
MINUTES OF THE FIFTY SECOND MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE NORTHLAND BOARDROOM, STRAND ROAD CAMPUS ON TUESDAY 04 OCTOBER 2016, COMMENCING 17:00

PRESENT:

Mr G Finnegan, GB Chair
Mr M Agnew
Mr S Atcheson (until 1830)
Mr P Canavan
Mrs R Dougherty
Mr D Limb
Mr G Killeen
Mr S Gillespie (until 1830)
Mr P Laughlin
Mr A Magee
Mr S McGregor
Mr L Murphy, Principal & Chief Executive
Mr M O’Kane
Mr B Quinn

IN ATTENDANCE:

Mrs K Duffy, Director of HR & Learner Services
Mr P McKeown, Director of Finance & Economic Engagement
Mr D Kinnaird, Vice Principal Curriculum & Information Services
Mr W Lavery, Change Manager
Mrs G Lavery, Head of Department, Health & Sports
(for presentation only)
Mrs É Doherty, Governance Secretary

The Chair welcomed Mrs Geraldine Lavery, Head of Department, Health & Sports to the meeting. The Principal provided some background to the Assisted Living Centre (ALC) project. Technology focused innovation is a key element within the College Development Plan 2015-18 and this project is an important piece of innovation for the College.

Mrs Lavery briefed members on the proposals for the ALC. The ALC will be a fully simulated home environment with assisted technology and equipment. The Centre will be located in the annex of the Tower Building. Mrs Lavery provided detail on the stakeholders, innovation, and the challenges of the project. The Centre will be available for demonstrations to allow professionals and family care end users to come and share the space. It will be an innovative learning environment embedded with project based and technology enhanced learning. Members considered and were content to approve the project to move to Business Case stage. It will then come back through the Governing Body for approval.

PROPOSED; Mr D Limb

SECONDED: Mr G Killeen

The members found the presentation very informative and interesting. The Chair thanked Mrs Lavery for her presentation.

Mrs Lavery left the meeting at this juncture.

The Chair welcomed everyone to the meeting. The Chair extended a warm welcome to Mr Alex Magee to his first Governing Body meeting. Mr Magee had been elected as the Support Staff representative.

52.1 APOLOGIES

Apologies were received from Mr M Cooper and Mrs C McFarland.

52.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATION OF ANY OTHER BUSINESS/AMENDMENTS TO REGISTER OF INTERESTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.2 Register of Interests – September 2016

There was no conflict of interest declarations/ any other business. The GB Chair referred members to the Register of Interests with recent amendments; he requested that members forward on their completed forms to the Secretary within the next few days.

52.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 29 JUNE 2016

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.3 Draft Minutes of the Governing Body meeting held on 29 June 2016

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

PROPOSED: Mr S Atcheson

SECONDED: Mr M Agnew

52.3.1 MATTERS ARISING; JUNE 2016 MEETING

51.4 Principal's Report

To continue to monitor the FLU statistics and if necessary inform the Department of shortfall concerns.

Action: The Principal reported that the FLU statistics will be reported through the November Education Committee meeting.

Strabane Campus

The College to invite a Council representative to the next sub Committee meeting.

Action: Sub Committee meeting took place and a Council representative was in attendance.

Update on Council Discussions to be provided at the next Governing Body.

Action: The Principal reported that he had met with the Chief Executive of the Council and discussions will continue.

Beyond the CDP

Action: The Principal reported that all items had been actioned; the Resourcing Plan will come through the November meeting.

51.7 Education Committee

Secretary to include 'Essential Skills/GCSE' within the Education Committee Agenda.

Action: Item on the next Education Committee agenda, November 2016.

52.4 PRINCIPAL'S REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.4 Principal's Report

The Principal highlighted items within his report including the FLU 2015-16, estimated delivery is 97.7% which was in line with previously reported estimates and could result in a clawback based on a target delivery of 99%.

The Principal requested approval for the Systems Technology Services Project (STS), a Sector submitted Business Case to replace its end of life systems, technology and information systems. The College is represented on the overall project board. The cost is projected to be up to £19.8 million over a 10-year period.

