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**MINUTES OF THE TWENTY FIRST MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STRABANE CAMPUS ON WEDNESDAY 23 FEBRUARY 2011 COMMENCING AT 5.00PM**

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**PRESENT:** Prof F Monds (Acting Chair)  
Mr M Agnew  
Ms E Cavanagh (from 5.10pm)  
Mrs J Doherty  
Mr L Gallagher  
Dame Geraldine Keegan  
Mr W McBride  
Mrs G McCafferty  
Mr D McMahon (from 5.10pm)  
Mr S Murphy (Principal and Chief Executive)  
Mr A Rainey  
Mr A Smyth

**IN ATTENDANCE:** Mr D McClelland (Secretary)

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The Acting Chair welcomed members to the meeting. He congratulated the College on the high standard of the new temporary accommodation at Strabane and for the arrangements made by staff at the Campus to accommodate the meeting of the Governing Body.

**21.1 APOLOGIES**

Apologies were received from Mr Faulkner and Mrs Lestas.

**21.2 DECLARATION OF INTERESTS**

No member declared a conflict of interest in the business of the meeting.

**21.3 MINUTES OF MEETING HELD ON 24 NOVEMBER 2010**

It was proposed by Mr Agnew seconded by Mr Rainey and agreed that the minutes were an accurate record of the meeting.

*Action: Secretary to publish approved minutes asap*

**21.4 MATTERS ARISING**

**20.10 Principal's Report.** In relation to purchasing the Clondermot site, the Principal said he had written to DEL for approval. He didn't anticipate receiving a reply until the Assembly's budget had been agreed. The College would wish to both purchase and develop the site.

**21.5 MINUTES OF THE SPECIAL MEETING HELD ON 7 FEBRUARY 2011**

It was proposed by Mrs Doherty seconded by Mrs McCafferty and agreed that the minutes were an accurate record of the meeting.

**21.6 MATTERS ARISING FROM THE SPECIAL MEETING MINUTES**

**Issue 1.** A member pointed out that the main responsibility of the Governing Body was the strategic oversight of the College.

**21.7 EDUCATION COMMITTEE REPORT (Ref: EC Draft minutes – 24 January 2011; paper EC14.8)**

The Acting Chair referred members to the minutes of the meeting. In particular he mentioned

- The consideration the Committee had given to the draft College Development Plan
- The importance to the Governing Body and to the College of the paper providing Retention and Achievement statistics. He emphasised that these details were critical as they directly relate to the fundamental outcomes of the College's core business. The Acting Chair said that the statistics gave members the opportunity to observe trends and to examine performance of Schools. The Principal described the actions taken by the SMT to encourage under performing course teams to improve. In reply to a member's question on bench-marking, he said the Curriculum Directors of the colleges were in the process of agreeing standard criteria. In reply to another question, it was suggested that reports on individual campuses should be by exception only.

It was proposed by Prof Monds seconded by Mr Rainey and agreed to adopt the draft minutes of the Committee.

**21.8 AUDIT & RISK COMMITTEE REPORT (Ref: AC Draft minutes – 31 January 2011)**

The Committee Chair invited Mr McBride, who had chaired the Committee meeting, to present the draft minutes of the Committee. Mr McBride referred to:

- The presentations of risk management by two College schools which had proved very informative
- The internal audit rating of 'substantial' to a review of managing reputational risk. The Principal pointed out that the review had covered whistle-blowing and press relations. The Acting Chair suggested that it would be worth mentioning this achievement at the forthcoming meeting with MLAs.

It was proposed by Mr Gallagher seconded by Mr McBride and agreed to adopt the draft minutes of the Committee

**21.9 FINANCE AND GENERAL PURPOSES COMMITTEE REPORT (Ref: FC draft minutes – 7 February 2011)**

The Committee Chair referred members to the following matters:

- The management accounts which showed both FE and HE tuition fees up on budget although down on last year's figures. He said that end of year projections were now looking more favourable than original estimates. The Principal pointed out to members the efficiencies gained by holding staff costs while increasing significantly FLU count.
- The fees policy for 2011/12
- Estates issues. The Committee Chair mentioned the recommendation from Committee that a structural survey of the City Factory be carried out prior to vacating the building. He also expressed concern about defective aspects of the Benevenagh Building (Limavady). The Principal reported that the architect involved had been advised of the situation. The Principal requested approval to carry out an equality impact assessment on each of 3 college out-centres.

