

MINUTES OF A MEETING OF THE SOUTHERN REGIONAL COLLEGE GOVERNING BODY HELD ON TUESDAY 21 JUNE 2022 AT 17.30 VIA TELECONFERENCE.

PRESENT:

Mr Andrew Saunders (Chair)
Mr Brian Doran (SRC CEO)
Mr Scott Alexander
Mr Aidan McCormick
Miss Laura Milner
Dr Thomas Moore
Mr John Nugent
Mr Tom Redmond
Mrs Carla Shields
Mrs Hilary Singleton
Dr Eileen Stewart
Mrs Tracy Strachan
Mr Kieran Swail
Mrs Judith Thompson
Mr Matthew Turner

IN ATTENDANCE:

Mr Keith Kilpatrick, Director of Curriculum
Mr Raymond Sloan, Director of Client Services
Mrs Lee Campbell, Director of Finance and Planning
Mr Stephen Todd, Assistant Director ICT Development & Information Technology
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 17.31.

A01. APOLOGIES FOR ABSENCE

Apologies for absence were received from Miss Louisa Goss, Mr Gary McMurray and Prof Gregory O'Hare.

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 declared.

A03. MINUTES OF THE GOVERNING BODY MEETING 22 MARCH 2022

The minutes of the Governing Body meeting of 22 March 2022 were reviewed for accuracy, and unanimously approved on proposal from Mr Turner and seconded by Mr Alexander.

A04. MATTERS ARISING

Members were advised that all matters arising have been actioned.

A10. IT SYSTEMS AND DISASTER RECOVERY ARRANGEMENTS

Governors were informed of an action arising from the Audit and Risk Committee to provide Members with a summary of key IT systems in place, setting out current disaster recovery arrangements. Mr Todd advised on nine critical systems identified and informed that the EBS learner management system and Jane HR system have been procured by the sector and are hosted by IT Assist. He stated that the Change Management Board have the responsibility for oversight of contingency plans for these systems.

Mr Todd informed that the finance system U4BW is hosted by Intersect and a disaster recovery and business contingency plan is in place. He advised that the College has least input and control over the TMS skills training system as it is a system mandated by the Department for management of TfS and Apprenticeship contracts. He informed that the system is being replaced and will no longer be used.

**ACTION
By whom**

Mr Todd advised on the other College based IT systems in place; Office 365, Moodle, Canvas, telephony and file servers and confirmed that cyber security, disaster recovery plans and business continuity plans are in place.

Mr Doran reminded Members that RSM are conducting a sector wide audit on the learner management system and confirmed that the report will be shared with Members when available. He advised that assurances are sought by the Change Management Board and informed on the appointment of a contract manager and change manager.

Mr Saunders relayed Audit and Risk Committee Members concerns that issues may reoccur at enrolment due to the system not being load tested.

Mr Todd left the meeting at 18.01. Mr McCormick arrived at the meeting at 18.03.

A05. CHAIRMAN'S BUSINESS

Mr Saunders noted that it is Mr Kilpatrick's last meeting and on behalf of the Governing Body thanked him for his exemplary conduct and commitment to further education. On behalf of the Senior Management Team, Mr Doran stated that SRC has greatly benefited of Mr Kilpatrick's services, advised that he will be sorely missed and reflected on his contribution to curriculum improvements throughout the sector over a long and distinguished career. Mr Kilpatrick expressed his thanks for the kind words and well wishes.

Mr Saunders advised that it will be for the incoming Chair and Members to reflect on the format of Governing Body meetings going forward.

Mr Saunders commented that it is his last meeting after a tenure of 15 years on SRC's Governing Body. He stated that he has been lucky to have worked with many wonderful colleagues and commented that SRC is recognised as a strong, prudent and fiscally well managed organisation and that is a testament to its staff.

On behalf of the Governing Body, Mr Nugent remarked that the Board, SMT and Department owe a debt of gratitude to Mr Saunders for his stewardship over the many years. Members thanked Mr Saunders for his guidance and support and commented that he has been a powerful ambassador for FE and SRC and he will be sorely missed.

