
MINUTES OF THE SIXTY SEVENTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON WEDNESDAY, 14 NOVEMBER 2018, COMMENCING 1700

PRESENT:

Mr G Finnegan, Governing Body Chair
Mr P Canavan
Mr M Cooper (from 1735)
Mrs R Dougherty
Dr N Hand
Mr E Kelly
Mr G Killeen
Mr A Magee
Mr L Murphy, Principal & Chief Executive
Mrs C McFarland
Mrs L McGonigle (Board Apprentice)
Mr S McGregor
Mr M O’Kane (from 1730)
Dr M O’Neill
Mr B Quinn
Mrs L Taggart

IN ATTENDANCE;

Mr P McKeown, Director of Finance & Economic Engagement
Mrs E Doherty, Governance Secretary

The Governing Body Chair welcomed everyone to the meeting with an extended welcome to Mr Eamonn Kelly, Student Governor who was attending his first Board meeting.

67.1 APOLOGIES

Apologies were received from Mr S Gillespie, Mr S Atcheson, Mr P Laughlin, Mrs S Traynor and Mrs K Duffy. Mr M O’Kane gave advance notice that he would be arriving late to the meeting.

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

Paper GB 67.2.1 Register of Interests – November 2018

The Governing Body Chair stated that the Register of Interests had been updated to include a new entry for Mr E Kelly, Student Governor.

There was no conflict of interest declarations. There was no declarations of any other business.

The Governing Body Chair indicated there was a significant amount of reserved business to discuss, the main meeting papers will be taken as read and the requests for approvals sought.

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

Paper GB 67.3 Draft Minutes of the Governing Body meeting held on 26 September 2018.

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

PROPOSED: Mr A Magee

SECONDED: Mr G Killeen

67.3.1 Matters Arising – 26 September 2018 meeting**66.3.1 IIP report to come through the November 2018 meeting**

Update: Paper included in the November Papers (GB 67.7, Report 5)

66.6 Principal Report/Business – Brexit Strategy to be drawn up. Brexit update to be included in future agendas.

Update: The Principal reported that due to the imminent publication of the Draft Withdrawal Agreement it would be beneficial to have sight of this as a starting point for the College Brexit Strategy.

66.7 Vice Principal's Report – The Education Committee to take on a piece of strategic work on HE Curriculum and report back to the Governing Body.

Update: Work has commenced and will come to the Governing Body in due course.

In the absence of the Audit & Risk Committee Chair, the Governing Body Chair invited Mrs R Dougherty, Vice Chair of the Committee to bring the Committee's recommendations for approvals to the Board.

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

Report 1	Chair's Summary Report
Report 2	Draft Minutes of the Committee meeting held on 6 November 2018
Report 3	Audit & Risk Annual Report to the Governing Body 2017-18
Report 4	NIAO Draft Report to Those Charged with Governance
Report 5	Annual Report & Financial Statements Year Ended 31 July 2018
Report 6	Student Council & Financial Statements to 31 July 2018

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

Members agreed to adopt the Draft Minutes of the Audit & Risk Committee meeting held on 6 November 2018.

PROPOSED: Mr G Killeen

SECONDED: Dr N Hand

AUDIT & RISK ANNUAL REPORT TO THE GOVERNING BODY - acceptance

PROPOSED; Mr G Killeen

SECONDED; Mrs R Dougherty

ANNUAL REPORT & FINANCIAL STATEMENTS TO 31 JULY 2018**PROPOSED;** Mr G Killeen**SECONDED;** Mr P Canavan**STUDENT COUNCIL REPORT & FINANCIAL STATEMENTS TO 31 JULY 2018****PROPOSED;** Mrs R Dougherty**SECONDED;** Mr G Killeen

Mrs Dougherty wished to acknowledge that Mr S Atcheson's term of office was due to complete shortly. Mr Atcheson has served on the Audit & Risk Committee as a Chair and a member. She wished to thank him for his contribution and support to the Committee. The Governing Body Chair also expressed his gratitude for Mr Atcheson's service to the College.

The Governing Body Chair thanked Mrs Dougherty and pending the arrival of the Education Committee Chair took agenda item 67.6 next. He invited Mr S McGregor, Vice Chair of the Finance & General Purposes Committee to report on the recent business of the Committee.

67.6 FINANCE & GENERAL PURPOSES COMMITTEE**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Chair's Summary Report
Report 2	Draft Minutes of the Committee meeting held on 5 November 2018
Report 3	Management Accounts for 2 Months to 30 September 2018
Report 4	Budget 2018/19
Report 5	Bad Debt Write-Off – less than £1K
Report 5.1	Bad Debt Write-Off – more than £1k
Report 6	Management Statement/Financial Memorandum October 2018
Report 6.1	Summary of main changes made to the MS/FM
Report 6.2	Appendices to the MS/FM

Mr McGregor provided a summary of the recent business of the Finance & General Purposes Committee meeting held on 5 November 2018.

Draft Minutes were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the Draft Minutes of the Finance & General Purposes Committee meeting held on 5 November 2018.

