

MINUTES OF THE SECOND MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON TUESDAY 9 OCTOBER 2007 AT 5.00 PM

PRESENT: Mr E Beattie (Chair)
Miss E Cavanagh
Mrs J Doherty
Mr H Faulkner
Dame G Keegan
Mrs M Lestas
Mr D McMahon (to 6.20pm)
Prof F Monds
Mr S Murphy (Director)
Mr A O'Connor
Mr A Rainey

IN ATTENDANCE: Mr D McClelland (Acting Secretary)
Mr P McKeown (Assistant Director, Finance) for items 2.10 & 2.11
Mr D Kinnaird (Assistant Director, Client Services) for items 2.10 & 2.11
Mr M Pitt (Internal Audit) for item 2.11
Ms Helen Largey (Internal Audit) for item 2.11

2.1 APOLOGIES

None

2.2 MINUTES OF MEETING HELD ON 7 AUGUST 2007

On the proposal of Mr H Faulkner seconded by Mr Rainey it was agreed that the minutes were an accurate record of the meeting.

2.3 MATTERS ARISING

- 1.4 Register of Interests.** The Acting Secretary reported that there had been one amendment. Members were asked to notify subsequent amendments should they occur. The register would be updated and made available at the College for inspection.
- 1.5 Election of staff and student members.** The Director reported on the outcome of elections of 2 staff members for the governing body and 1 student member. A member of the part-time staff had written requesting reasons for the exclusion of part-time lecturers from voting for the teaching staff member. It was agreed to seek legal advice on the matter before proceeding. It was also agreed on the proposal of Mrs Doherty seconded by Miss Cavanagh that future elections would be based on proportional representation (single transferable vote).
- 1.5 Nominations from WELB.** The Chair reported that DEL had informed him they would be writing out to ELBs during the week previous seeking nominees with appropriate skills from which they would then select and appoint..
- 1.6 Lecturers' pay dispute.** The Chair reported that an independent

chairperson had recently been appointed to seek to resolve the matter.

1.8 Review of Structures. The Chair reported that he had met with union representatives accompanied by the Director and Assistant Director HR to explain the Board's decision on senior management structure. The Director advised that the consultation period on the structures paper would close shortly.

1.10 Clondermott Development. The Chair reported that DEL had requested a risk assessment to be carried out. The College's Estates Department would be engaged in this task.

2.4 FINANCE & GENERAL PURPOSES COMMITTEE REPORT

The Committee Chair reported on the meeting held on 29 August 2007. It was proposed by Mr Rainey seconded by Dame Geraldine Keegan and agreed to adopt the draft minutes of the meeting and the recommendations contained therein.

2.5 STAFFING COMMITTEE REPORT

The Committee Chair reported on the meeting held on 29 August 2007. It was proposed by Prof Monds seconded by Mr O'Connor and agreed to adopt the approved minutes of the meeting and the recommendations contained therein.

The Committee Chair reported on the meeting held on 8 October 2007. It was proposed by Mr Murphy seconded by Mrs Doherty and agreed to adopt the draft minutes and the recommendations contained therein.

2.6 AUDIT COMMITTEE REPORT

The Committee Chair reported on the meeting held on 20 September 2007. It was proposed by Mr Beattie seconded by Mrs Lestas and agreed to adopt the draft minutes and the recommendations contained therein.

2.7 EDUCATION COMMITTEE REPORT

The Committee Chair reported on the meeting held on 20 September 2007. It was proposed by Mr O'Connor seconded by Mrs Lestas and agreed to adopt the draft minutes and the recommendations contained therein. It was noted that the opening remarks attributed to the GB Chair would be re-visited at the next meeting of the Committee.

2.8 CHAIRMAN'S BUSINESS

The Chair briefly referred to issues which the Governing Body would need to address at future meetings:

- Quality and Performance
- Strategic Direction
- Work of ANIC (Association of Northern Ireland Colleges)
- Co-opted membership of the Governing Body
- Arrangements for structure & handling of Committee papers.

