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**MINUTES OF THE FIFTY SEVENTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, NORTHLAND BUILDING, STRAND ROAD CAMPUS ON WEDNESDAY 24 MAY 2017, COMMENCING 17:00**

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**PRESENT:**

Mr G Finnegan, Governing Body Chair  
Mr S Atcheson  
Mr P Canavan (from 1735)  
Mrs R Dougherty (via video conference)  
Mr S Gillespie  
Dr N Hand  
Mr E Kelly  
Mr G Killeen (from 1705)  
Mr P Laughlin  
Mr D Limb  
Mr A Magee  
Mrs C McFarland  
Mr S McGregor  
Mr L Murphy, Principal & Chief Executive  
Mr M O’Kane

**IN ATTENDANCE:**

Mrs É Doherty, Governance Secretary

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The Governing Body Chair welcomed everyone to the meeting, he welcomed Mrs R Dougherty who was joining the meeting via video conference. The Governing Body Chair introduced Mr Ethan Kelly, recently appointed Student Governor to his first Governing Body meeting and noted the Board were looking forward to working with Ethan.

The Chair expressed his sympathy on behalf of all members to Dr Nigel Hand on his recent family bereavement and to all those that had experienced recent bereavements. Members held a minute’s silence.

**57.1 APOLOGIES**

Apologies were received from Mr B Quinn. Mr P Canavan gave prior notice that he would be arriving late to the meeting. Apologies were received post meeting from Mr M Cooper.

**57.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS/AMENDMENTS TO REGISTER OF INTERESTS****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.2                      Register of Interests – May 2017

There was no conflict of interest declarations. There were no other AOB items declared.

An updated Register of Interest was available with amendments in respect to Mr G Finnegan and Mr L Murphy. A new entry for the student Governor, Ethan Kelly was included. Details in respect to Ms S Curran had been removed. Ms Curran was the previous student Governor.

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**57.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 8 MARCH 2017****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.3                      Draft Minutes of the Governing Body meeting held on 8 March 2017.

The Minutes were taken as read and agreed as an accurate record of the meeting.

**PROPOSED:** Mr S Gillespie

**SECONDED:** Mr A Magee

**57.3.1 MATTERS ARISING; MARCH 2017 MEETING****56.4 Chair's Business, Health Check Reports**

Further Health Check Reports will be available to members on Minutepad

**Action:** Recent Health Check Report uploaded to Minutepad on 15 March 2017 and future reports will be available on MinutePad.

**Committee Membership/Chair of Finance & GP Committee**

Members to make their requests to the Secretary of their preference to serve on another Committee or their wish to move Committees.

**Action:** These requests have been received from members and the Governing Body Chair will finalise these matters.

**Co-optee Governor**

It was agreed that the Board should approach the University of Ulster for a representative to serve on the Board and the College to offer a reciprocal arrangement.

**Action:** The Governing Body Chair was pleased to report that Dr Malachy O'Neill, Provost of Magee Campus and Head of School of Irish Language and Literature was nominated. The Governing Body Chair reported he would speak further on this item later into the meeting. (Ref: 57.5)

**56.5 Principal's Report**

Members wish the Department to consider the high levels of deprivation within the North West and their wish to invest the reserve base, subject to budget cover.

**Action:** The Principal reported that this concern was highlighted at the recent bilateral discussion with the Department.

Members to receive updates from the bilateral discussions when available from the Vice Principal/ Director of Finance & Economic Engagement.

**Action:** The Principal reported the College was still awaiting confirmation of the budget. The General Election had further delayed this.

**56.8 Staffing Committee**

Communications to staff to be clearer; better explanation of the rationale for the skills requirement within posts.

**Action:** Ongoing piece for management and will be reported through the Staffing Committee.

Where Staff consider they were disadvantaged in the post mentioned they should make a request to management

**Action:** No communication received.

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**57.4 PRINCIPAL'S REPORT****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.4                      Principal's Report May 2017

The Principal reported on the following matters:

**FLU 2016-17** - In line with the previous reporting, 2016-17 FLU estimate will be an overall delivery in the region of 90-91%.

**Work Based Learning** - The Work Based Learning Strategic Plan has now been finalised. This 3 year Operational Plan will be aligned closely to the strategic priorities as set out in the College Development Plan 2015-18.

Work Based Learning reports will continue to be reported through the Education Committee.

