtime and Time Off in Lieu for attendance at Governing Body related activities. The CFO advised that following approval this would be back dated to January in line with all other Governor's. The Governing Body approved the amendments with immediate effect.</p> <p>The Secretary noted that Carolyn King and Andrew Corbett have a conflict in this matter and did not partake in the discussion.</p> <p><b>Key Decision:</b> The Governing Body approved the Standard Operation Procedure Governors Remuneration; Staff Governors Amendment with immediate effect and backdated to January 2016</p> <p>Mr Jackson presented the Fees Policy 2017/18 for consideration and advised that the fees are to remain at the same levels as the previous year with extension to concessions to Higher Education students. The Chair noted that he has challenged the finance team and Finance and GP committee to simplify this policy for next year.</p>	<p>Proposer: Steve Pollard  Seconders: Alan Woodside</p>

c) Colleges participation in new company limited by guarantee (Systems Technology and Services Project)	<b>Key Decision:</b> The Governing Body approved the Fees Policy 2017/18	Mr Jackson referred members to the papers they were provided with detailing the need to create a Special Purpose Vehicle to allow a cost-sharing group with other FE colleges to be established for VAT exemption purposes. Mr Jackson provided a brief overview on the project and the criteria that must be met in order to be provided with approval for such a group. The CFO added that this is part of the overall STS project which is the delivery of new information systems for the sector and the establishment of the cost sharing group is for procurement of these systems.
	<b>Key Decision:</b> On the recommendation of the F&GP committee and after discussion of all the papers the GB approved the College's participation in the STS Project company subject to the four levels of approval in update	<b>Action Point:</b> The CFO will report on the new company through the Finance and General Purposes committee with an annual report provided to the Governing Body from the CEO on the company's activities
		Proposer: Ed Jackson Seconded: Karen Fraser
		Proposer: Ed Jackson Seconded: Steve Pollard
		CFO/CEO

d) Minutes of Audit Committee meeting held on 15th September 2016	The Chair of the Audit Committee presented the minutes from the meeting held on 15 <sup>th</sup> September 2016 for approval, members confirmed they were content to approve.	Proposer: Gareth Hetherington Seconder: Neil Bodger
e) Minutes of Finance and General Purposes Committee held on 14th September 2016	The Chair of the Finance and General Purposes Committee presented the minutes from the meeting held on 14th September 2016 for approval, members confirmed they were content to approve.	Proposer: Andrew Corbett Seconder: Marie Shaw
f) Minutes of Staffing Committee meeting held on 19th September 2016	<p>Mr N Bodger presented the minutes from the Staffing committee meeting held on 19<sup>th</sup> September 2016 on behalf of the Chair for approval, members confirmed they were content to approve.</p> <p>Mrs S Corbett requested that her attendance at this meeting was included as she was not recorded in the attendance table at the end of the minutes.</p> <div> <p><b>Action Point:</b> The Governing Body requested a more detailed update from the Chair of the Staffing Committee on the Equality Report at the next meeting</p> <p><b>Action Point:</b> The Secretary will not use the attendance tables in minutes going forward to avoid any errors in recording members attendance</p> </div>	<p>Proposer: Gareth Hetherington Seconder: Shirleen Corbett</p> <p>Christine Goodwin</p> <p>Secretary to GB</p>
g) Minutes of Education Committee meeting on 19th October 2016	The Chair of the Education Committee presented the minutes from the meeting held on 19th October 2016 for approval, the Chair advised these minutes had not been presented to the Governing Body before and she provided an overview of the main items from the meeting; members confirmed they were content to approve.	Proposer: Kim Scott Seconder: Steve Pollard



