

FOR PUBLICATION EXCLUDING RESERVED BUSINESS

**STRANMILLIS UNIVERSITY COLLEGE
GOVERNING BODY MEETING ON 27 SEPTEMBER 2022 AT 2PM IN THE
CONFERENCE HALL, MAIN BUILDING**

Governing Body: Mr E Jardine (Chair), Mrs H Miller (Vice-Chair), Mr P Weil, Dr A Brown, Professor J Heggarty, Mr K Nelson, Dr M Bennett, Dr L Boyce, Mrs C Moore, Professor D Jones, Ms M Corrigan, Mr D Feely, Mr N McCarter

In Attendance: Ms F Duff (PA to the Principal), Ms J O'Boyle (Head of Finance – Item 4)

Apologies: Mr R Thompson, Ms K Robinson (Secretary to the Governing Body)

Any Other Business: None

AGENDA

GB/5/22/1.1 INTRODUCTIONS

5/22/1.1.1 The Chair welcomed everyone to the first meeting of the new academic year.

5/22/1.1.2 Reserved Business.

5/22/1.1.3 Members noted that the Chair would be informing those attending to assume that members have read the Papers and therefore it is only necessary to provide a high level summary.

GB/5/22/1.2 APOLOGIES

5/22/1.2.1 The apologies from Mr R Thompson and Ms K Robinson were noted.

GB/5/22/1.3 CONFLICTS OF INTEREST

5/22/1.3.1 No conflicts of interest were declared.

GB/5/22/1.4

ANY OTHER BUSINESS

5/22/1.4.1

There was no other business to discuss, other than that included on the Agenda.

GB/5/22/2

MINUTES OF THE PREVIOUS MEETING ON 21 JUNE 2022, ACTION POINTS AND MATTERS ARISING

5/22/2.1

The Minutes of the previous meeting on 21 June 2022 were agreed.

5/22/2.2

There is one outstanding Action Point regarding the draft Personal Relationships Policy and Procedures which is to be discussed with the Chairs of the Education Committee and HR and Remuneration Committee. The Chair asked that this is taken forward as soon as possible.

5/22/2.3

Matters Arising

Members were pleased to hear that Bill Patterson is able to join Members for the planned informal Governing Body/Staff Dinner on 29th November 2022. Esmond Birnie will also be attending.

5/22/2.4

Members noted that it had originally agreed that the dinner would take place immediately following today's meeting. However, having reflected it was decided that after the November meeting would be better as the 2021-22 accounts are due to be signed off, providing an opportune time for saying thank you to staff. We can also use the occasion to say a proper goodbye to Bill and to present him with his gift. Esmond received his gift at the last meeting.

5/22/2.5

The Chair acknowledged that Dr Brown's term of office is due to come to an end in November 2022, after eight years on the Governing Body and expressed thanks to Dr Brown for his contribution during this period.

5/22/2.6

There were no other matters arising.

GB/5/22/3.1 **HIGH LEVEL OVERVIEW OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING ON 6TH SEPTEMBER 2022**

5/22/3.1.1 Members noted the summary of the meeting of the Finance and General Purposes Committee on 6th September. A number of the key issues which were discussed at the meeting will be covered in the Finance Report and draft budget.

GB/5/22/3.2 **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING ON 31 MAY 2022**

5/22/3.2.1 The minutes of the previous meeting of the Finance and General Purposes Committee on 31st May 2022 were endorsed as proposed by Mr Weil and seconded by Dr Boyce.

GB/5/22/4 **FINANCE REPORT**

5/22/4.1 The Head of Finance provided an overview of the key headlines from her Finance Report.

5/22/4.1 – 4.8 **2022-23 Draft Budget**

Members approved the draft budget for the year to 31 July 2023. The position will be kept under review by the Finance and General Purposes Committee and the Board.

5/22/4.9 **Proposed New Occupant in Main Building**

Members agreed in principle to the proposed new License Agreement subject to approval by DfE. Proposed by Ms Corrigan and seconded by Mrs Moore.

5/22/4.10 **2022 Financial Statements**

The September financial statements will be ready for the Governing Body meeting in November 2022.

5/22/4.11 Members noted the June 2022 Management Accounts.

5/22/4.12 The Chair thanked Ms O'Boyle for her informative report.

GB/5/22/5

FORWARD WORK PLAN 2022-23

5/22/5.1

The Forward Work Plan for 2022-23 was developed in consultation with staff and Chairs of Committees. Members approved the Plan.

GB/5/22/6

PRINCIPAL'S REPORT

5/22/6.1

The Principal gave the key highlights from his report.

