

**MINUTES OF A MEETING THE SOUTHERN REGIONAL COLLEGE GOVERNING BODY HELD ON
TUESDAY 03 Sept 2024 AT 18.30 IN THE BOARDROOM, BANBRIDGE CAMPUS**

PRESENT: Dr Thomas Moore (Chair) Mrs Lee Campbell (Interim Principal / CEO) Mrs Hilary Singleton Mr Stuart Harper Mrs Tracy Strachan Mr Gary McMurray Mrs Geraldine Campbell Mr Sean Fitzsimons Mrs Monica Kelly Dr Laura Milner (via TEAMS) Mrs Angela Whiteside Mr Andrew Sloan Dr Liz Finnigan Mrs Sharon O'Hare	IN ATTENDANCE: Ms Joanne McGuigan, Interim Director of Finance & Planning Ms Libby Shackels, Director of Curriculum Mr Raymond Sloan, Director of Client Services Ms Sandra Barry, Acting Secretary to the Governing Body APOLOGIES: Mr Nick Harkness Mrs Patricia McCaffrey
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The meeting convened at 19.15pm.

A01. APOLOGIES FOR ABSENCE Apologies were recorded for Mr Nick Harkness and Mrs Patricia McCaffrey. Mr A Sloan was welcomed as a new Governor who will sit on the Audit and Risk Committee and the Staffing Committee. Mr A Sloan's formal Minute of Appointment from the Permanent Secretary was received on 19 June 2024. A02. DECLARATION OF INTERESTS The Chair reminded those present to declare at the commencement of the meeting any conflict of interest held in matters to be discussed. No interests were disclosed. A03. MINUTES OF THE GOVERNING BODY MEETING 18 June 2024 The minutes of the Governing Body meeting of 18 June 2024 were reviewed for accuracy and approved as an accurate record on proposal from Mrs Strachan and seconded by Mrs Singleton. A04. MATTERS ARISING Members reviewed the action log and considered all matters therein. A05. CHAIRMAN'S BUSINESS <ul style="list-style-type: none"> Governors' Assessments Dr Moore expressed his thanks to all the Governors and confirmed that the meetings are in the diary. These will be completed and forwarded to DfE by 10 October 2024. 	ACTION By whom
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- **GB Effectiveness Review (External)**

Dr Moore reported that the Chair of SERC drafted a TOR and shared it with DfE. A meeting will take place on 10 September to take this forward.

ICS have been appointed and the cost for the 6 colleges will be approximately £90k., equating to £15k per college. Dr Moore advised that he has requested clarity on the breakdown of costs. The Chair of NRC will chair the Steering Group to oversee this review.

The Chairs and DfE met in Coleraine last week and DfE would like an overarching Performance Framework and want to introduce performance dashboards. This flows from the Partnership Agreement. Cost reductions and efficiency savings were mentioned at the meeting and Dr Moore stated the dashboard should be about performance and be a vehicle for sharing Best Practice.

- DfE will introduce a drop-in meeting on the first Wednesday of each month with the FE Director, Chair and Principal/CEO to discuss relevant issues.
- Further details related to the DfE Economic Vision, underpinned by the 4 pillars, fulcrum of college Strategy, should become available in the near future. The CDP plan will sit below this.
- The next steps in the FE Review is imminent and curriculum may become the driving force alongside a skills academy. DfE have not provided a specific date for an announcement on the FE Review.
- DfE planning workshop in December for CEOs and Chairs/Vice Chairs. There is no further information at present.
- Cyber Security Plan – DfE had required us to use their cyber security plan and model, but it has been reviewed and does not suit the College model. This issue will be brought forward by the Principals' Group.
- Review of Collaboration – (CEF). All colleges were invited to submit their views to DfE. It is intended that all Principals/CEOs and Chairs are then interviewed by EY (appointed by DfE to undertake this work). Mrs L Campbell's interview has taken place and Dr Moore's interview will take place on 09 September. Dr Moore noted that he has not received a copy of the finalised TOR.
- HE Graduation at Armagh City Hotel, 30 August 2024. Dr Moore congratulated all involved. Some DfE officials and the Minister attended. Mrs Singleton noted the most poignant moment of the presentation to the father of a student who had passed away and the students and staff gave a standing ovation. Mrs Campbell advised that a card will be sent to the student's parents on behalf of the College and Governing Body. Dr Finnigan informed Members that the student had been one of her own students and she felt that the College's Marketing department were marvellous in how they conducted the event and were very professional. It was good to see several Governors in attendance. This is welcomed and to be encouraged.
- There will be the annual Partnership Engagement on 10 October at Adelaide House from 2pm-4pm.
- A Risk Workshop will be arranged for September, this is to refresh the corporate risk register. There will be a Strategy Day scheduled and will need to review the risk register through the Audit and Risk Committee. The workshop will be a half day duration. A Doodle Poll to establish availability will be issued to Members by Ms Barry.

