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**MINUTES OF THE SIXTY FIRST MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON WEDNESDAY 15 NOVEMBER 2017, COMMENCING 17:00**

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**PRESENT:**

Mr G Finnegan, Governing Body Chair  
 Mr S Atcheson  
 Mr P Canavan  
 Mr M Cooper (from 1730)  
 Mrs R Dougherty  
 Dr N Hand  
 Mr G Killeen  
 Mr P Laughlin  
 Mr A Magee  
 Mr S McGregor  
 Mr L Murphy, Principal & Chief Executive  
 Mr M O’Kane  
 Mr B Quinn

**IN ATTENDANCE:**

Mr P McKeown, Director of Finance & Economic Engagement  
 Mrs K Duffy, Director of HR & Learner Services  
 Mr F Tuffy, Technology Innovation Manager\*  
 Ms N Curry, Business Development Officer\*  
 \*(for presentation item only)  
 Mrs É Doherty, Governance Secretary

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The Governing Body Chair opened the meeting and welcomed everyone.

The Governing Body Chair invited Mr Fergal Tuffy, Technology Innovation Manger and Ms N Curry, Business Development Officer.

to the meeting. They provided members with an overview of the journey of travel of the Business Support Centre in their work in developing skills, fostering innovation and driving applied research. The Business Support Centre has grown significantly since 2015.

A robust discussion followed with suggestions shared for continued opportunities and growth.

The Governing Body Chair thanked Mr Tuffy and Ms Curry for their informative presentation and acknowledged the dedication and great work by the team. The Principal wished thank the Director of Finance & Economic Engagement for his supportive role to the team.

**61.1 APOLOGIES**

Apologies were received from Dr M O’Neill, Mrs C McFarland, Mr S Gillespie and Mrs S Traynor.

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

Paper GB 61.2 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.

**61.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 10 OCTOBER 2017****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 61.3 Draft Minutes of the Governing Body meeting held on 10 October 2017.

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

**PROPOSED:** Dr N Hand

**SECONDED:** Mr A Magee

### 1.3.1 MATTERS ARISING; 10 October 2017 Meeting

#### **Presentation – Essential Skills**

Items to be referred to the Education Committee

**Update:** Items referred to the Education Committee

#### **60.5 Chair's Business**

Payment to Staff Governors – to come to the next Governing Body meeting

**Update:** On Agenda for 15 November 2017

**Update post meeting:** Item inadvertently not taken, brought forward to Governing Body January 2018 Agenda.

## 61.4 PRINCIPAL & CHIEF EXECUTIVE'S REPORT

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 61.4	Principal's Report November 2017
Appendix 3	Curriculum Hub Papers

The Principal focused his reporting on the curriculum update, highlighting an overall delivery of 90% FLU in 2016-17. Enrolments for 2017-18 present further challenges in relation to the student recruitment shortfall.

The main issues impacting recruitment is the falling demography in the NW region coupled with the challenges around 14/19 recruitment. There is also growth of the vocation curriculum in the post primary school sector.

Positive news was the Department had designated the College as the lead Hub in the area of Health & Social Care. This will be rolled out January/March 2018. Other Colleges in the Sector have/will be designated other occupational areas. Members welcomed this news.

The Governing Body Chair wished to thank all involved in the recent HE Graduation Ceremony that took place on 27 October 2017. It was a great day for the students.

The Governing Body Chair thanked Mr Murphy for his report.

## 61.5 GOVERNING BODY CHAIR'S BUSINESS

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 61.5, Report 1    Governing Body Self Assessments 2016-17 – Summary Analysis

The Governing Body Chair referred to the Governing Body Self-Assessment 2016-17, he reported that for four of the five questionnaire topics, the perception of NWRC respondents increased compare to 2015/16. The exception was, '*Governing Body Procedures & Composition*'.

In relation to this topic, the Governing Body Chair highlighted on a specific statement, '*There is sufficient opportunity for discussion among members without management present*'.

Only 71.5% of members agreed with this statement. The results show it is a sector wide issue.

The Governing Body Chair stated he would bring this item up for discussion at the forthcoming Colleges NI (CNI) meeting.

Another highlight from the report was that attendance at Committee meetings had increased on the previous year from 70.85% in 2015/16 to 75.4% in 2016/17. However, Governing Body attendance is the lowest across the sector at 78.8%. (Average for the Sector 84.6%). The Governing Body Chair requested that Governors endeavour to manage their attendance at 80% for both Committee and Governing Body meetings.