Mr Doran reminded attendees that Mr Saunders has been a Member of SRC's Governing Body since its formation and agreed to act as Interim Chair during a challenging time. He remarked that Mr Saunders has demonstrated strong leadership and an astute understanding of good governance. Mr Doran complimented Mr Saunders on his fair and transparent manner and personally thanked him for his support and wise counsel throughout the years.

Mr Saunders thanked all for their thoughtful comments.

A06. COMMITTEE MINUTES

- **Staffing Committee 3 May 2022**

Mr Alexander provided Members with an overview of discussions at the Staffing Committee of 3 May and advised on extensive work ongoing in employee development, a good response to the Investors in People survey and excellent work ongoing with the Good for Me, Good for FE campaign.

Mr Doran extended his thanks to Mr Swail for organisation and taking part in the sector cycle event. Mr Swail spoke to a team effort and Members were advised that the event generated £5.5k for Air Ambulance NI. Mrs Strachan, as ambassador for AANI, relayed messages of congratulations and remarked on an excellent contribution to a worthy charity.

- **Audit & Risk Committee 17 May 2022**

Mr Nugent advised Members on discussions taken place at the Audit and Risk Committee May meeting. He advised that Members had met independently with the Internal Auditors prior to the meeting, the Committee reviewed the IA progress report and audits relating to the new traineeship system, business continuity and disaster recovery and curriculum management and staff restructure. Mr Nugent advised that NIAO presented the External Audit Strategy and Members conducted their regular review of the Corporate Risk Register.

- **Education Committee 24 May 2022**

Mr McCormick stated that the new Governors are settling in well and their contribution is appreciated by fellow Members. He informed that the Committee had reviewed the student council summary report and reported on a tremendous amount of good work being undertaken by the four Heads of Faculty. Mr McCormick confirmed that Members were apprised of the ETI follow up evaluation and reviewed the HE Assurance statement. He thanked Committee Members for their assistance throughout the year.

Mr Doran confirmed that Mrs Libby Shackles has been appointed Director of Curriculum and is expected to take up post on 9 August. Mr Kilpatrick extended his thanks to Mr McCormick, Members and the previous Chair, Mr Gough. He remarked on a challenging and supportive Committee and stated that he has enjoyed working with everyone.

Mr Saunders recommended that the Heads of Faculty present to the full Board at the Annual Strategy Day.

Miss Armstrong

- **Finance & General Purposes Committee 31 May 2022**

Mrs Strachan informed that the Finance and General Purposes Committee were provided with a comprehensive report at their meeting of 31 May. She advised that Members were apprised of the financial position and provided with clarity around TfS funding, a technical accounting adjustment due to a gain on revaluation of the new builds, student trips, the increased need for PTLs and success achieved in meeting capital and resource budgets.

Mrs Strachan confirmed that the Committee were informed on the recommendation to extend the cleaning and catering contract for one year and advised that Members endorsed the approach for approval by the full Board.

The Governing Body adopted the Committee minutes.

A07. STANDING ORDERS

Miss Armstrong presented the Standing Orders for its annual review and referred Members to minor recommended changes to reflect the Audit and Risk Committee name change and updates to the mandatory online training. The policy was approved on proposal from Mr Alexander and seconded by Mr Redmond.

Mr Saunders thanked Miss Armstrong for her assistance over the years and spoke to an important document setting out roles, responsibilities and reporting procedures.

A08. DRAFT COLLEGE DEVELOPMENT PLAN 2022-2023

Mr Doran advised that he would normally be seeking annual approval on the CDP however stated that as the budget position is not known, submission of the final document has been deferred.

In response to a query from Mr Alexander, Mr Doran stated that a framework on hybrid working has not been agreed by the sector. He informed that plans will be presented to staff at the Corporate and Wellbeing Day in August and restated that the College would be

asking staff to return in full with hybrid arrangements progressed through line management during the Autumn term.

