

---

**MINUTES OF THE EIGHTEENTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMA VADY CAMPUS ON WEDNESDAY 23 JUNE 2010 COMMENCING AT 5.00PM**

---

**PRESENT:** Mr H Faulkner (Chair)  
Mr M Agnew  
Ms E Cavanagh  
Mr L Gallagher  
Mrs M Lestas  
Mr W McBride  
Mr D McMahan  
Prof F Monds  
Mr S Murphy (Director)  
Mr A O'Connor  
Mr A Rainey (until 5.50pm)

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

---

The Chair welcomed members to the meeting and thanked them for attending.

**18.1 APOLOGIES**

Apologies were received from Dame Geraldine Keegan, Mrs Doherty and Mrs McCafferty.

**18.2 DECLARATION OF INTERESTS**

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

**18.3 MINUTES OF MEETING HELD ON 28 APRIL 2010**

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

*Action: Secretary to publish approved minutes asap*

**18.4 MATTERS ARISING**

**17.6 Matters arising from minutes of the special meeting.** The Director circulated papers relating to the outcome of the Labour Relations Agency hearing and on the response to a request for legal advice. He outlined the contents of the LRA document drawing members' attention to the outcome of the hearing which had found in favour of the College. Following a discussion on the matter it was proposed by Mr McBride seconded by Mr Agnew and agreed to uphold the previous decision of the Governing Body to terminate the employment of the Assistant Director (College Development). The Chair intimated that he would be writing to the Assistant Director. He expressed his thanks to the members of the Governing Body and to members of the Senior Management Team who had been directly involved with the matter.

**17.13 Updated policies list.** The Director indicated that he had provided the list with papers for the meeting.

**17.14 Governance Health Check 09/10.** The Secretary reported that he had met with the Director and then with other GB Secretaries to amend the document. No final draft had yet been issued.

[At this point in the meeting it was agreed to consider item 18.7. Following the conclusion of this item Mr Rainey left the meeting.]

**18.5 EDUCATION COMMITTEE REPORT (Ref: EC Draft Minutes – 7 June 2010)**

The Committee Chair referred members to the following matters mentioned in the draft minutes:

- Strabane update
- The visit of the Quality Manager to the next meeting of the Committee
- The section in the Governance Health Check relating to the curriculum and the learner and the Committee's intention to share information on quality in the curriculum with the other members of the Governing Body
- China Development and the intention to work with the North West Academy on language study. The Director indicated that he was still seeking a meeting with the Academy.
- QAA Proposals and the acceptable way in which the College was responding to the differing quality assessment processes required by various agencies.
- The Academic Board with reference to the support mechanism for staff which it had agreed to implement in managing the inspection process.
- The agreement reached with the University of Ulster in the progression of HND students to the final year of a degree course.

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

**18.6 AUDIT & RISK COMMITTEE REPORT (Ref: AC Draft Minutes – 7 June 2010)**

The Committee Chair reported on the following matters contained in the draft minutes:

- Payment of invoices
- The reports from Heads of Schools on their risk registers. A member suggested that it would be helpful to summarise the main risks from schools into a comprehensive document.
- Internal Audit Reports- Security of Assets and Delivery Arrangements receiving a 'substantial' assurance rating and IT Infrastructure and Related Controls being given a 'satisfactory' assurance rating.
- External Audit Strategy 09/10 – similar approach to last year.
- Audit Committee's Self-Assessment Checklist.

It was proposed by Prof Monds seconded by Ms Cavanagh and agreed to adopt the draft minutes and to approve the recommendation that the External Audit Strategy be accepted.

*Action: Secretary to commence gathering together major risks identified by Schools.*

**18.7 FINANCE & GENERAL PURPOSES COMMITTEE REPORT (Ref: Draft minutes – 14 June 2010; management a/cs 31 May 2010; paper FC14.8)**

The Committee Chair referred members to the draft minutes and commented on the following matters:

- The management accounts showing a potential year end deficit of £0.5m
- The financial stringency being faced by the College in the next few years and the need to commence taking action this year. Members discussed the proposals outlined in the paper and considered the recommendations being made by the Committee.
- The Estates issues in Limavady and Strabane. The Director reported that approval had been received from DEL on the additional accommodation for Strabane and the builder was now on site.