The Director of Finance and Economic Engagement reported that professional advice was sought on the best way to proceed with this project and it was recommended to set up a newly formed company limited by guarantee as a cost-sharing-vat-group and vehicle for collaborative projects. Members discussed the project and were content to approve the setting up of the company to participate in the scheme. The Director added that DfE supports the proposal.

PROPOSED; Mr M Agnew

SECONDED: Mr S Atcheson

The Principal reported that the Summer Works Programme was complete with the exception of the Flying Clipper Restaurant which is due for completion by mid October 2016. The Foodovation Centre is now open. Other matters of noting: College are supporting the European Youth Capital 2019; new College website is in operation; the College Careers Service received a prestigious Matrix Quality award for delivering expert careers guidance and advice to learners across the College. The College also collected its Investors in People (IIP) Award on 30 September 2016. The Governing Body Chair wished to acknowledge the receiving of the IIP Award, he stated staff should be duly proud of gaining recognition of such a prestigious award.

The Chair thanked the Principal for his report.

52.5 AUDIT & RISK COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.5, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 14 September 2016
Report 3	Copy of Committee's Terms of Reference
Report 4	Copy of Anti-Fraud Policy & Response Plan
Report 5	Copy of Customer Complaints and Compliments Policy
Report 6	Internal Audit Strategy 2015/16 – 2017/18, Annual Plan & Charter

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

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

Mr Atcheson reported on the recent business of the Committee; a presentation was provided by the Quality Manager on the Sector wide policy for Complaints and Compliments. Other Committee business included prompt payment for the year ended 31 July 2016 was 93%. There were no Single Tender Actions; the Internal Audit year-end report noted two recommendations remaining, however these were still within timeframes. The Internal Auditor was pleased to report that based on the

Internal Audit work performed during 2015/16 a substantial level of assurance was awarded. The definitions of priorities and opinions have changed in line with DAO (DoF). The 'substantial' grading will be replaced with 'satisfactory.' Members of the Committee considered this a negative change.

The Chair recommended approval for:

Committee's Terms of Reference

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

Anti-Fraud Policy & Response Plan

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

Customer Complaints & Compliments Policy

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

Internal Audit Strategy 2015/16-2018/18, Annual Plan & Charter

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

In concluding his report, the Chair indicated to members that he had stood down as Chair at the September Committee meeting. The Department had notified the College that as a co-opted member (Education Authority) he was not eligible to continue as Chair of the Committee. However, he was happy to continue as a member of the Committee. Mr Paul Laughlin was appointed as incoming Chair and Mrs R Dougherty as Vice Chair.

The Governing Body Chair thanked Mr Atcheson for his report and for managing the business of the Committee to a high standard.

52.6 FINANCE & GENERAL PURPOSES COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.6, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 20 September 2016
Report 3	Copy of Annual Report & Financial Statements YE 31 July 2016
Report 4	Health Check 3, 2015/16 (extract)
	Any Other Business

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

PROPOSED: Mr M Agnew

SECONDED: Mr S McGregor

Key points noted from the recent Committee meeting included; draft Annual Report & Accounts have been prepared under the new accounting standards (2015 SORP and FRS 102); budget for 2016/17 will be presented for approval at the November meeting; no issues to report on the Health Check 3; significant savings on the insurance renewal premium has been made as a result of the Sector group negotiations.

The Chair reported on the Strabane Campus, a recent sub-committee meeting took place for discussions on the opportunities for a town centre site. The Council are undertaking a pre-feasibility study and it was agreed to await the outcome of this.

The Chair also highlighted the Committee's concerns on the changes to Minor Works, and response maintenance projects that are now required to be managed through Properties Division. It was highlighted this may bring certain programme and budgetary challenges.

The Governing Body Chair indicated he would take the Any Other Business item later in the meeting. (52.8)

The Chair thanked Mr Agnew for his report.