A discussion took place regarding the format of the CDP document, presentation of key issues and the intended audience.

Mr Doran provided an overview of priorities drawn from the action plan presented and advised Members on the addition of a strategic aim to create a sustainable inspired College, rebalancing of adult provision, community outreach priorities, the expansion of advanced technical awards, planned apprenticeships, QAA review processes, autism reaccreditation, the development of a new website, cyber essentials accreditation, implementation of the new 4Risk reporting system and planned estates projects.

Members were informed that the 14-19 framework had been launched jointly by DE and DfE Ministers and Mr Doran advised that he has written to post primary principals in the region to seek their co-operation in providing information to key stage 4 and post GCSE pupils and will inform Governors when responses are collated.

Further to a query from Mr Nugent, Mr Sloan reported on the various social media tools utilised and data analytics used to scope the effectiveness of marketing campaigns.

The Chair called for a comfort break from 19.38 to 19.45.

A09. ETI EVALUATION

Mr Kilpatrick provided a verbal update following the recent ETI follow up inspection of work-based learning where ETI had acknowledged that the College sits in a much better place since the 2018 evaluation and has demonstrated a robust capacity for improvement. He advised that progress has been noted in the quality of provision, investment in resources, standardisation and conditions of induction.

Mr Saunders remarked on exceptional progress reflecting good intervention and a well-developed recovery framework. Mrs Thompson echoed the Chair's praise and commented that staff have responded admirably to the critique.

A11. IIP ASSESSMENT UPDATE

Mr Sloan referred Governors to the IIP paper advising that the College has retained Silver accreditation and detailing the organisation's assessment results across the 27 themes. He remarked that the reaccreditation is a huge achievement considering the challenges imposed by remote working and ongoing industrial action.

Mr Sloan advised Members of next steps and wished to convey his thanks to Mrs O'Connor, Mrs Boyle and Mrs Hughes.

A12. CATERING AND CLEANING CONTRACT

Mrs Campbell advised that the catering and cleaning contract is due to expire July 2022 and relayed CPD's recommendation to extend the contract for one year. She advised that the approach has been endorsed by Members of the Finance and General Purposes Committee and the time extension would allow for the College to conduct a complete review.

Mr Sloan advised on exceptional circumstances and reported that CPD are of the view that market resources are not suitable at present.

The request was approved on proposal from Mr Redmond and seconded by Mr McCormick.

A13. DfE ODT PROGRAMME update

Mr Doran referred Members to the recommendations arising from the Department's organisational development and transformation review and the introduction of new Partnership Agreements replacing the previous Management Statement and Financial Memorandum.

He advised that he, Mr Nugent and Mr Kiipatrick attended a sector planning workshop on 20 May setting out this type of engagement which will continue as part of DfE commitments under the new partnership model.

Members noted the report.

A14. DfE FE DELIVERY MODEL update

Mrs Campbell reminded Members that the Department have commissioned Tribal to carry out a review of the FE delivery model to establish a quantitative and qualitative evidence base. She stated that the Senior Management Team had facilitated two workshops with the Governing Body to seek views on governance arrangements, strategic planning and collaborative activity, policy influence, financial and risk management, staffing and collective negotiation structures under CEF and delivering on the dual mandate to promote economic growth through skills and address social inclusion.

Mrs Campbell provided detail on the conclusions from both groups and advised that a further workshop will be convened following receipt of the recommendations arising from the Tribal report.

A15. ANY OTHER BUSINESS

Mr Doran informed that colleges have been asked to make a response to the 10X Skills strategy.

He advised that the 14-19 framework was launched earlier that day and looked forward to both Departments progressing the development and implementation of the associate action plan.

Mr Sloan referred Members to the DEL circular FE 05/10 advising on the Department's position in regard to enhanced disclosure checks of Governing Body Members.

A14. DATE AND TIME OF NEXT MEETING

The next meeting of the full Governing Body is scheduled for Tuesday 30 August.

The meeting concluded at 20.45.

signature redacted

CHAIR



DATE

30/8/22