It was proposed by Mr Rainey seconded by Mrs Doherty and agreed to adopt the draft minutes of the Committee and to approve

- The recommendation relating to fees for 2011/12

- The recommendation that a survey be carried out on the City Factory building
- The Principal's request to progress equality impact assessments on 3 College out-centre buildings.

#### **21.10 STAFFING COMMITTEE REPORT (Ref: SC draft minutes – 7 February 2011)**

The Committee Chair referred members to the following issues outlined in the minutes:

- Legal Cases Update. The Principal reported that the case in question had been dismissed by the tribunal.
- 'Listening to Staff' survey and the improving climate amongst staff following implementation of the action plan. It was suggested that this matter was also relevant to the meeting with MLAs.
- Redundancies Update. The Principal reported that the meeting with the staff associations on criteria to be used in the event of compulsory redundancies had taken place recently, the outcome of which was that the association had noted the criteria. In reply to a question he indicated that length of service had not been included on legal advice. He said that a number of persons had indicated their interest in voluntary redundancy. He also advised members of a potential breach of data protection policy which was being investigated.
- Staff Absence Report 09/10. The Committee Chair commented on the improved attendance this year.

It was proposed by Dame Geraldine Keegan seconded by Mrs Doherty and agreed to adopt the minutes of the Committee and to note the agreement of the Committee to the criteria to be used in the event of compulsory redundancies.

#### **21.11 CHAIRMAN'S BUSINESS**

The Acting Chair reminded members of the forthcoming meeting with MLAs on Friday 4 March 2011 at 2.30pm with a pre-meeting commencing at 1.30pm.

#### **21.12 PRINCIPAL'S REPORT (Ref: paper GB21.12)**

The Principal reported on

- FLU target update. He indicated that a 10% increase in efficiency was being achieved with no increase in staffing levels.
- Response to Draft Budget. Members noted the paper which had been sent to DEL.
- Good news stories. A member considered these achievements should be drawn to the attention of MLAs including the successful tendering to deliver cross-border training.

#### **21.13 COLLEGE DEVELOPMENT PLAN 2011/14 (Ref: paper GB21.13)**

The Principal referred to the Plan which had already been considered by the 4 Committees of the Governing Body. He said that a number of amendments had been made following consultation. A member requested that reference to the IiP project be included. The Acting Chair requested the secretary write to the student member to congratulate her on her contribution to the document. It was proposed by Mr Agnew seconded by Mrs McCafferty and agreed to approve the College Development Plan for 2011/14.

Action: Secretary to write to student member asap.

**21.14 FUNDED LEARNING UNIT PROJECTIONS 2011/14 (Ref: paper GB21.14)**

The Principal outlined the proposed projections over the next few years which would form the basis of budget discussions with DEL in March. He emphasised that the figures, showing a modest increase year on year, were based on the projected skills delivery required by the economy in the region over that period. Members noted the paper.

**21.15 WHOLE COLLEGE SELF EVALUATION REPORT AND QUALITY IMPROVEMENT PLAN 2011 (Ref: paper GB21.15)**

The Principal indicated that the document was in the format required by DEL. Members felt that there were areas which were not easy to assimilate although there was some good material which could be used in other aspects of the College's work. Members noted the paper.

**21.16 SECRETARY'S BUSINESS**

No business was conducted under this heading.

**21.17 CORRESPONDENCE**

None

**21.18 ANY OTHER BUSINESS**

No business was conducted under this heading.

**Date of next meeting:** It was agreed to meet on Wednesday 20 April 2011 at 5.00pm at Strand Road Campus. Prior to the meeting, a tour of the new build would be arranged and the training on Recruitment & Selection, arranged for that date, would be postponed.

This being all the business the Chair closed the meeting at 6.30pm.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_