2.9 DIRECTOR'S REPORT

The Director reported on the following issues

- Industrial action
- Training for Success
- College Development Plan

- Visit to China

Following his report it was proposed by Prof Monds seconded by Mrs Doherty and agreed that tuition fees for non-EU students for the year 2008-2009 should be set at £4000 for full-time FE courses and £6000 for full-time HE courses.

2.10 PRESENTATION OF FUNDED LEARNING UNITS

The Chair welcomed Assistant Director (Client Services) and the Assistant Director (Finance) to the meeting. In his presentation the Assistant Director CS

- Compared the previous method of funding based on retrospective data to that of the present scheme based on agreed planned provision through the CDP. He indicated that the change should result in the College having greater financial control.
- Indicated that there will be no additional funding if targets are exceeded but review will take place if targets are not met.
- Mentioned that college data returns will be required on a tighter time-scale than previously.

Members thanked the Assistant Director CS for his informative input to the meeting.

2.11 RISK REGISTER

The Chair welcomed Mr Pitt and Ms Largey to the meeting. Mr Pitt explained that the programme for internal audit would be based on the key risks identified in the College's risk register. Discussion took place on aspects of the risk register of NWI as a starting point and it was agreed that Internal Audit would work with management to develop a risk register for the College and present a draft to the next meeting of the Audit & Risk Committee.

2.12 NWI LETTER OF ENGAGEMENT

It was agreed that the Chair would sign the letter of engagement from the external auditors of NWI who are involved in auditing final accounts of the former college.

It was also agreed that he would sign a similar letter of engagement from the internal auditors for their work with NWRC.

2.13 COLLEGE DEVELOPMENT PLAN

The Director explained that the document had been completed in accordance with DEL requirements. He drew members' attention to the table on Sound governance. After discussion it was agreed that the Finance & General Purposes Committee should consider the business case for the £350000 planned on economic engagement activities. Members agreed that the CDP should be submitted to DEL.

2.14 ASSISTANT DIRECTORS' JOB DESCRIPTIONS

The Director indicated that the job descriptions were in final form. A query was raised on the results of members' feedback. It was agreed that for all 5 posts the successful applicant may be required to work at any of the College's buildings. Members agreed to approve the job descriptions and to give the Director flexibility to swap responsibilities under Ads to match any changes arising from the structures consultation process..

2.15 CONSTITUTION OF ACADEMIC BOARD

It was proposed by Dame Geraldine Keegan seconded by Miss Cavanagh and agreed to approve the constitution.

2.16 POLICIES

The Director indicated that the policies already agreed in principle had now been updated to meet minor amendments. He would have them checked for consistency of terminology for new Assistant Director appointments.

2.17 SECRETARY'S BUSINESS

2.17.1 Substitutes on Committees. It was agreed that all the other members would act as substitutes on Committees as required subject to any restrictions on Committee membership which might exclude them.

2.17.2 Publication of Approved Minutes. It was agreed that arrangements should be made to make copies available at the College and on the College's web-site.

2.17.3 Sequencing of Meetings. It was agreed that the Governing Body would meet on the first Tuesday in February, April and June. Committees would each consider their schedule of meetings around this arrangement.

2.17.4 Travel Claims. Members were supplied with appropriate forms for completion.

2.18 CORRESPONDENCE

The Chair outlined the contents of a number of letters and circulars he had received from DEL and LSDA (Learning and Skills Development Agency).

At this point the Acting Secretary withdrew from the meeting.

2.19 APPOINTMENT OF SECRETARY

See separate minute

2.20 ANY OTHER BUSINESS

2.20.1 Top-up fees. It was agreed that the Director could introduce top-up fees for higher education courses

2.20.2 Responsibilities of the Chairperson. The Chair indicated that he wished to circulate a letter from DEL outlining his duties and responsibilities.

Date of next meeting. It was agreed to meet on Tuesday 20 November 2007 at 5.00pm. in the Limavady Campus.

This being all the business the Chairperson closed the meeting at 9 pm

Signed: _____ (Chair)

Date: _____