The Governing Body Chair indicated going forward he would like Governing Body Agendas to include time for members to have discussions on matters of Strategic importance relating to the College. This will involve rearranging and reporting of the Agenda items. The Governing Body Chair will engage initially with the Committee Chairs and further discussions will then take place at the Strategy Day in January 2018.

Continuing his report the Governing Body Chair reported the Department had requested the Governing Body to consider the allocation of a mentor from within the Governing Body to support our student Governor, Ethan Kelly.

Members; Mr S Atcheson and Mr M Cooper had kindly volunteered their time to support Ethan.

**AGREED ACTION;**

**The Governing Body Chair to bring the matter re opportunities for discussion among Governing Body members without management present to the CNI meeting.**

The Governing Body Chair invited Mr P Laughlin, Committee Chair to report on behalf of the Audit & Risk Committee.

**61.6 AUDIT & RISK COMMITTEE**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Papers GB 61.6,

Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 7 November 2017
Report 3	Annual Report of the Audit & Risk Committee to the Governing Body 2016-17
Report 4	NIAO Draft Report to Those Charged with Governance 2016-17
Report 5	Annual Report & Financial Statements Year End 31 July 2017
Report 6	Student Council Report & Financial Statements – 31 July 2017

Mr Laughlin, Committee Chair reported on the recent business of the Committee. At the Committee's recent meeting the Annual Report of the Audit & Risk Committee to the Governing Body was presented to the Committee. The Committee received the Risk Management Report, a new risk was added to the College Corporate Risk Register, *'Risk of CPD & PD Processes – including implications of resource shortfall- achieving value for money and statutory compliance - impact on curriculum'*.

There are now three high (red) risks on the College Corporate Risk Register. The other two risks are titled, *'Impact of reduced enrolment numbers & reduction in FLU'* and *'Failure to maintain financial stability'*.

Other Committee business included, the Internal Auditor presented to the Committee final Reports on the Audit Strategy 2017/18 – 2019/20 and the Audit Plan for 2017/18. The Annual Report & Financial Statements Year End 31 July 2017 were presented to the Finance & General Purposes

Committee at their Committee meeting on 6 November 2017 and then proceeded to the Audit & Risk Committee meeting on 7 November 2017. The External Auditor had presented the Draft Report To Those Charged with Governance and the NIAO were recommending to the Comptroller and Audit General that he certifies the Financial Statements 2016/17 with an unqualified audit opinion.

Collective approval was recommend for;

- **The draft Minutes of the Audit & Risk Committee meeting held on 7 November 2017.**
- **Annual Report of the Audit & Risk Committee to the Governing Body 2016/17**
- **Student Council Reports & Financial Statements 31 July 2017**

**PROPOSED:** Mr P Laughlin

**SECONDED:** Mrs R Dougherty

**The Committee Chair recommended approval for the Annual Report & Financial Statements Year End 31 July 2017:**

**PROPOSED;** Mr P Laughlin

**SECONDED;** Dr N Hand

The Governing Body Chair thanked Mr Laughlin for his report and invited Mr O’Kane, Education Committee Chair to report on the business of the Education Committee.

## 61.7 EDUCATION COMMITTEE REPORT

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Chair’s Summary Report
Report 2	Draft Minutes of the Committee Meeting held on 25 October 2017
Report 3	Committee’s Terms of Reference
Report 4	Draft Whole College WBL SER 2016/17

The Committee Chair reported that new members were welcomed to the October Committee meeting; Mr A Magee, Mr S Gillespie and Dr M O’Neill. A review was provided to the Committee by Mr D Laverty, Head of Department, Science, Technology & Creative Industries on the Maths Centre for 2016/17. The Maths Centre continues to flourish with increased student numbers. Success rates in GCSE Maths improved slightly from 29% (2015/16) to 32% (2016/17). Plans are in place to help improve these rates.

A presentation was also provided by Mrs D McElwee, Head of Department, Quality Enhancement, to the Committee on the Whole College Operational Plan 2016-17, update. The Committee reviewed its Terms of Reference and recommend them for approval to the Board. Overall success rates for 2016/17 had been maintained at 84% in line with the College and Sector average for 2015/16.

The ETI carried out an inspection week commencing 6 November 2017 of Training for Success/ApprenticeshipsNI programmes. The Committee Chair added he had met with members of the inspection team twice during this period. A final inspection report will follow. The QQA Quality Review Visit will commence 19 March 2018.