It was proposed by Mr Rainey seconded by Mr Agnew and agreed to adopt the draft minutes and to approve the recommendations

- That a letter be written to DEL expressing concern at the reduction in MaSN numbers of full-time HE students for which the College will be funded in 2010/11
- That the Director enter into negotiations with the PFI contractor to identify their contribution to the overall savings required by the College
- That the budget for 2010/11 be approved

- That the Directorate proceed to progress the measures outlined in the Financial Review paper.

*Actions:* (1) Chair to write to DEL concerning reduction in MaSN figures for 2010/11  
(2) Director to discuss efficiencies with PFI contractor  
(3) Director to progress measures outlined in Review paper.

### 18.8 STAFFING COMMITTEE REPORT (Ref: SC Draft Minutes – 14 June 2010; paper SC15.9; paper SC15.10 & paper SC15.11)

In the absence of the Committee Chair the Director referred members to the draft minutes. He mentioned the following items:

- The requests from 8 members of staff for changes to their present working arrangements
- The background to the paper on the review of the College structure. He said that the matters relating to the Directorate and Heads of Department were for members of the Governing Body to consider and make their decisions whereas there would need to be wider consultation with staff and Unions over school re-structuring proposals before reporting back to the Governing Body. During discussion which followed it was proposed by Mrs Lestas seconded by Prof Monds and agreed that consultation should be on the basis of options 3 and 4 outlined in the paper.
- Review of Recruitment and Selection Procedure. The Director explained that the Procedure was subject to a periodic review but also had arisen as a result of correspondence from the GB Chair to the Committee Chair. Following discussion, it was agreed that panel members must have undergone training before sitting on a selection panel and that this should be reflected by an appropriate amendment to Section 9 of the Procedure. The Director also agreed to seek advice on the use of photographic identification.
- Equal Opportunities Report

It was proposed by Mr Gallagher seconded by Mr McMahon and agreed to adopt the draft minutes of the Committee and to approve the following recommendations:

- To grant the staff requests listed in the minutes and to not grant the request which was not supported by management
- That the Director commence a consultation exercise in September on the basis of options 3 and 4 of the review paper
- That the titles of the first and second tier posts be amended as recommended in the paper
- To approve the revised recruitment and selection procedure with the appropriate amendment to Section 9
- To approve the equal opportunities report for 2009/10
- To agree that AccessNI checks for part-time staff will be valid for the academic year in which assessment took place.

*Action:* (1) Director to commence consultation with unions and staff on options 3 & 4 of the review paper and then report back to the Governing Body.  
(2) Director to check on use of photographic identification.

### 18.9 CHAIRMAN'S BUSINESS

The Chair

- expressed the sympathy of the Governing Body to Mr McBride on his recent family bereavement.
- asked that thanks be extended to staff involved in organising the very successful day celebrating 100 years of further education in Limavady.
- thanked those who represented the College at the LRA hearing
- reminded members of the College Graduation Ceremony on Tuesday 29 June.

**18.10 DIRECTOR'S REPORT (Ref: paper GB18.10)**

The Director

- referred members to the "good news" stories including "Deli in the Dark"
- informed members that the College grouping had moved up in size from F4 to G1
- recommended that 2 members of the Senior Management Team be uplifted by one point on their pay scale. It was proposed by Mr Gallagher seconded by Mr McMahon and agreed to grant these increments.

**18.11 SECRETARY'S BUSINESS**

The Secretary mentioned the recent family bereavement of Mrs Eileen Gamble, the member of staff who provides clerical assistance to the Governing Body. It was agreed to write a letter of sympathy to her.

*Action: Secretary to write a letter to Mrs Gamble.*

**18.12 CORRESPONDENCE**

None.

**18.13 ANY OTHER BUSINESS**

The Director circulated information from DEL on the final CDP targets for 2010/11 a proportion of which would be college funded provision.

The Chair wished members a pleasant summer recess.

**Date of next meeting:** Wednesday 29 September 2010 at 5.00pm at Strand Road Campus. A tour of the new build will be arranged prior to the meeting.

This being all the business the Chair closed the meeting at 7.15pm

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

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