PROPOSED: Mr S McGregor**SECONDED:** Mr A Magee**BUDGET 2018/19****PROPOSED;** Mr S McGregor**SECONDED;** Mr A Magee**BAD DEBTS WRITE OFF - Totalling £6,421****PROPOSED;** Mr S McGregor**SECONDED;** Mr A Magee

The Governing Body Chair thanked Mr McGregor for his report.

Mr O'Kane arrived to the meeting during this item.

The Governing Body Chair returned to agenda item 67.5 and invited Mr O’Kane to report on behalf of the Education Committee’s recent meeting.

67.5 EDUCATION COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Chair’s Summary Report
Report 2	Draft Minutes of the Committee meeting held on 7 November 2018
Report 3	Compliments & Complaints Annual Report 2017-2018
Report 4	Student Union Constitution
Report 5	DfE HE Annual Quality Assessment Return & Template 2018/19
Report 5.1	HE Self Evaluation Report 2017/18 & Quality Improvement Assurance Letter & Template
Report 6	DfE Annual Self Evaluation & quality Improvement Assurance Letter & Template
Report 6.1	FE WBL SER Report & Quality Improvement Plan 2017-2018

Approvals were sought for:

Draft Minutes of the Committee meeting held on 7 November 2018

PROPOSED; Mr M O’Kane

SECONDED; Mr P Canavan

STUDENT UNION CONSTITUTION

PROPOSED; Mrs M O’Kane

SECONDED; Mrs L Taggart

The Governing Body Chair signed off the DfE, HE Self Evaluation Report & Quality Improvement Plan 2017-2018. The Principal signed off the FE, WBL, SER Report & Quality Improvement Plan 2017-2018.

67.6 FINANCE & GENERAL PURPOSES COMMITTEE

Already reported on.

The Governing Body Chair invited Mrs C McFarland, Staffing Committee Chair to report on the recent business of the Committee.

67.7 STAFFING COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Chair’s Summary Report - Verbal
Report 2	Draft Minutes of the Committee meeting held on 29 October 2018
Report 3	Safeguarding Report – September 2018
Report 4	Annual Progress Report Section 75 2017-2018
Report 5	IIP

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 29 October 2018.

PROPOSED: Mrs C McFarland

SECONDED: Mrs R Dougherty

The Governing Body Chair and the Principal and Chief Executive signed off the Section 75 NI Act 1998 Annual Progress Report for 2017-2018.

Mr M Cooper arrived to the meeting during this item.

67.8 PRINCIPAL'S REPORT/BUSINESS

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Sector Issues – verbal
Report 2	Brexit Update – verbal – reported on 67.3
Report 3	International Work – verbal update

The Principal reported that the International work continues, the Vice Principal was currently in Philadelphia in partnership with the DCSDC for the signing of a MOU with Philadelphia Community College.

The Principal and the Director of Finance & Economic Engagement had recently returned from China as part of a delegation where they signed a MOU with the Dalian Vocational & Technical College. These opportunities will forge new learning and vocational partnerships. The Governing Body Chair thanked the Principal and Directors for their work in this area.

67.9 GOVERNING BODY CHAIR'S BUSINESS

The Governing Body Chair requested approval for Mrs L McGonigle and Mr E Kelly to serve on the Education Committee.

PROPOSED Mr G Finnegan

SECONDED; Dr M O'Neill

The Governing Body Chair apologised to members for the delay in completing the Governor Assessments but aims to have them completed by the month end.

67.10 CORRESPONDENCE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Letter from Mrs M McDonald, UCU NWRC Branch Secretary to Mr G Finnegan on 2 November 2018.
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The Governing Body Chair referred to the correspondence relating to the current dispute and advised this matter would be discussed further under Reserved Business.

67.11 ANY OTHER BUSINESS

Mrs L Taggart, Staff Governor (academic) raised the items of concern for staff in relation to part time travel expenses, salary placement and grievance. The Governing Body Chair confirmed that this work is ongoing and would be discussed further on the Reserved Business meeting to follow. (67.12)

Both Staff Governors expressed their concern on the negative impact on some staff members of the ongoing dispute with UCU. The Governing Body Chair hoped that these issues will shortly come to a conclusion. The salary placement issue was a Sector issue and work is ongoing with other Colleges and representatives through the CEF on this matter. The Governing Body Chair concluded that the Governing Body was committed to take whatever action it deems appropriate to deal with the output of this work. In relation to part time travel and grievance, these matters were being worked on locally.

AGREED ACTIONS;

- **The Governing Body Chair will keep the Staff Governors updated on these matters.**
- **Communication to follow to all staff on these matters at an appropriate time.**

That being the end of the public business the Governing Body Chair thanked everyone for attending. He then requested that members not required for the remaining agenda items to leave the room at this juncture.

Members: Mr L Taggart, Mr A Magee and Mr E Kelly left the room.

67.12 RESERVED BUSINESS

The meeting ended at 1807 and went into private session.

67.13 RESERVED NOTE

Due to time restraints this item was not taken.

Date of next meeting: 25 January 2019

Signed: _____ **Chair**
Mr G Finnegan

Date: 25 January 2019