52.7 STAFFING COMMITTEE MEETING

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.7, Report 2	Draft Minutes of Meeting held on 12 September 2016
Report 3	Progress Report 2015-2016
Report 4	Safeguarding Report

Mr Agnew kindly agreed to report on the business of the recent Committee meeting in the Chair's absence.

DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12 SEPTEMBER 2016

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

PROPOSED: Mr M Agnew

SECONDED: Mr S Atcheson

The Director of HR & Learner Services reported on the Annual Safeguarding Report.

It was noted there had been a changeover of the Safeguarding Officer during the year. The report presented to the Governing Body members related to the second semester of 2015-2016. A number of improved measures have been put in place to ensure a seamless record of safeguarding issues in the future, should staffing change.

Members noted the report.

College sickness absence rates were then discussed. The Director of HR & Learner Services reported the Sector average was 3.38% with the College just slightly higher (3.47%). There has been a noticeable shift to short term absence and the College is looking at support mechanisms to assist reducing this. The Principal indicated that he had spoken with the Management Team on this issue and also on outstanding Appraisals. This was an agreed action from the September Staffing Committee meeting.

The Governing Body Chair referred members to the Progress Report 2015-16, (Report 3) relating to the implementation of Section 75 for the period 1 April 2015-31 March 2016. Members noted the report. The Chair and the Principal signed off the Report for forwarding to the Equality Commission for NI.

The Governing Body Chair thanked Mr Agnew for his report.

52.8 CHAIR'S BUSINESS

The GB Chair reported that Governor Assessments for 2015/16 were due for completion. He will be in contact with members and hoped these will be all completed in the coming month. He wished to report that Dr Brian Burns had recently resigned from the Board. He had on behalf of the Governing Board thanked Dr Burns for his contribution and support to the College. A request for his replacement is currently with the Minister.

The GB Chair referred to the queries previously mentioned under AOB (52.6). In response to the query on Staff Governor Remuneration the Chair acknowledged that this matter had been outstanding for some time without much progress. He stated that the College would not be making payment to staff Governors until such times that there is direction from the Department that this is possible.

To the query on the Revision of the Articles not coming through Finance & General Purposes (F&GP) Committee. The Articles went through the Staffing due to the staffing related components being deemed to be more likely to result in discussion. The GB Chair reminded members that the changes to the Articles were approved at Governing Body in June 2016, at which time all members, including those from F&GP had opportunity to discuss the changes. The Director of Finance & Economic Engagement gave members an update.

A member wished that it be recorded, that significant time had been spent on the changes to the Articles and uncertainty remains as to the charitable status position of the College. In noting this, it was highlighted that the College was not uniquely effected - all Colleges in NI are in the same position.

AGREED ACTION

- **The Director to enquire as to the possible financial implications to the College if the College loses its charitable status and to bring an update to the next Finance & GP Committee meeting.**

It was suggested that the possible loss of charitable status should be included in the College Risk Register. The Director of Finance & Economic Engagement reported that a review of the Risk Register will take place shortly and this issue will be considered.

AGREED ACTION

- **The loss of charitable status to be considered as part of the next Risk Register Review.**

52.9 SECRETARY'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 52.9 Schedule of Meetings 2016-17 - update

The Secretary referred to the Schedule of meetings noting the Strategy Day is now scheduled to take place on 3 February 2017.

52.10 CORRESPONDENCE

The GB Chair reported that there had been correspondence received since the last meeting in relation to an ongoing issue. This may result in input being required from Board members at a later stage therefore details were not disclosed.

52.11 ANY OTHER BUSINESS

There was no Any Other Business.

52.12 RESERVED BUSINESS

Recorded Separately.

The GB Chair wished to thank everyone for their time and closed this part of the meeting at 1830.

Mr S Atcheson, Mr S Gillespie, Mr D Limb, Mr A Magee, Mrs K Duffy, Mr P McKeown, Mr D Kinnaird and Mr W Lavery left the meeting at this juncture. The meeting then went into private session.

Date of next meeting: Wednesday 23 November 2016.

Signed _____ Chair
Mr G Finnegan

Date 23 November 2016