- National Student Survey – positive results for Stranmillis, with an overall satisfaction score of 82% showing that the University College is top for student satisfaction among HEI institutions in Northern Ireland.
- Student Recruitment is progressing well against targets.
- The Principal noted the Ulster University School of Education paper “How Education Needs to Change: A Vision for A Single System”.
- The Principal reported that Foundation Degrees, offered in partnership with FE Colleges, were being impacted by another dip in applications to HE in FE. This could negatively impact the University College’s recruitment, but it is in discussion with the FE Colleges and DfE concerning this.
- Centenary Planning – The University College plans to have an event to mark the launch of the Centenary during the week beginning 24 October and members of the Governing Body will be invited.
- 2022/23 Budget – as per update given by Ms O’Boyle.
- Changes to Personnel – Ms R McQuaid, Head of HR, has now left the University College’s employment and the Principal wished her well for the future. This was echoed by the Governing Body.
- Further to a query about the 9 students recruited to Maths, the Principal explained that the University College has an overall ceiling within which it must work.
- Further to Mr McCarter’s enquiry re NSS and the area of Awareness of how students’ feedback has been acted upon, the Principal advised that Management

has taken this on board and acted on this and will make sure there is a consistent and transparent approach.

- Members acknowledged the significant work undertaken in the NSS.
- Mr Feely advised that in having a Maths only programme instead of the Maths/Science programme this has led to stronger applications.

GB/5/22/7

PROGRESS AGAINST KEY PERFORMANCE INDICATORS (KPIS) 2021-22

5/22/7.1

Members noted the report and congratulated staff on the excellent results achieved.

GB/5/22/8

DRAFT ANNUAL BUSINESS PLAN 2022-23

5/22/8.1

Members welcomed the clearly set out draft Business Plan for 2022-23.

5/22/8.2

Further to the Chair's enquiry about capturing data on energy and waste, the Principal advised that with the support of the DfE Energy Team the University College hopes to have real time metering in every building in order to gauge real time energy usage. It is also hoped to undertake a carbon survey which will baseline the University College's carbon footprint, allow it to provide subsequent mandatory reports and support future business cases for implementation of sustainable energy solutions. It is important to establish the University College's waste recycling baseline and work will be taken forward on that.

5/22/8.3 – 8.4

Dr Bennett enquired about the Digital Teaching Lab and the Principal advised that it is hoped to get funding from DfE to establish this space on campus where we have best in class use of technology to be used by schools, FE, universities, as well as our own students and teachers to deliver programmes.

5/22/8.5

The University College's CPD provision has expanded through offering DfE Skill-Up CPD programmes.

5/22/8.6

Dr Bennett commended these ideas, while urging caution, and bearing in mind how important it is to maintain our core teacher training focus. The Principal noted that some

diversification was necessary to supplement income from ITE.

5/22/8.7 Members approved the Plan as drafted.

GB/5/22/9 REVIEW OF RISK MANAGEMENT POLICY

5/22/9.1 Members noted the minor changes that have been made to the Risk Management Policy, including to the Risk Appetite Statement which must be reviewed annually.

5/22/9.2 Members approved the updated Policy and Risk Appetite Statement.

GB/5/22/10 CORPORATE RISK REGISTER

5/22/10.1 The new Corporate Risk Register was reviewed and endorsed, subject to the consideration of adding in cyber security risk to CR4.

GB/5/22/11 UPDATED GOVERNING BODY OPERATING FRAMEWORK

5/22/11.1 Members approved the updated Operating Framework.

GB/5/22/12 UPDATED GOVERNING BODY CODE OF CONDUCT

5/22/12.1 Members approved the updated Code.

GB/5/22/13 CHAIR'S BUSINESS

5/22/13.1 Members noted that the Principal and the Chair attended the service of reflection for the life of Queen Elizabeth the Second on 13 September 2022.

5/22/13.2 Members noted that there are three vacancies on the Governing Body at present and three further vacancies on the horizon. The Chair is currently working with the Department as a Panel Member, on the detail of the recruitment exercise and will keep members informed of progress.

5/22/13.3 Members noted that Dr Brown's term of office is due to come to an end in November 2022, after eight years on the

Governing Body. A Notice of Election has been issued to all Academic Staff seeking nominations for appointment.

5/22/13.4

As Mr Patterson's term of office came to an end on 31 July 2022, the Chair proposed that Dr Boyce takes on the role of Chair of the HR & Remuneration Committee and this was seconded by Prof Jones.

GB/5/22/14

STUDENT PRESIDENT'S REPORT

5/22/14.1

The Student President's Report was noted. The Report included updates on:

- SU Executive had successful planning weekend over the summer break.
- The Student President attended both Stranmillis Gradations for ECS & HPAS and BEd students.
- The Graduation Ball had been a success.
- SU Executive working hard to make sure more of our clubs and societies receive sponsorship.
- A successful Freshers' Residential had taken place at the start of September.
- The Student President attended an AdvanceHE Student Governor Training day in London in September, which proved very valuable and Mr McCarter thanked Ms Robinson and the Governing Body for facilitating his attendance at this.
- The chosen charities which the SU Executive will support this year are the Niamh Louise Foundation, Air Ambulance NI, Fields of Life.
- Hosted a successful freshers' week for the international students.
- Stranmillis Pantomime for this year will be the "Wizard of Oz".

GB/5/22/15

ANY OTHER BUSINESS

5/22/15.1

The Principal had an item of Reserved Business and the Chair asked that the staff and student representatives leave the meeting for this.

GB/5/22/16

RESERVED BUSINESS

Signed _____ Date 29/11/22
Chair of Governing Body