<p><b>4. Items for Information</b></p> <p><b>a) Whole College Self Evaluation Report 2015/16 and Whole College Quality Improvement Plan 2016/17</b></p> <p><b>b) Staffing Committee briefing on meeting held 14th November 2016</b></p> <p><b>c) Education Committee briefing on meetings held 15th November 2016</b></p> <p><b>d) Finance and General Purposes Committee briefing on meeting held 22nd November 2016</b></p>	<p>The CEO presented the Governing Body with the Whole College Self Evaluation Report 2015/16 that was used as the basis for the ETI inspection in November 2016. A brief discussion took place on the format of the report and the Governing Body noted the contents of the report.</p> <p>The Chair asked members to note the written briefing provided by the Chair of the Staffing committee on its recent meeting in her absence.</p> <p>The Chair of the Education committee advised members that she had highlighted the work completed by her committee at its recent meeting during discussions regarding the ETI inspection under agenda item 2, specifically the CEO's report.</p> <p>The Chair of the Finance and General Purposes committee, Mr E Jackson, provided the committee with a written briefing and a brief verbal update on the activity and work of the committee at its meeting on 22<sup>nd</sup> November 2016. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Mr Pollard enquired if VES savings has been swamped by the increasing staff costs. Mr Pollard highlighted his concern is to ensure that the investment in VES which was based upon projected savings in staffing costs does achieve those projected savings. If not then to have a clear understanding of the actual picture. Mr Jackson advised that there is an overall saving if we review the last 3 years. The CFO added that the start of VES was to try and get some head room to deal with the inescapable costs.</li> <li>• Mr. Pollard stated his concern that the departmental policy preventing retention of funds generated through other income generating activities reduces any incentive for the College to actively pursue additional income and has the potential to stifle</li> </ul>	
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<p><b>g) Student Governor Report</b></p>	<p>curriculum areas involved in competitions and comparing with other colleges what competitions they are involved in.</p> <p>Andrew Corbett advised the Governing Body that the recent inspection was well received by staff and he commented that some staff were disappointed not to be involved in the inspection which has demonstrated their confidence in their teaching abilities and a strong sense of staff morale.</p> <p>The Student Governor, Mrs M Shaw, provided a brief verbal overview on the written report she had provided on the recent work of the Students Union. Members commended Mrs Shaw on the report and noted the vast amount of good work being carried out by the SU.</p> <p>Professor Woodside complimented Mrs Shaw on her report and suggested contacting Sustrans to help with the Cycle to College to scheme, Mrs Shaw noted the suggestion to take forward to the SU.</p>	
<p><b>5. Any Other Business</b></p> <p><b>Minutes from Governing Body Meeting 23rd November 2016</b></p>	<p>Members were asked to review and they approved the minutes of the Governing Body meeting held on 23<sup>rd</sup> November 2016 specifically to approve the Annual Report and Financial Statements for the year ended 31st July 2016.</p> <p>The Secretary advised members that the scheduled date for 17<sup>th</sup> January had originally been planned for a strategy day however due to another commitment the CEO is unavailable and therefore the Chair has asked that this date is released from member's calendars and another date for March is agreed.</p> <div data-bbox="689 1232 1733 1345"> <p><b>Action Point:</b> The Secretary will poll members for dates for a strategy day in February/March 2017</p> </div>	<p>Proposer: Ed Jackson  Seconders: Shirleen Corbett</p> <p>GB Secretary</p>



	<p><b>Action Point:</b> The Chair of the Education Committee will bring the next meeting date in line with the others for the February round of meetings</p> <p>Mr Jackson emphasized the importance of the Excellence Awards and encouraged members to attend as it provides an opportunity to meet staff and students. Mrs K Scott noted her disappointment in the decision by DfE to change the composition of the Governing Body and cease EA representation, she enquired if there was any rationale provided to the Chair ahead of the decision. The Chair asked the Secretary to contact DfE to ask for more information. The Chair noted that current EA representatives will continue until the end of their current terms.</p> <p><b>Action Point:</b> The GB Secretary will contact DfE to ask for further information on the change to the FE Order removing EA representation from the composition of the FE Governing Bodies</p> <p>The Chair asked members for their feedback on the meeting and to inform him of any improvements they feel is needed, if they would like more detail or any other ideas they would like to put forward. Members noted that they would like more presentations from staff to give them more insight into different departments, they appreciated the marketing 'deep dive' today.</p>	<p>GB Secretary/Heather Reid</p> <p>GB Secretary</p>
	<p><b>6. Date and Time of the next meeting</b></p> <p>The next meeting of the Governing Body will be held on 21st February 2017, 6pm, at the Lisburn Campus.</p> <p><b>There being no other business the meeting concluded at 8.22pm</b></p>	

Signed: Deep Sagar  
Deep Sagar, Chairman of Governing Body

Date: 24/2/17.