Ms Barry

<p>A06. PRINCIPAL & CHIEF EXECUTIVE BUSINESS</p> <ul style="list-style-type: none"> CDP Commissioning Update Mrs L Campbell advised that the CDP Commissioning letter was received on 15 August setting out the framework and template. The Executive Team and Dr Moore will review the draft template prior to submission to DfE. External Engagement Mrs L Campbell informed the Committee of recent engagements with the Minister of the Economy. Mrs L Campbell confirmed she will be attending a Q&A session organised by Newry Chamber on 04 September with the Finance Minister and the Minister for the Economy. Area Learning Planning Group (ALPG Southwest) Every 2 years there is a curriculum plan that goes to the Department of Education. Ms Shackels advised that she has challenged that the meetings are school orientated with no discussion around 14-19 strategy. The 2024-26 plan which was issued in June 2024 briefly mentioned the 14-19 strategy. Ms Shackels questioned the lack of collaboration around the 14-19 agenda. This has been paused whilst the Minister for the Department of Education is reviewing the 2024-26 plan. Discussion took place on the 14-19 strategy, focusing on Essential Skills in particular. 	
<p>A07. COMMITTEE MINUTES (FOR REVIEW)</p> <ul style="list-style-type: none"> Staffing Committee 07 May 2024 Mr McMurray is the new incoming Chair of the Staffing Committee and advised he had no issue to bring to the Governing Body's attention. Audit & Risk Committee 14 May 2024 Mrs Singleton referred Members to the minutes of the Audit and Risk Committee convened 14 May 2024 and asked Members to note the escalation of governance from the operational risk register to the corporate risk register. Education Committee 28 May 2024 Mr Harper referred Members to the minutes of the Education Committee convened on 28 May 2024 and asked Members to note the success of the College in both WorldSkills and IFEX competitions. Former student in Carpentry, Isaac Bingham is going to Lyon to participate in WSUK, cabinet making competition. The College will send best wishes to Isaac. Finance Committee 03 June 2024 Mrs Strachan advised she had no issue to bring to the Governing Body's attention. 	Mrs L Campbell
<p>A08. POLICY APPROVAL</p> <ul style="list-style-type: none"> Code of Conduct for Members of the Governing Body Mrs L Campbell advised that she did an overhaul of the policy and updated in relation to the Partnership Agreement. Members approved the policy pending amendment to the title of Chief Executive to Principal and Chief Executive. Once finalised the document will be submitted to DfE. 	Ms S Barry

- **Standing Orders Policy & Procedure**

Members were advised that minor amendments were made to the Standing Orders Policy to reflect the Partnership Agreement. Members were content to approve the policy.

A09. ENROLMENT UPDATE 2024-25

Ms Shackels gave an update on the current enrolment position and advised that the MIS office provide a daily update report against the target for 2024-25. Essential Skills will not be on the enrolment report as the students will be diagnostically assessed.

Ms Shackels advised that the A Level results have gone back to similar figures in 2018-19 for the first time.

Dr Moore requested information on the success of performance and recruitment position. This will be included in a comprehensive written report at the next Governing Body meeting in October.

Ms Shackels

A10. GIFTS & HOSPITALITY REGISTER

Ms McGuigan advised that all staff were emailed to submit a return if they received a gift. This is collated throughout the year and finalised in July. Members noted.

A11. ANY OTHER BUSINESS

Dr Moore suggested inviting Pauline Wilson to a future meeting to meet the Board. Ms Wilson has taken over from David Conliffe, the former Head of Corporate Governance in DfE. Mrs Singleton advised that a letter has been received from Ms Wilson asking to attend the Audit and Risk Committee meeting.

Dr Moore advised that a lunch has been arranged in the boardroom of Newry campus on 12 September at 1pm to present Lindsay Armstrong with a leaving gift and give Members an opportunity to offer their best wishes. Members to notify Ms Barry if they are able to attend.

The post of Secretary to the Governing Body has now been advertised twice with no success. Dr Moore, Mr Harper and Mrs L Campbell will discuss to progress. This is an important post in the overall governance structures. Gratitude was expressed to Ms Barry for temporarily supporting this position.

A12. MEETING EVALUATION

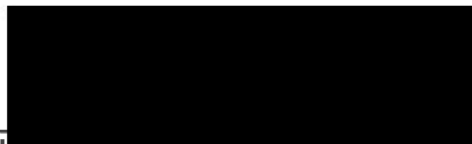
Dr Moore enquired if any of the Members were satisfied with how the meeting was conducted.

Mrs Singleton requested keeping issues requiring approval are taken at the top of the agenda.

A13. DATE AND TIME OF NEXT MEETING

The next Governing Body meeting is scheduled for 17.30 on Tuesday 22 October 2024 via TEAMS.

The meeting concluded at 20.25pm



CHAIR

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DATE

22/10/24.