The Committee Chair referred to the Whole College SER Report, this Report is due with the Department by 1 December 2017. The final draft will be forwarded to members when complete for their review and comments. Members were content with this arrangement and agreed the Principal will then sign off on the final Report on behalf of the Governing Body.

**AGREED ACTIONS;**

- **Members to receive the final Whole College SER Report once complete for review and comment.**
- **Following this, agreement for the Principal to sign off on the final Whole College SER Report on behalf of the Governing Body.**

**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 25 October 2017.**

**PROPOSED:** Mr M O’Kane

**SECONDED:** Mr B Quinn

**Acceptance of the Committee’s Terms of Reference**

**PROPOSED;** Mr M O’Kane

**SECONDED;** Mr B Quinn

The Governing Body Chair thanked Mr O’Kane for his report.

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

Report 1	Chair’s Summary Report
Report 2	Draft Minutes of meeting held on 6 November 2017
Report 3	Management Accounts for 2 Months to 30 September 2017
Report 4	Budget 2017/18
Report 5	Committee’s Terms of Reference
Report 5.1	Amendments to Terms of Reference

The Committee Vice-Chair reported that Mr S Gillespie was nominated and agreed to take on the position of Chair to the Committee. The Governing Body Chair wished to thank Mr McGregor for taking on the role of Acting Chair in the interim.

The Director of Finance & Economic Engagement reported on the Budget 2017/18 paper, currently showing a deficit of £1.7m. The NDPB Return for October 2017 was showing a shortfall of £1.5m. The NDPB Sector shortfall for October 2017 was £4.9m. The Director added the College now faced significant financial pressures and whilst NDPB status may bring some protection savings will have to be found.

Staged clawback payments totalling £1.5m from the reserves are currently being made to the Department. This item will be treated as an ‘exceptional item’ within the accounts.

The Director of Finance & Economic Engagement had positive news to report on the Design, Innovation Assisted Living Centre (DIAL). The contract has now been awarded and work on the project should start mid December 2017.

The Vice Chair was also pleased to report that no debts required approval for write-off.

**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 6 November 2017.**

**PROPOSED:** Mr S McGregor

**SECONDED:** Mr A Magee

**Members approved the £1.7m deficit Budget 2017/18 in the context of the implications of NDPB status**

**PROPOSED;** Mr S McGregor

**SECONDED;** Mr P Canavan

**Members approved the Committee's Term of Reference**

**PROPOSED;** Mr S McGregor

**SECONDED;** Mr B Quinn

The Governing Body Chair thanked Mr McGregor for his report.

#### **61.9 STAFFING COMMITTEE MEETING**

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

Report 1 Chair's Summary Report

Report 2 Draft Minutes of Meeting held on 8 November 2017

Report 3 Safeguarding Report June- Oct 2017

The Committee Vice-Chair reported on the business of the Committee meeting held on 8 November 2017. Committee business included updates on Appraisals and receipt of the HR services Annual Report 2016/17. Discussion took place on the numerous legislation/compliance pieces that the College has to manage and the benefits of employing a Compliance Officer. It was agreed that a Business Case be prepared for this.

##### **DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 8 NOVEMBER 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:** Mr S Atcheson

**SECONDED:** Dr N Hand

**Request for approval for a career break, a career break extension, an increased starting salary and a request for an extension of payment of sick pay.**

**PROPOSED;** Mr S Atcheson

**SECONDED;** Mrs R Dougherty

The Governing Body Chair thanked Mr Atcheson for reporting on behalf of the Chair.

#### **61.10 SECRETARY'S BUSINESS**

Election of Staff members (academic).

The Governing Body Secretary reported that since the October 2017 Governing Body meeting correspondence had been received from a union in relation to the process for the election of staff members. Unfortunately, this has delayed the election. There are arrangements in place to meet with union representatives to progress this.

#### **61.11 CORRESPONDENCE**

The Governing Body Chair noted recent correspondence dated 13 November 2017 from the Foyle Branch of Gideon's International. The Director of HR & Learner Services had made some initial enquiries into this. It was agreed that a supply of the New Testament could be made available to students if they wish to have one.

**Agreed Action: The Governing Body Chair to issue a reply.**

**61.12 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, Mr L Murphy and Mr A Magee left the room at this juncture.*

This part of the meeting ended at 1850.

**61.13** The meeting went into private session.

**Date of next meeting:** 26 January 2018

**SIGNED:** \_\_\_\_\_ **CHAIR**  
**Mr G Finnegan**

**DATE; 26 January 2018**