
MINUTES OF THE SIXTY THIRD MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, NORTHLAND BUILDING, STRAND ROAD CAMPUS ON TUESDAY 6 MARCH 2018, COMMENCING 1700

PRESENT:

Mr G Finnegan, Governing Body Chair
Mr S Atcheson (until 1900)
Mr P Canavan
Mrs R Dougherty
Mr S Gillespie
Dr N Hand
Mr E Kelly
Mr G Killeen
Mr P Laughlin
Mr A Magee (until 1805)
Mr L Murphy, Principal & Chief Executive
Mr M O’Kane
Mrs L Taggart

IN ATTENDANCE:

Mr P McKeown, Director of Finance & Economic Engagement
Mrs K Duffy, Director HR & Learner Services
Mr A Thomson (from 1735 until 1920)
Mrs É Doherty, Governance Secretary

63.1 APOLOGIES

Apologies were received from Dr M O’Neill, Mr B Quinn, Mrs S Traynor, Mr M Cooper and Mrs C McFarland. Apologies were received from Mr S McGregor post meeting.

The Governing Body Chair welcomed everyone to the meeting. He wished to pass on the Board’s condolences to Mr Brian Quinn on the recent bereavement of his mother.

The Governing Body Chair stated that Mr Andrew Thomson would be joining the meeting later to facilitate the discussion on the Strategy document (item 63.7).

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

Paper GB 63.2 Register of Interest March 2018

An updated Register of Interest was provided which included Mrs L Taggart’s, recently appointed Governor’s details. The Governing Body Chair reminded Governors to pass on any changes to the Governing Body Secretary.

63.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 26 JANUARY 2018**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 63.3 Draft Minutes of the Governing Body meeting held on 26 January 2018.

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

PROPOSED: Mr S Atcheson

SECONDED: Mr G Killeen

69.3.1 MATTERS ARISING; 26 January 2018 meeting

Self-Assessments 2016-17 – Opportunities for discussion among members without management present at Governing Body meetings.

Update: The Governing Body Chair reported that this item was discussed at a recent CNI meeting. The Sector Governing Body Chairs' proposal to College Principals is for members to meet twice yearly (Spring/Autumn) without management present. The Governing Body Chair added it is intended to have this agreed and implemented for the next Governing Body meeting.

The Governing Body Chair then invited Mr M O'Kane, Committee Chair to report on the recent business of the Education Committee.

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

Report 1	Chair's Summary Report
Report 2	Draft Minutes of the Committee meeting held on 6 February 2018
Report 3	Draft FE Sector Complaints & Compliments Policy

Mr O'Kane reported the key points from the recent Education Committee held on 6 February 2018 included; the estimate for 2017/18 FLU as at 30 December 2017 was showing a delivery of 89% of target. The main area of concern was within the part time Further Education provision where estimated delivery was in the region of 70%. Actions are in place to improve this.

The Committee Chair was pleased to report that overall success rates for 2016-17 had been maintained at 84% resulting in the College being ranked third in the Sector in terms of performance. The College also has the highest achievement rate across the Sector at 92.7%. Challenges exist in relation to retention at 90.7%. Arrangements are in place for further data on student retention to come through the Committee.

The Committee Chair reported that following the ETI inspection in early November 2017 on Work Based Learning a plan had been submitted to the Department outlining actions that will be taken to improve the quality of provision in the area of Wood Occupations.

The Committee welcomed the news that a number of Sectoral Partnerships have been established to look at the wide curriculum reform at L2 and L3. The College will lead the FE Sector including the Sectoral Partnership for HSC.

In concluding his report the Committee Chair reported that the Maths Centre continues to attract more students. The Committee have requested that the College look into the offering of a programme for supporting staff to help deliver maths. The Governing Body Chair wished to record his support for the Maths Centre and on the importance of supporting the staff in delivering mathematics.

The Committee Chair requested the Board's approval of the Draft FE Sector Complaints & Compliments Policy which was updated to reflect the changes in ETI/QAA evaluation requirements.

PROPOSED: Mr M O'Kane

SECONDED: Mr P Canavan

The Governor responsible for the oversight of the quality review on Higher Education recommended that the Board request summary reports on student complaints/compliments as recommended in the HE Code of Governance (2014).

It was agreed this report should come to the Board annually.

PROPOSED: Mr P Canavan

SECONDED: Mr S Gillespie

Draft Minutes were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the draft Minutes of the Education Committee meeting on 6 February 2018.

PROPOSED: Mr M O’Kane

SECONDED: Mr A Magee

The Governing Body Chair thanked Mr O’Kane for his report and invited Mr McKeown to Report on the Finance & General Purposes Committee item.

63.5 FINANCE & GENERAL PURPOSES COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Draft Fees & Charges Policy 2018/19

The Director of Finance & Economic Engagement indicated that due to the scheduling of meetings and time restraints this Policy had come through this meeting for final approval. A draft had previously come through the Finance & General Purposes Committee meeting in January 2018. The Director went through the recommended changes.

Members were content to approve the Policy.

PROPOSED: Mr G Killeen

SECONDED: Mr S Gillespie

The Governing Body Chair thanked Mr McKeown for his report.

The Governing Body Chair invited Mr S Atcheson, Vice Chair to report on behalf of the recent business of the Staffing Committee Meeting held on 13 February 2018.

