
MINUTES OF THE SIXTIETH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE NORTHLAND BOARDROOM, STRAND ROAD CAMPUS ON TUESDAY 10 OCTOBER 2017, COMMENCING 17:10

PRESENT:

Mr G Finnegan, Governing Body Chair
 Mr S Atcheson
 Mr P Canavan
 Mrs R Dougherty
 Dr N Hand
 Mr G Killeen
 Mr P Laughlin
 Mrs C McFarland
 Mr A Magee
 Mr S McGregor
 Mr L Murphy, Principal & Chief Executive
 Mr M O’Kane
 Dr M O’Neill
 Mr B Quinn

IN ATTENDANCE:

Mr P McKeown, Director of Finance & Economic Engagement
 Mrs S Traynor, Vice Principal Curriculum & Information Services
 Mrs K Duffy, Director HR & Learner Services
 Mrs K McCaul, HoD, Business, Hospitality, Tourism & Performing Arts – for presentation item only (until 1740)
 Mrs É Doherty, Governance Secretary

The Governing Body Chair opened the meeting and welcomed everyone. He extended a welcome to Dr Malachy O’Neill, Provost of Magee Campus, recently appointed as a member of the Board who was attending his first Governing Body Meeting. The Governing Body Chair thanked Dr O’Neill for taking on the role.

The Governing Body Chair also wished to pass on the Board’s condolences to Mrs Samantha Traynor and her family on the recent bereavement of her father.

60.1 APOLOGIES

Apologies were received from Mr S Gillespie and Mr M Cooper.

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

Paper GB 60.2 Register of Interests

No conflict of interest declarations were declared. No declaration of any other business was noted. An updated Register of Interest Paper was provided. The Governing Body Chair requested that further changes to the Register be notified to the Governing Body Secretary.

The Governing Body Chair welcomed Mrs Kathleen McCaul, Head of Department (HoD) Business, Hospitality, Tourism & Performing Arts. Mrs McCaul presented a PowerPoint on Essential Skills provision in the College, including data on success rates. The College was sector leader in 2015/16; however success rates fell considerably in 2016/17. It was highlighted that all six colleges had a fall in success rates. The HoD reported on the issues that were beyond the College’s control together with actions to improve outcomes and the strategy going forward.

Members discussed the concerns and agreed it was important to ensure the students concerned were supported.

AGREED ACTIONS

- Request to be made to the Department to re-fund the re teaching and examination fees for the students concerned.
- The Director of Finance & Economic Engagement to provide an estimate of the costs involved to the College for re teaching and examination fees.
- Proposals to encourage those students that did not attend the examination to re-consider and sit the examination.
Reporting on these actions to come through the Education Committee.

60.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 28 JUNE 2017**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 60.3 Draft Minutes of the Governing Body meeting held on 28 June 2017.

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

PROPOSED: Mr A Magee

SECONDED: Mr P Canavan

60.3.1 MATTERS ARISING; JUNE 2017 MEETING

Matters arising to be taken under Reserved Business later into the meeting, (item 60.12).

60.4 PRINCIPAL & CHIEF EXECUTIVES' REPORT**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 60.4 Principal's Report October 2017

The Principal provided a Curriculum Update to the members including the major items for planning in the Sector for 2017/18 including the Programme for Government (PfG), the Industrial Strategy, FE Means Success, the move to Outcome Based Accountability to deliver the PfG, new Strategic Plan for the Sector with the six sub regional Business Plans, (one for NWRC), the new Funding Model which will replace the FLU, resource based NDPB, the new Curriculum with the specialist hubs - the College is awaiting a response that they will specialise in the Health & Social Care. Other areas include the new curriculum for Youth Apprenticeships and Higher Level Apprenticeships, the Reform 14/19 process, new digital platform STS and Workforce Development.

The Principal reported that the College had received notification of an ETI inspection of Work-Based Learning week commencing 6 November 2017. Workshops have been planned to assist and support staff pre-inspection.

A new brand name has been created for the Assisted living Centre now known as 'Design Innovation Assisted Living' (DIAL).

In concluding his report, the Principal noted the invite extended to governors to attend the forthcoming Higher Education Graduation Ceremony, which is a great day of celebration to be held on 27 October 2017.

The Governing Body Chair thanked Mr Murphy for his report.

60.5 GOVERNING BODY CHAIR'S BUSINESS

Appointment of Vice Chair - The Governing Body Chair reported some members expressed their interest in this position and he will have discussions with them and bring an update to a future meeting.

Governor Assessments 2016/17 – The Governing Body Chair reported draft assessments will be issued to members shortly. Members who wish to meet with the Chair to discuss their Assessment on the agreed date to contact the Governing Body Secretary.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Remuneration of Governing Body Chairs & Members, Revised Circular FE 07/17

The revised Circular is an outcome from the review by the Department of the remuneration processes undertook earlier this year. The Department identified a number of relatively small changes; the changes adopted seek to provide more clarity. The main components of the remuneration circular, such as the amount to be paid, all remain unchanged.

