

Final Agreed for Publication (Excluding Reserved Business)

STRANMILLIS UNIVERSITY COLLEGE

**GOVERNING BODY MEETING ON 27 JUNE 2023 AT 2PM IN THE SLEMISH
ROOM, REFECTORY BUILDING**

Governing Body: Mr E Jardine (Chair), Mrs H Miller (Vice-Chair), Dr A Brown, Professor J Heggarty, Dr M Bennett, Mrs C Moore, Dr L Boyce, Mr P Weil, Mr M Cupples, Mrs Kim Scott, Mr Sam Snodden, Mrs P Leitch, Mr R Drennan

In Attendance: Ms K Robinson (Secretary to the Governing Body, Mr R De Largy (Director of Corporate Services and Development – Items 4 & 5, Ms J O’Boyle (Head of Finance – Items 4 & 5,

Apologies: Ms M Corrigan, Mr D Feely, Mr A Diver, Ms U Nic Eoin, Mrs W Fee

Any Other Business: None

AGENDA

GB/2/23/1.1 INTRODUCTIONS

2/23/1.1.1 The Chair welcomed everyone to the meeting, including Matthew Cupples (Student President), who was attending his first meeting as the appointed Student representative on the Governing Body. Also welcomed to their first meeting following appointment to the Governing Body were: Mrs Kim Scott, Mr Sam Snodden, Mrs P Leitch and Mr R Drennan.

2/23/1.1.2 The Chair thanked the Catering Team for the excellent lunch to mark the end of Claire Moore’s term of office on 30 June 2023. Thanks were also extended to Claire for her sterling service to the Governing Body and the Audit and Risk Assurance Committee (ARAC) over her tenure.

2/23/1.1.3 Members noted that Mr Snodden will be taking over as the Chair of ARAC with effect from 1 July 2023.

2/23/1.1.4 On behalf of all members, the Chair congratulated Mrs Miller on her award of a MBE in the King’s Birthday Honours List.

2/23/1.1.5 On behalf of the Board, congratulations were also extended to those students, including Mr Cupples who would be graduating on 30 June 2023.

2/23/1.1.6 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.

2/23/1.1.7 Members noted that the Director of Corporate Services and Development and the Head of Finance would be joining the meeting for Items 4 and 5.

GB/2/23/1.2 APOLOGIES

2/23/1.2.1 The apologies from Mr Feely, Mrs Fee, Ms Nic Eoin, Ms Corrigan, and Mr Diver were noted.

GB/2/23/1.3 CONFLICTS OF INTEREST

2/23/1.3.1 Mrs Scott registered a potential conflict of interest. As there was no direct involvement by Mrs Scott, in the matters that might be discussed, there would not be a need for Mrs Scott to leave the meeting.

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, including under Reserved Business.

GB/2/23/2 MINUTES OF THE PREVIOUS MEETING ON 28 MARCH 2023, ACTION POINTS AND MATTERS ARISING

2/23/2.1 The Minutes of the previous meeting on 28 March 2023 were agreed and duly signed by the Chair.

2/23/2.2 There were no outstanding Action Points.

Matters Arising

2/23/2.3 Members noted that the book being written by the former Principal – Professor Anne Heaslett was likely to be publically available prior to Christmas 2023.

GB/2/23/3.1**OVERVIEW OF THE HR AND REMUNERATION COMMITTEE MEETING ON 16 MAY 2023**

2/23/3.1.1

Members noted the detail in the paper provided by the Chair of the HR and Remuneration Committee on the business that was discussed at the Committee meeting on 16 May 2023.

2/23/3.1.2

Members noted for example:

- that there was an update from the Principal on the College Budget for 2023-24.
- that a Temporary Recruitment Protocol was ratified by the Committee.
- that further Cyber-Security training for staff was provided at the Staff Development event on 20 June 2023. Dr Brown informed Members that this included an engaging discussion by Academic Staff on Artificial Intelligence.
- that a new e-learning module on the topic of Cyber-Security is also being considered.
- that there will be a paper to the Education Committee on the topic of Artificial Intelligence in the new Academic Year.

2/23/3.1.3

On the recommendation of the Committee, the Governing Body approved the updated Staff Appraisal Policy and Management of Absence Policy.

GB 2/23/3.2**OVERVIEW OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING ON 16 MAY 2023**

2/23/3.2.1

Members noted the detail in the paper provided by the Chair of the Finance and General Purposes Committee on business discussed at the Special Committee meeting held on 16 May 2023.

GB/22/3.3**OVERVIEW OF EDUCATION COMMITTEE MEETING ON 6 JUNE 2023**

2/23/3.3.1

The Committee noted the overview of the business that was discussed at the Education Committee meeting on 6 June 2023.

2/23/3.3.2 Members noted that the Committee had considered reports on International Activity, Student Support and Wellbeing, Academic Registry and Widening Participation. There are no particular issues that need to be drawn to the Governing Body's attention at this time.

