

For Publication Excluding Reserved Business

STRANMILLIS UNIVERSITY COLLEGE

**GOVERNING BODY MEETING ON 28 MARCH 2023 AT 2PM IN THE BINNIAN
ROOM, REFECTORY BUILDING**

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

In Attendance: Ms K Robinson (Secretary to the Governing Body, Mr R De Largy (Director of Corporate Services and Development – Items 3-5, Ms J O’Boyle (Head of Finance – Items 3 & 4, Mr P Gallagher (Head of Estates and Procurement) – Item 3, Mr M Cupples (Student President elect – observer), Professor K Gibson (Director of Student and Learning Services) and Mrs Eimear Rushe (Head of HR) – Item 7

Apologies: Mr P Weil, Dr L Boyce

Any Other Business: None

AGENDA

GB/1/23/1.1 INTRODUCTIONS

1/23/1.1.1 The Chair welcomed everyone to the meeting, including Matthew Cupples (Student President Elect), who was attending in advance of taking up post from 1 June 2023.

1/23/1.1.2 The Chair thanked the Catering Team for the excellent lunch to mark the end of Ken Nelson’s, Robert Thompson’s and Niall McCarter’s terms of office. Professor David Jones who resigned from the Governing Body on 1 March 2023 was unable to attend the lunch due to a prior commitment.

1/23/1.1.3 On behalf of all members, the Chair acknowledged the contribution of all departing members to the work of the Governing Body and its Committees over their tenure.

1/23/1.1.4 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/1/23/1.2 APOLOGIES

1/23/1.2.1 The apologies from Mr Weil and Dr Boyce were noted.

GB/1/23/1.3 CONFLICTS OF INTEREST

1/23/1.3.1 No conflicts of interest were declared.

GB/1/23/1.4 ANY OTHER BUSINESS

1/23/1.4.1 There was no other business to discuss, other than that included on the Agenda.

GB/1/23/2 MINUTES OF THE PREVIOUS MEETING ON 29 NOVEMBER 2022, ACTION POINTS AND MATTERS ARISING

1/23/2.1 The Minutes of the previous meeting on 29 November 2022 were agreed.

1/23/2.2 Members noted the one outstanding Action Point regarding the draft Personal Relationships Policy and Procedures was now cleared and the draft Policy would be discussed under Item 7 on the Agenda.

Matters Arising

1/23/2.3 There were no other matters arising.

GB/1/23/3 CAPITAL PROGRAMME UPDATE AND IMPROVEMENTS

1/23/3.1 The Chair welcomed, the Director of Corporate Services and Development to his first meeting of the Governing Body following his appointment. The Head of Finance and the Head of Estates and Procurement Services were also welcomed to the meeting.

1/23/3.2 The Director of Corporate Services and Development introduced his paper which provided an update on 2022-23 Capital Expenditure.

1/23/3.3 – 3.6 RESERVED BUSINESS

1/23/3.7 The Governing Body approved the way forward as proposed and agreed that the Audit and Risk Assurance Committee should maintain a watching brief going forward.

1/23/3.8 The Director of Corporate Services was thanked for his constructive report.

GB1/23/4 FEBRUARY 2023 MANAGEMENT ACCOUNTS AND ASSOCIATED COMMENTARY

1/23/4.1 The Head of Finance introduced the February 2023 Management Accounts.

1/23/4.2 Members noted the significant turnaround in the College's financial position as of the end of February 2023.

1/23/4.3 Members noted the outcome of a recent re-forecasting exercise.

1/23/4.4 A discussion followed on budget predictions for 2023-24 and measures that the College is considering in order to cut costs. The Governing Body agreed that non-urgent expenditure should be avoided where possible.

1/23/4.5 The need to consider further ways of generating more income was also highlighted.

1/23/4.6 The Governing Body thanked the Head of Finance for her report and she left the meeting at this point.

GB1/23/5 PRINCIPAL'S REPORT

1/23/5.1 The Chair thanked the Principal for his report, which included updates on Teaching and Learning developments, including the Skill Up Programme, Doctorate Development and Student Recruitment. Members also noted the updates on UCAS interviews, PGCE applications and Centenary events. With regard to the latter, the publication being written by the former Principal, Professor Anne Heaslett remains work in progress.

1/23/5.2 Budget 2023-24 was further discussed.