**Quality Enhancement** - Work of the Quality Enhancement Unit were focused on preparation for inspections/evaluations on Work Based Learning and Higher Education.

The Revised Operating Model for Higher Education has a significant focus on governance and requires a governor to take on a HE role.

**Finance, Estates and Economic Engagement** - The College is forecasting a surplus for the year to July 2017. The forecasted surplus is higher than that budgeted due to underspends in a number of areas, particularly in Estates due to the challenges presented by Properties Division and delivering to deadlines. Staff Governor, Mr A Magee reported colleagues from the Sector had recently formed a working group to prepare a paper on these concerns which are Sector wide.

The Principal highlighted a further delay in the progress of the PQQ process for the Springtown Campus, main works.

The Governing Body Chair wished to take the opportunity to inform members that Ms Beverley Harrison, Director of Further Education, DfE will be joining the Governing Body meeting in June 2017. This meeting will provide the opportunity for Governing Body members to have a conversation on the key issues which they face in undertaking their role and addressing challenges which face the College. If members considered the concerns expressed in relation to the services provided by CPD and Properties Division were an issue or any other relevant issues they wished to discuss further with the Director of Further Education, the Chair requested members to contact the Secretary.

The Principal was delighted to report the College had received confirmation of funding from DfE for the Assisted Living Centre. This process will be managed by CPD.

Final highlights included the College had received €767K under the KA1, Vocational, Education and Training Programme (VET) for Learner and Staff mobilities.

Special mention and congratulations was made to Cameron Nutt, a student studying Carpentry at Greystone Campus who had been selected to represent Team UK at the World Skills final in Abu Dhabi in October.

The Principal invited members to the Education to Employability (E2E) festival to be held at Ebrington Square on 26 May 2017. The festival is a partnership delivery by the College and Derry City & Strabane District Council. This innovative event will feature a number of interactive showcases and exhibitions from a range of leading learning and industry organisations. The Governing Body Chair added this was an opportunity for members to see the College deliver on outcomes of the Strategy Day. The Governing Body Chair commended the work taking place and thanked everyone involved in the event, including the support of Derry City & Strabane District Council. He added it was also good to see further work taking place with the BEMIS Academy Programme and the Fabrication and Welding Academy.

The Governing Body Chair thanked Mr Murphy for his report.

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**57.5 CHAIR'S BUSINESS**

The Governing Body Chair referred to his previous mention of Ms Beverley Harrison, Director of FE, DfE planned visit to the Governing Body June meeting and stated if any member wished to join the Governing Body Chair and the Principal in a pre-briefing meeting to contact the Secretary.

Further to item 57.3.1 (56.4) the Governing Body Chair wished to receive formal approval for the co-optee position for Dr Malachy O'Neill, Provost of Magee Campus and Head of School of Irish Language and Literature to serve on the Board. Members were in agreement with this.

**PROPOSED;** Mr G Killeen

**SECONDED;** Mrs C McFarland

The Secretary will contact the Department with this confirmation.

**57.6 AUDIT & RISK COMMITTEE****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.6, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 6 March 2017

In presenting his report of the Audit and Risk Committee meeting held on 6 March 2017 the Committee Chair noted the key points; a recent Direct Award Contract relating to disability access; prompt payment for February 2017 was 95%; Internal Audit had presented the Committee reviews on Payroll, Procurement and Management of Third Party Contracts and in each of these areas, satisfactory assurances rating had been awarded. The Internal Auditor made two good practice recommendations.

A presentation was received by the Committee from Mr D Laverty, HoD, Science, Technology & Creative Industries on risk management where the risks were identified as 'medium' with mitigation measures in place and further action planned. Mr Laverty also provided detail on the work of his Department looking at challenges, opportunities and key successes to date.

Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

**PROPOSED:** Mr S Atcheson

**SECONDED:** Mr A Magee

The Governing Body Chair thanked Mr Laughlin for his report.

**57.7 EDUCATION COMMITTEE****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.7, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 4 April 2017
Report 3	Maths Centre – Pilot Project Costings

Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

**PROPOSED:** Mr M O'Kane

**SECONDED:** Mr P Canavan

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The Committee Chair noted Mr D Kinnaird, Vice Principal had now taken up his secondment post. Best wishes and thanks were noted to Mr Kinnaird for his invaluable contribution to the work of the Committee. The Committee welcome Mr S Traynor to the next committee meeting and look forward to working with her.

