
MINUTES OF THE SEVENTIETH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STAFF DEVELOPMENT SUITE, TOWER BUILDING, STRAND ROAD CAMPUS ON TUESDAY 12 MARCH 2019, COMMENCING 1700

PRESENT:

Mr G Finnegan, Governing Body Chair
Mr P Canavan
Mrs R Dougherty
Mr E Kelly
Mr P Laughlin
Mr A Magee
Mr L Murphy, Principal & Chief Executive
Mrs L McGonigle
Mr S McGregor
Mr M O’Kane
Dr M O’Neill
Mr B Quinn
Mrs L Taggart

IN ATTENDANCE;

Mrs S Traynor, Vice Principal Curriculum & Information Services
Mrs K Duffy, Director of HR & Learner Services
Mr P McKeown, Director of Finance & Economic Engagement
Mrs E Doherty, Governance Secretary

PRESENTATION;

Mr E Coyle, Compliance Officer
Mr N Mullan, Lead IT Security Officer

The Governing Body Chair welcomed everyone to the meeting and invited Mr Coyle, Compliance Officer and Mr Mullan, Lead IT Security Officer to the meeting. Mr Mullan brought members through a PowerPoint presentation on, ‘Email and Web Security’. Mr Coyle followed with a presentation on GDPR. The members found the presentation very informative and the Chair thanked Mr Coyle and Mr Mullan for attending.

70.1 APOLOGIES

Apologies were received from Mr S Gillespie, Mrs C McFarland, Dr N Hand and Mr G Killeen.

70.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Register of Interests – 4 March 2019

There were no conflicts of interest declared or no declarations of any other business.
The Governing Body Chair referred to the Register of Interests which had been updated.

70.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 25 JANUARY 2019**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Governing Body Meeting held on 25 January 2019

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

PROPOSED; Mr P Canavan

SECONDED; Dr M O'Neill

70.3.1 Matters Arising – 25 January 2019 meeting

69.4 Committee Membership – The Governing Body Secretary to undertake a piece of work on this item.

Action – Report tabled to be taken under item 70.10.

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

70.4 AUDIT & RISK COMMITTEE MEETING**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Chair's Summary Report

Report 2 Draft Minutes of the Committee Meeting held on 19 February 2019

The Draft Committee 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 19 February 2019.

PROPOSED: Mr P Laughlin

SECONDED: Mrs R Dougherty

Mr Laughlin was pleased to report that at the recent Committee meeting the Internal Auditor reported that the three recent reviews, Absence Management, Human Resources and the Estates Management had all received satisfactory assurance ratings. The contracting out of the External Audit services was awarded to Pricewaterhouse Coopers (PwC) and a Letter of Understanding had been signed for by the NIAO and the College Principal.

One Direct Award Contract was made relating to the hosting service for the Colleges' Finance Management System until the implementation of the new STS Project.

The Governing Body Chair thanked Mr Laughlin and invited Mr O' Kane, Chair of the Education Committee to report on the Education Committee's recent meeting.

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

Report 1 Chair's Summary Report

Report 2 Draft Minutes of the Committee Meeting held on 12 February 2019

Report 3 Draft FE Sector Complaints & Compliments Policy

The Draft Committee 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 held on 12 February 2019.

PROPOSED; Mr M O’Kane

SECONDED; Mr A Magee

The Committee Chair requested the Board’s approval of the Draft FE Sector Complaints & Compliments Policy which had been reviewed by the Committee members. A few minor changes and a Privacy Notice had been included to the Policy.

PROPOSED: Mr M O’Kane

SECONDED: Mr A Magee

The Committee Chair reported that the College is 4% below target (January 2019) for enrolment, plans are in place to increase recruitment in Semester 2. In relation to the ongoing challenges with duplication of provision within the post primary sector, actions being taken to improve this situation includes liaising with local school principals through the local Education and Skills Group and through the Foyle Learning Community. Retention rates are currently at 97.6% against a set target of 93%, particular improvement in retention rates for the science curriculum area was noted. The Committee Chair welcomed the improvement in Community enrolments and success was also noted in the College Connect Programme.