63.6 STAFFING COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Chair’s Summary Report
Report 2 Draft Minutes of the Committee meeting held on 13 February 2018
Report 3 Committee’s Terms of Reference
Report 4 Delegation of Authority Policy

The Committee Vice Chair reported on the recent key items from the recent Committee meeting including, the Learning & Teaching Conference had taken place on 31 January 2018. Feedback from participants was very positive. In Semester 1, 37 members of staff enrolled on academy courses.

As part of Project Based Learning, students were involved in the Life Project partnership initiative with Derry City & Strabane District Council. This project focuses on improving air quality in the region.

The Committee Vice Chair added that following the ETI inspection in November 2017, comments received were positive in relation to the College's commitment to safeguarding in relation to trainees and apprentices. Positive comments were also received in relation to the roles and responsibilities of staff across the Student Services Team.

Other matters discussed at Committee was that College sickness levels were slightly increased but being closely managed within the policy.

The Director of HR and Learner Services provided further detail to the proposed pilot for recruitment to allow potential applicants to upload their CV's to the College website.

The Vice Chair requested approval for;

Draft Minutes were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the draft Minutes of the Staffing Committee meeting held on 13 February 2018.

PROPOSED: Mr S Atcheson

SECONDED: Mr A Magee

Staffing Committee's Terms of Reference

PROPOSED: Mr S Atcheson

SECONDED: Mr P Laughlin

Delegation of Authority Policy

PROPOSED; Mr S Atcheson

SECONDED; Mrs R Dougherty

Pilot on Recruitment Process

PROPOSED: Mr S Atcheson

SECONDED; Mrs R Dougherty

Career Break Request

PROPOSED: Mr S Atcheson

SECONDED: Mrs R Dougherty

The Governing Body Chair thanked Mr Atcheson for reporting to the Board.

The Governing Body Chair indicated he would take agenda items 63.9/10/11 next.

63.9 SECRETARY'S BUSINESS

There was no business to discuss.

63.10 CORRESPONDENCE/ANY OTHER BUSINESS

The Governing Body Chair reported that he had received and accepted an extension to his first term of appointment with effect from 1 April until 30 September 2018. This is an interim arrangement and a formal reappointment will be considered by a Minister in due course.

63.11 GOVERNING BODY CHAIR'S BUSINESS

The Governing Body Chair reported that Mr Gavin Killeen had kindly agreed to take over the position of Vice Chair to the Board. He thanked Mr Killeen for agreeing to take on the position.

The Governing Body Chair reported that at a recent meeting of Colleges NI (CNI – the membership body for the six Further Education Colleges) the Department for the Economy had indicated that a departmental decision had been taken to designate CNI as a Non-Departmental Public Body (NDPB). The Governing Body Chair expressed his concerns with the practical out-workings of this decision on the viability of CNI. He reported that discussions will take place between members of the CNI and the Department and an update will come to members at the next meeting.

AGREED ACTION; Governing Body Chair to provide an update on CNI at the next meeting.

The Governing Body Chair then returned to the remaining agenda items. Mr A Thomson joined the meeting at this juncture.

63.7 STRATEGY DAY**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 63.7 Strategy Paper

The Governing Body Chair referred members to the paper stating the objective for this session was to debate and agree the Strategy Paper.

A detailed discussion followed on the content of the paper, suggested amendments were noted. Members were content with the Strategy with the proposed amendments.

PROPOSED: Mr S Atcheson

SECONDED: Mr S Gillespie

The amended paper will now be provided to the Leadership & Management Team to assist them to draw up the first year of the College Development Plan. The Management Behavioural Competency Framework will be reviewed to ensure it remains relevant based on values.

It was agreed that further discussion was required on the College's contribution to fulfilling the UN Sustainable Development Goals.

AGREED ACTIONS;

- **The Governing Body Chair to make the proposed amendments to the Paper GB 63.7.**
- **UN Sustainable Development Goals to be placed on the next Agenda for further discussion.**
- **The Leadership & Management Team to draft the College Development Plan 2018-19.**
- **The Leadership & Management Team to review the Management Behavioural Competency Framework to ensure it remains relevant based on values.**

63.8 PRINCIPAL'S BUSINESS**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

- Paper GB 63.8 Draft Sector Corporate Plan 2018-2021
- Report 2 – Update on CDP 2018/2019, Summary of Report Cards - tabled paper

The Principal reported on the draft 2018-2021 Corporate Plan. This Paper represents a collaborative first for the six NI Colleges of Further Education. It sets out the Sector's shared purpose, values,

vision and mission. The Corporate Plan will be supported by the six annual College Developments Plans. Our strategy, agreed at this meeting is aligned with the Sector Corporate Plan.

The Principal tabled a Paper, 'Summary of Report Cards' and brought members through the paper with explanations of the new reporting process as part of the CDP. The Report Card will be based on four specific areas that support performance accountability at an organisational level, the four areas are qualifications, employers, social inclusion - addressing economic inactivity and social inclusion, addressing barriers to education. The College will draft a fifth Report Card on the area of 'staff'.

Mr A Thomson left the meeting at this juncture.

The Principal informed members that the Department were undertaking a benchmarking exercise in all six Colleges on Value for Money. Members will be updated on the outcome.

That being the end of the public business the Governing Body Chair thanked everyone for attending and requested that members not required to be in attendance to leave the room at this juncture.

Members; Mrs L Taggart, Mr A Magee, Mr E Kelly and Mrs K Duffy, Mr P McKeown left the meeting at this juncture.

63.12 The meeting went into private session.

Date of next meeting: 1 May 2018

SIGNED: _____ **CHAIR**
MR G FINNEGAN

DATE; 1 MAY 2018