The Committee had received a report on the achievements of grammar and non-grammar schools in the catchment areas, which highlighted the significant issues in the Derry and Strabane areas for pupils achieving grade A-C in five of more subjects including English and Maths.

*Mr P Canavan joined the meeting during the above report.*

Mr D Laverty, HoD Science, Technology & Creative Industries also attended the Committee meeting and provided an update on the Maths Centre. There has been a 33% increase in the number of new students accessing support from Semester 1 in the Centre. Two student volunteers provide peer support in Strand Road and Limavady Campuses. Work continues with Letterkenny Institute of Technology (LYIT) to work collaboratively with the College to develop raising the profile of mathematics in the North West. The Governing Body Chair then led into the proposal (GB57.7, Report 3) on the pilot project of supporting mathematics with local primary/secondary schools the College and with LYIT.

Members asked questions on the proposal and highlighted the importance of measuring impact and future funding options.

Members supported the development and were content to support the initiative.

**The Governing Body approved the proposed additional costs of £108k for the pilot project.**

**PROPOSED;** Mr P Canavan

**SECONDED;** Mr G Killeen

The Governing Body Chair reported that he was delighted to see the Maths Centre gaining momentum and he thanked Mr O’Kane for his report.

## **57.8 FINANCE & GENERAL PURPOSES COMMITTEE**

### **➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 - Chair’s Summary Report

Report 2 - Draft Minutes of meeting held on 2 May 2017

Report 3 – Management Accounts for 8 Months to 31 March 2017

Report 4 – Fees & Charges Policy 2017/18

Draft Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

**PROPOSED:** Mr D Limb

**SECONDED:** Mr P Canavan

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Reporting on the Finance & General Purposes Committee meeting held on 2 May 2017 the Committee Chair referred to a further amendment requiring approval of the Board in respect to the Fees & Charging Policy for 2017/18;

**'NCUK students must pay a deposit of at least 10% on application. All other international (non-EU) students must pay a deposit of at least 50% on application. The balance for both NCUK and others must be paid no later than 2 weeks in advance of course commencement'.**

Members were content to approve this amendment.

**PROPOSED:** Mr P Canavan

**SECONDED:** Mr S Atcheson

In continuing his Report, the Committee Chair stated that work on the advance works contract was now complete with the final account figure expected to be in c. £583k excl VAT. The final presentation of the Business Case for the proposed redevelopment of the Strabane Campus will be made to the full Board in June 2017 and then submitted to the Department before the end of July 2017.

Early indications would suggest that Properties Division /Doran Consulting would only be capable of delivering a small percentage of the College's requested Summer Works Programme.

Within the Management Accounts for 8 months to 31 March 2017, total costs to date are showing an adverse variance of £168k. The Finance Team have been reviewing this in conjunction with Heads of Department.

Planned Maintenance expenditure, budgeted at £900k is forecasted to be approximately £500k for the year, this underspend relates to ongoing procurement issues with Property Division.

The Director of Finance and Economic Engagement reported at the Committee meeting he had no major concerns in-year. The Committee Chair wished to make his fellow governors aware that Governor travel expenses were now taxable as from April 2017.

*Mr Gavin Killeen left the meeting at this juncture due to a conflict of interest in the following item.*

Completing his report the Committee Chair provided members with detail on the City of Derry RFC, Peace IV Bid, to redevelop their existing site at Judges Road to establish a regional centre for Sport at an estimated cost of £10m to complete. City of Derry RFC were hoping to engage with partners for the development project and have asked the College to consider becoming a partner in a newly established community interest company (not for profit). The Principal confirmed that the College is not in the position to become a partner in the newly formed Company.

*Mr S Gillespie and Mr P Laughlin declared a conflict of interest at this stage and left the meeting.*

The discussion continued and the Principal reported that if the Rugby Club were successful in the next stage of the process, further consideration would be given for the College to use the facilities. The Governing Body Chair added he welcomed an increase in sports facilities in the region and it may also help the College in their Sports provision.

It was noted further reporting on this item would be brought through the Education Committee.

The Chair thanked Mr Mc Gregor, Acting Chair for reporting on behalf of the Committee.