- 1/23/5.3 Members noted that the Chair had written on the Governing Body's behalf to Professor Noel Purdy, Professor Trisha Eaton and Professor Ken Gibson to congratulate them on their newly conferred Honorary Professorship Titles, which followed the QUB Honorary Titles process.
- 1/23/5.4 The Director of Corporate Services and Development left the meeting at this point.

GB/1/23/6 HIGH LEVEL OVERVIEW OF COMMITTEE MEETINGS

Finance and General Purposes Committee (14 February 2023)

- 1/23/6.1 Mr Nelson introduced his report on the business discussed at the Finance and General Purposes Committee on 14 February 2023, the detail of which had been circulated to members. There were no questions emerging and nothing which required specific discussion.

Education Committee (7 March 2023)

- 1/23/6.2.1 Dr Bennett, Chair of the Education Committee introduced her paper which provided an overview of the Education Committee meeting on 7 March 2023. Members noted the detail provided.
- 1/23/6.2.2 In particular Members noted that the Committee had considered the updated Teaching and Learning Strategy. The Education Committee was content to endorse the Strategy, which was approved by the Governing Body.
- 1/23/6.2.3 RESERVED BUSINESS.

Audit and Risk Assurance Committee (21 March 2023)

- 1/22/6.3.1 Members noted the detail in Mrs Moore's paper on the business that was discussed at the Audit and Risk Assurance Committee meeting on 21 March 2023.

GB/1/23/6.4 ENDORSEMENT OF COMMITTEE MINUTES

- 1/23/6.4.1 The Governing Body endorsed the following Committee minutes:
- Education Committee (25 October 2022);
 - Audit and Risk Assurance Committee (23 November 2022 and 9 February 2023; and

- Finance and General Purposes Committee (15 November 2022).

GB/1/23/7

PERSONAL RELATIONSHIPS POLICY AND PROCEDURES

1/23/7.1

The Head of HR and Director of Student and Learning Services were welcomed to the meeting for consideration of the draft Personal Relationships Policy and Procedures.

1/23/7.2

Members noted that DfE requires that in line with other Higher Education Institutions that the College has a Personal Relationships Policy to clarify what is acceptable behaviour. The Policy must set out the expectations upon Stranmillis employees and workers (paid or unpaid), as well as honorary staff and students regarding personal relationships between students and staff and between colleagues, regardless of their sexual orientation and identity.

1/23/7.3

Members noted that the draft Policy has been subject to Equality Screening and that roll-out of the Policy will involve training and a social media launch.

1/23/7.4

Following discussion, the Policy and associated procedures were approved. The Governing Body congratulated the Head of HR and the Director of Student Support and Learning Services for the standard of the document.

GB/1/23/8

CORPORATE RISK REGISTER

1/23/8.1

The Corporate Risk Register, which included a new Risk was noted.

GB/1/23/9

FORMAT AND GUIDANCE ON THE CONTENT OF GOVERNING BODY / COMMITTEE PAPERS

1/23/9.1

The updated guidance on the format and content of Governing Body / Committee papers, which takes account of Northern Ireland Audit Office guidance, was approved.

GB/1/23/10

CHAIR'S BUSINESS

1/23/10.1

The Chair briefed Members on the appointment of seven new members to the Governing Body with effect from 1 April 2023. Members noted that an induction session is to be

arranged and encouraged existing members to attend if available.

1/23/10.2

The Chair informed members that in light of new members joining the Governing Body, it has been necessary to consider the membership of Committees. The revised membership, which members had been consulted on was approved.

GB/1/23/11

STUDENT PRESIDENT’S REPORT AND THE UPDATED SU CONSTITUTION AND ASSOCIATED SCHEDULES

1/23/11.1

The Student President presented his report which provided updates on Clubs & Societies, SU Executive work, SU Executive events, International activity, charity work and College meetings. Members noted the detail of the report.

1/23/11.2

The updated Students’ Union Constitution was reviewed and approved.

The Governing Body thanked Niall for his contribution to the work of the Governing Body over his tenure as Student Representative and wished him well for the future.

GB/1/23/12

ANY OTHER BUSINESS

1/23/12.1

There was no other business other than that to be discussed under Reserved Business.

The student and staff representatives left the meeting for the discussion of Reserved Business

GB/1/23/13

RESERVED BUSINESS

Signed _____ Date 27/6/23
Chair of Governing Body