The Committee Chair referred to the College’s Review on Higher Education in FE previously discussed at Governing Body, there is now a planned sector wide review of HE in FE. A paper on HE in FE has been submitted to the Department by the Principals Working Group and the Committee agreed to postpone any decision on the College review of HE.

Discussion followed on this matter and members requested that the focus continues on this item.

AGREED ACTIONS;

- **The Principal to share the Sector paper with the Education Committee for the April Education Committee meeting.**
- **The Principal to obtain a timeframe for the Sector’s plans.**

The Governing Body Chair referred to previous reporting on the UNESCO Learning City and encouraged the Principal and Governors who were members of the Learning City Sub Group to work out a way to create a shared approach to mobilise resources to promote inclusive learning.

The Action Plan relating to the Health & Social Care Hub has now been approved by the Department.

The Governing Body Chair thanked Mr O’Kane for his report and invited Mr Mc Gregor, Vice Chair to the Finance & GP Committee to report on behalf of the Committee Chair.

70.6 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 26 February 2019
Report 3	Management Accounts for 6 Months to 31 January 2019

Report 4 Fees & Charges Policy 2019/20

The Draft Committee 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 26 February 2019.

PROPOSED: Mr S McGregor

SECONDED: Mrs L Taggart

The Vice Committee Chair reported that there had been a delay in respect to the works with the Springtown Campus due to issues associated with asbestos. The Director of Finance & Economic Engagement assured members that the contract is being managed. Works have commenced on the Northland Building refurbishment of the Board Room and the Strand Road main reception and is due to be completed by 29 March 2019. The Management Accounts were provided for the 6 months to 31 January 2019. TFS income is down on budget and also down on the same period last year. FT, HE numbers are lower than last year, concern exist on the Budget relating to Brexit, the funding of the lecturers' pay rise and the increase in the employer contribution rate for the teachers' pension scheme – it will increase to 25% (currently 17.7%) from April 2019. Prompt payment for the year to date was 94% and for January 2019 was 88%.

The Fees and Charges Policy including the Fees Structure for 2019/20 went through the Committee and members were content to recommend approval to the Governing Body.

The Governing Body approved the Fees & Charges Policy and Fees Structure 2019/20.

PROPOSED: Mr S McGregor

SECONDED: Mrs L Taggart

The Governing Body Chair thanked Mr McGregor for his report and invited Mrs R Dougherty, Vice Chair to report on behalf of the Mrs McFarland, Chair to the Staffing Committee.

70.7 STAFFING COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Chair's Summary Report

Report 2 Draft Minutes of the Committee Meeting held on 11 February 2019

The Draft Committee 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 held on 11 February 2019.

PROPOSED: Mr R Dougherty

SECONDED: Mr L Murphy

Mrs Dougherty reported that she had been appointed to the role as Vice-Chair of the Committee at their last meeting. Other business at that meeting including the HR Services Management Report with updates on recruitment, appointments and leavers, the staff development programme, safeguarding and legal cases. The Vice Chair added that the HR Services Annual Report 2017/18 and Operational Plan was presented to the Committee. Key issues from the Committee meeting included continued concern in relation to the outstanding appraisals for the Science, Technology and Creative Industries Department and the increase in absence level for non-academic staff. Highlights reported included the extension of the portfolio of the Academy of Excellence; a three day event took place

recently in Foyleside Shopping Centre which was a great opportunity for the College to showcase itself and for the students to engage in Project Based Learning. In concluding her report the Vice Chair added that a positive report was received from the Equality Commission on the College's Annual Progress Report.

The Governing Body Chair wished to commend everyone involved with the great work. He thanked Mrs Dougherty and invited Mr Murphy, Principal to report to the Committee.