*Members; Mr G Killeen, Mr S Gillespie and Mr P Laughlin returned to the meeting at his juncture.*

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**57.9 STAFFING COMMITTEE MEETING****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.9, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 11 April 2017
Report 3	NWRC Learner Services Students Union Constitution

**DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 11 APRIL 2017**

The Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

**PROPOSED:** Mr P Laughlin

**SECONDED:** Mrs R Dougherty

**Career Break Request** – the request for a career break was approved.

**PROPOSED:** Mr S Atcheson

**SECONDED:** Mr G Killeen

The Committee Chair reflected that there was a lot of good work going on with significant activities in the Health and Wellbeing Programme for staff. Staff Development provision within the College is excellent however encouraging staff engagement was an issue. In regards to mandatory training further staff had attended training and the Committee Chair welcomed this. The Committee Chair reported the Department had requested data from the Sector on staff development.

Progress has been made in relation to outstanding appraisals and monitoring is ongoing.

A detailed report on Staff Absence was provided to the Committee and the Committee were content this was being effectively managed. A presentation was provided to the Committee on the new IIP Generation VI that the College will be working towards.

At the Governing Body meeting held on 8 March 2017 an item was inadvertently not approved and the Committee Chair went through the recommendation;

*All posts are advertised externally and basic grade posts will be temporary in the first instance. The Director to prepare a process whereby P&CE can review the status of difficult to fill posts.*

**PROPOSED:** Mr S Gillespie

**SECONDED:** Mr G Killeen

The Staff Governor (academic) had a query relating to temporary posts, the Committee Chair indicated she would take his query through to the Staffing Committee. The Staff Governor (support) also had a query.

**AGREED ACTION:**

**The Committee Chair to obtain information on the process/timeline for academic staff temporary contracts, at what stage is the decision made if the post is to be made permanent.**

**Confirmation sought on the requirement that at the end of the temporary contract, support staff have to re-apply should the post become available again.**

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The Staff Governor, (academic) commented in relation to recording of staff development and noted that the Programme of Duties captures data on staff development.

**NWRC Student Union Constitution**

Members were content to approve the Students Union Constitution.

**PROPOSED;** Mr P Laughlin

**SECONDED;** Mr S Atcheson

The Chair thanked Mrs McFarland for her report.

**57.10 SECRETARY'S BUSINESS**

The Secretary referred to the Schedule of meetings within the papers and indicated there were two further changes to the dates. The Strategy Day will be held on Friday 26 January 2018. These dates will be available to members on MinutePad.

**57.11 CORRESPONDENCE**

The Governing Body Chair referred to the correspondence received from Ms Beverley Harrison, already referenced earlier in the meeting (Ref: 57.4).

The Governing Body Chair reported on correspondence received related to a Reserved Business matter.

A former staff member had requested that a recent communication be shared with all members of the Governing Body. The Governing Body Chair reported that he was taking advice on this matter in regards to any procedural implications of releasing this communication to all Governing Body members. He will update members on this item in due course.

**AGREED ACTION; The Governing Body Chair to communicate with members on the correspondence received once advice has been assessed.**

**57.12 ANY OTHER BUSINESS****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 57.12 – Salary Placement

Staff Governor (academic) referred members to the paper and provided background to the matter. He noted that Circular CEF (2008/03) which permits Governing Bodies to allow incremental credit for previous industrial experience. The Staff Governor (academic) went through the paper listing the proposals within.

Members discussed the paper and proposals, and were supportive of the importance of recognising industrial experience.

The Staff Governor (Support) raised the question if there was an equivalent process, which applied to Support Staff.

**It was agreed;**

- **The Principal to raise the issue with the Principals' Group.**
- **Mr Gavin Killeen agreed to contribute to the enquiry into this matter and report back to GB.**
- **The Principal to ascertain if there is an equivalent process relevant to Support Staff.**

**PROPOSED;** Mr S Atcheson

**SECONDED;** Mr P Laughlin



**57.13 RESERVED BUSINESS**

Recorded Separately.

The Governing Body Chair wished to thank everyone for their time, he requested members to withdraw for reserved business. This part of the meeting ended at 1850.

*Mr D Limb, Mr A Magee, Mr E Kelly left the meeting at this juncture.*

*The meeting then went into private session.*

**Date of next meeting:** Wednesday 28 June 2017

**SIGNED;** \_\_\_\_\_ **CHAIR**

**MR G FINNEGAN**

**DATE; 28 JUNE 2017**