Payment to Staff Governors - The Governing Body Chair reported that there is a commitment to pay staff Governors, a process has commenced to manage this and this will come to the next Governing Body meeting.

60.6 AUDIT & RISK COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 60.6, Report 1 Chair's Summary Report
Report 2 Draft Minutes of Meeting held on 26 September 2017
Report 3 Committee's Terms of Reference – Sept 2017
Report 4 Draft Internal Audit Strategy 2017/18 – 2019-20, Annual Plan 2017/18 & Charter

Mr P Laughlin, Committee Chair reported on the recent business of the Committee. He referred to the June 2017 Committee meeting where it was requested that the Springtown Project be added to the Risk Register. The Director of Estates and Economic Engagement reported a new risk titled, 'Risk of CPD & PD Processes covering implication of resource shortfall, achieving value for money, statutory compliance and impact of Curriculum'. This risk refers to specific items relating to the Springtown Project.

The Director of Finance & Economic Engagement later in the meeting updated members on the item and indicated that the risk had since been considered and accepted by the Risk Management Group and added to the Corporate Risk Register.

Continuing his report, the Committee Chair confirmed that the Committee had welcomed the proposed changes from DfE to the treatment of mandated items within the Internal Audit Strategy. Prompt payment, 93% of invoices were paid within 30 days for the year-end 31 July 2017; there were no Direct Award Contracts. The Financial Statements had been prepared in accordance with the relevant legislation and other relevant accounting standards.

The Internal Auditor (KPMG) presented the Year End Report Audit Plan 2016/17, five recommendations had arisen in the current year with two recommendations brought forward from the prior year, four have been addressed, leaving three issues to be followed up. The Internal Auditor reported that based on the internal work which was performed during 2016/17, a 'Satisfactory' level

of assurance had been awarded over the internal control environment of the College. All the Key Performance Indicators 2016/17 had been met or exceeded their target.

The Governing Body Chair reminded members that the definitions of priorities and opinions had changed in line with DAO (DoF). The 'substantial' grading was replaced with 'satisfactory.'

The Committee Chair reported KPMG, as outgoing Auditor wished to note and thank the College for the co-operation and assistance they had received throughout their time working with the College. A member wished to note and acknowledge the great work of the Management Team, which reflected in the outcome of the Internal Audit level of assurance.

The Committee welcomed the incoming Internal Auditor (Grant Thornton) to the Committee meeting. The Internal Auditors presented their Draft Internal Audit Strategy 2017/18 -19/20, Draft Annual Plan 2017/18 & Charter to the Committee.

Minutes were taken as read and were an accurate record of the meeting. Members agreed to adopt the draft minutes of the Committee meeting held on 26 September 2017.

PROPOSED: Mr S Atcheson

SECONDED: Mr P Laughlin

The Committee Chair recommended approval for:

Committee's Terms of Reference, with one minor change recommended by the NIAO.

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

Internal Audit Strategy 2017/18 - 2019/20, Annual Plan 2017/18 & Charter

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

The Governing Body Chair thanked Mr Laughlin for his report.

60.7 FINANCE & GENERAL PURPOSES COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 - Chair's Summary Report

Report 2 - Draft Minutes of meeting held on 20 September 2017

Report 3 – Draft Annual Report & Financial Statements Year Ended 31 July 2017

Key points noted from the recent Committee meeting held on 20 September 2017 included discussion on the tender for the Design Innovation Assisted Living (DIAL) which had been awarded and withdrawn. The Director of Finance & Economic Engagement reported that since the Committee meeting another Company had accepted the contract.

The Acting Committee Chair reported that the Department had confirmed that funding was not granted for the Springtown Project. The College will keep progressing as far as they can with the Project and were optimistic that the Department remain fully committed to the project and that funding will be available in the near future.

The Governing Body Chair added that the College had discussed plans with the Department linking our reserves to the Springtown Project. They will now re-engage with the Department on this conversation.

In relation to the Strabane Campus, the Acting Committee Chair reported that following the submission of the Business Case a meeting with the Department took place on 20 September 2017. Members were disappointed to receive the news that it was recommended that consideration be now given to a refurbishment scheme instead of the proposed redevelopment scheme. It was agreed that discussions take place with the Curriculum Team and the Sub-Committee continue to meet to consider the draft response from the Department and to re consider the proposals for Strabane.

The Governing Body Chair added the College was fully committed to the Springtown and Strabane Projects and remain determined that both projects will be completed.

Other Committee business included the Summer Works Scheme 2017 had been substantially completed. The Draft Annual Report and Financial Statements for Year End 31 July 2017 were presented to the Committee. The Director of Finance & Economic Engagement reported he had no concern in year however, challenges lie ahead.