70.8 PRINCIPAL'S REPORT/BUSINESS

➤ VERBAL REPORTS

Report 1	College Updates
Report 2	Sector Updates
Report 3	Brexit Update

The Principal was pleased to report the recent announcement of one hundred jobs to be created in the City by US global engineering firm Terex. These jobs will be based at a new facility in Campsie. The new recruits will be supported through the College's training programmes. To date approximately 700 plus jobs are being supported through the College Academies. Members welcomed this positive news for the City. Thanks were extended to the Academy Team part of the Business Support Centre.

The Principal stated that the College had been shortlisted for two awards; the DANI Award - showcasing and celebrating the best digital businesses in NI.

The College is a finalist in the AoC (Association of Colleges) UK Beacon Awards – an award to acknowledge the dedication and expertise of the people and the teams who continue to make a significant contribution to improving the skill levels of young people and adult learners.

The Governing Body Chair updated members on the background to the pay award to academic staff and the conditions attached to this payment. The Governing Body Chair added the College remains engaged in discussions with the Department on this matter. The staff Governor (academic) stated she thought it would be beneficial if staff members were informed of this.

The Principal continued with his report and advised that the Risk Management Schedule for Brexit had been submitted to the Department. The immediate risks relate to data, services and supplies however the impacts of these risks are unknown.

The Governing Body Chair thanked the Principal for his report.

70.9 GOVERNING BODY CHAIR'S BUSINESS

➤ VERBAL REPORTS

Report 1	Strategy Day
Report 2	May 2019 GB Meeting

Discussion followed on the proposed next steps from the output of the Strategy Day. Key challenges highlighted as priority were the caring of the mental health for all staff and management and curriculum agility.

The Student Governor gave members an insight into the issues he experienced and some of the student supports he availed of.

The Governing Body Chair notified members that Ms B Harrison, Director of FE (DfE) will be in attendance for the May Board meeting. The Director is keen to hear directly from Governors on the key issues which they face in addressing the challenges and opportunities which the College faces.

AGREED ACTIONS:

- **The Director of HR & Learner Services to provide information on the existing Health & Wellbeing Programme for staff.**
- **Members to forward their comments/questions they would like raised with the Director of FE.**

70.10 GOVERNING BODY SECRETARY'S BUSINESS

➤ **TABLED TO MEMBERS**

Report 1 Proposed Committee Re-structure

The Governing Body Chair referred to the issues surrounding the impact of reduced membership on Committees as a result of the legislation that required the existing Education Authority nominees to complete their term of office without further options for extensions. Membership has also been impacted due to the current political situation with no minister in place to appoint new members.

It was proposed to move to a three Committee Structure and to amalgamate the Finance & General Purposes Committee with the Staffing Committee. This would be a permanent move and the new committee would be known as the 'Resources Committee'.

The new committee structure will operate from September 2019 (pending amendments to the Articles of Government, new Terms of Reference for the new Resources Committee and the Standing Orders to be reviewed to ensure they reflect the operation and implementation of the three committee structure).

The Governing Body approved the membership of the three Committees as per the tabled paper.

PROPOSED: Mr G Finnegan

SECONDED: Mr A Magee

The Governing Body approved the new Chairs/Vice Chairs of the Committees as per the tabled paper.

PROPOSED: Mr G Finnegan

SECONDED: Mr B Quinn

70.11 CORRESPONDENCE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Charitable Status (DfE)

To be brought forward to the next meeting.

70.12 ANY OTHER BUSINESS

There was no any other business.

70.13 RESERVED BUSINESS

Taken separately.

70.14 RESERVED NOTE

The Governing Body Chair advised this item will be taken forward to another meeting.

The Governing Body Chair brought this part of the meeting to an end, he thanked everyone for their attendance and requested those not required for the remaining item to leave the room at this juncture.

Members: Mrs L Taggart, Mr A Magee, Mr E Kelly, Mr S McGregor, Mrs K Duffy, Mrs S Traynor and Mr P McKeown left the room.

The meeting ended at 1908 and went into private session.

Date of next meeting: 9 May 2019

Signed: _____ **Chair**
Mr G Finnegan

Date: 9 May 2019

APPROVED