2/23/3.3.3 A Teaching and Learning report was also considered. This report focused on QUB CAPE (Continuous Action for Programme Enhancement) submissions, the National Student Survey, Periodic Review, the proposed Doctorate, postgraduate Skill Up developments and CPD and Lifelong Learning. The overall detail of the report was noted and congratulations were extended to staff on the very positive comments in the CAPE feedback report.

2/23/3.3.4 RESERVED BUSINESS

2/23/3.3.5 RESERVED BUSINESS

2/23/3.3.6 RESERVED BUSINESS

2/23/3.3.7 Members noted that the Committee had also considered a revised International Strategy, which the Governing Body approved on the recommendation of the Committee.

GB/2/23/3.4 OVERVIEW OF THE AUDIT AND RISK ASSURANCE COMMITTEE MEETING ON 20 JUNE 2023

2/23/3.4.1 Members noted the following with regard to the business discussed at the Audit and Risk Assurance Committee meeting on 20 June 2023:

- That the Committee had undertaken its annual Effectiveness Review, assisted by the Chair of the SERC Governing Body. Thanks were extended to Mr Nugent for his independent contribution to the review.
- That the Committee approved the External Audit Strategy for the year- end Financial Statements 2022-23.
- RESERVED BUSINESS.
- That the Committee reviewed the draft Internal Audit Annual Assurance Statement. Out of the five audited areas there were only eight Priority 3

recommendations and all reports were awarded Satisfactory Assurance. There were also a number of follow-up reports on prior year recommendations, all of which have been implemented. Governance training for the Student Executive has also been completed. Members agreed that these are very good results and that all staff involved are to be congratulated.

- The Committee noted the draft Internal Audit Plan for 2023-26, which will be reviewed with the new Internal Audit provider, when appointed, hopefully in August 2023.
- The Committee noted the Annual Raising Concern and Direct Award Contracts reports. There was nothing new to report.
- The Committee noted the updated Corporate Risk Register which includes a re-statement of Risk 6.

GB/2/23/3.5

ADOPTION OF COMMITTEE MINUTES

2/23/3.5.1

The Governing Body adopted the following Committee minutes:

- Finance and General Purposes Committee – 14 February 2023 and 16 May 2023.
- Education Committee – 7 March 2023.
- Audit and Risk Assurance Committee – 21 March 2023.

GB2/23/4

APRIL 2023 MANAGEMENT ACCOUNTS AND ASSOCIATED COMMENTARY

2/23/4.1

The Director of Corporate Services and Development and the Head of Finance were welcomed to the meeting.

2/23/4.2

The Head of Finance introduced the April 2023 Management Accounts, the overall commentary around which was noted.

2/23/4.3

RESERVED BUSINESS

2/23/4.4

RESERVED BUSINESS

2/23/4.5 RESERVED BUSINESS

2/23/4.6 RESERVED BUSINESS

2/23/4.7 The Governing Body congratulated the Finance Team for their good management of the College's Budget.

Dr Brown left the meeting at 3.20pm

GB2/23/5 DRAFT BUDGET 2023-24

2/23/5.1 The Governing Body considered the College's draft Budget 2023-24.

Dr Brown returned to the meeting at 3.28pm

2/23/5.2 The Governing Body approved the Budget.

2/23/5.3 The Governing Body extended its thanks to the Head of Finance and to all those involved in the preparation of the Budget.

GB/2/23/6 PRINCIPAL'S REPORT

2/23/6.1 The Principal updated members on:

- the Centenary Celebrations – The Governing Body extended its congratulations to the huge effort expended by all those who were involved in planning and those who take part in 'Times and Seasons' which was a very successful and enjoyable event;
- RESERVED BUSINESS.
- RESERVED BUSINESS.
- RESERVED BUSINESS
- the Establishment of the Executive Team;
- a Proposed Annual Lecture.
- curriculum developments;
- research and international Development;

- student services developments; and
- corporate Services Developments.

GB/2/23/7

KPI UPDATE 2022-23

2/23/7.1

There was a brief discussion on the KPI report. The Governing Body welcomed the good performance thus far.

2/23/7.2

The Governing Body agreed that the Target measure for Target 2.1 should be reviewed.

GB/2/23/8

CORPORATE RISK REGISTER

2/23/8.1

The Corporate Risk Register was noted.

GB/2/23/9

CHAIR'S BUSINESS

2/23/9.1

The Chair thanked the Senior Leadership Team and the Secretary for their good work in providing support to the Governing Body.

GB/2/23/10

STUDENT PRESIDENT'S REPORT

2/23/10.1

The Student President presented his report which provided updates on Clubs & Societies, SU Executive work during 2022-23 and the plans for 2023-24. Members noted the detail of the report.

GB/2/23/11

ANY OTHER BUSINESS

2/23/11.1

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/2/23/12

ADOPTION OF HR & REMUNERATION COMMITTEE MINUTES

2/23/12.1

The Minutes of the HR and Remuneration Committee meeting on 14 March 2023 were adopted.

Signed _____ Date 27/9/23
Chair of Governing Body