The Director of Finance & Economic Engagement stated approval of the Annual Report and Financial Statements will be required at the November 2017 meeting. The NIAO had commenced the Audit of the Financial Statements. The Director added the historic deficit previously reported was lower than forecasted, the Director provided brief explanations to this.

The NDPB Return for August 2017 showed a shortfall of £1.1m under the DEL resource. The return for the Sector showed a shortfall of £4.9m, cover from the Department may have been received however due to the current situation with Stormont this did not take place.

Draft Minutes were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the draft Minutes of the Committee meeting on 20 September 2017.

PROPOSED: Mr S McGregor

SECONDED: Mr A Magee

60.7.1

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 60.7.1	Management Statements/Financial Memorandum (MS/FM) Dec 2016
Report 60.7.1.1	Appendices to MS/FM Dec 2016
Report 60.7.1.2	MS/FM Changes to Procurement Guidance Update Sept 2017

The Director of Finance & Economic Engagement reported that the Management Statement and Financial Memorandum (MS/FM) had been drawn up by the Department for the Economy (DfE) in consultation with the six Colleges. The Management Statement sets out the broad framework within which the College will operate. The Financial Memorandum sets out certain aspects of the financial provision which the College shall observe. The responsibility for ensuring that the College complies with this MS/FM and related guidance rests with the Governing Body of the College. It is a requirement that the document is provided for information to Governing Body members annually and amendments brought to their attention. An update regarding changes to procurement guidance was issued in September 2017.

The Governing Body Chair thanked Mr McGregor and Mr McKeown for their reporting.

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

Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 18 September 2017
Report 3	Section 75, Equality Report April 2016 - March 2017

The Committee Chair reported on the business of the Committee meeting held on 18 September 2017. Thanks were passed to Mr Atcheson who agreed to take up the position as Vice Chair to the Committee. A request from the Finance & GP Committee to look at recognising and acknowledging staff for their long service had been discussed by the Committee. This work has been ongoing by the College and it was agreed to look at the numbers of staff with long service and to see what possibilities there might be available in recognising them.

Other key points from the Committee meeting included a comprehensive Staff Development Plan for 2017-18, changes to the College website to include a video produced by the Marketing Team to promote jobs in the College. Work continues on becoming a Beacon College early in 2018. The College is willing to host a sector wide Learning & Teaching Conference in 2017-18 subject to approval. Online Data Protection and Health & Safety Training packages are now available to staff. Discussion took place on the sickness absence for 2016/17. The College was the fifth highest in the Sector in this area. The Director of HR & Learner Services reported a development session has been arranged to support managers to manage short-term sickness. A supportive role is undertaken for those staff on long-term sickness.

The Committee Chair noted a recent review of recruitment exercises was carried out and reported on, the Committee were content with the recommendations from the findings of the review.

In concluding her report, the Committee Chair noted update reports would come through the Staffing Committee on the progress of the Action Plan towards achieving the Investor in people Generation VI Standard.

DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 18 SEPTEMBER 2017

The Minutes were taken as read and were an accurate record of the meeting. Members agreed to adopt the draft minutes of the Committee.

PROPOSED: Mrs R Dougherty

SECONDED: Mrs C McFarland

Section 75, Equality Report April 2016- March 2017

The Report included progress in fulfilling the College's statutory equality and good relation duties and implementing Equality Scheme commitments and Disability Action Plans for the period April 2016 to March 2017.

Member approved the Report. The Governing Body Chair and Principal signed off the Report for forwarding to the Equality Commission for NI.

PROPOSED; Mrs C McFarland

SECONDED; Mr G Killeen

The Governing Body Chair thanked Mrs McFarland for her report.

60.9 SECRETARY'S BUSINESS**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER GB 60.9 Election of Staff members (academic).

The Secretary referred to the Paper and reported the Election will be managed electronically. A Working Group had been set up to manage the process. The procedure and timeline was forward to the recognised Trade Unions for consultation.

The Governing Body Chair reported that correspondence in relation to the election of an academic member had been received from a union and a reply sent. He added if the Unions are content with the Procedure and timeline provided an election will take place in November. If the Unions have queries with these, the elections will unfortunately be delayed.

60.10 CORRESPONDENCE

The Governing Body Chair indicated other correspondence will be taken under Reserved Business (item 60.12).

60.11 ANY OTHER BUSINESS

There was no any other business to discuss.

That being the end of the public business the Governing Body Chair thanked everyone for attending and requested that staff members leave the room at this juncture.

Members; Mr P McKeown, Mrs K Duffy, Mrs S Traynor and Mr A Magee left the room at this juncture.

This part of the meeting ended at 1840.

60.12 The meeting went into private session.

Date of next meeting: 15 November 2017.

SIGNED; _____ **CHAIR**
Mr G Finnegan

DATE: 15 November 2017