
MINUTES OF THE SIXTEENTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE LIBRARY, STRABANE CAMPUS ON WEDNESDAY 24 FEBRUARY 2010 COMMENCING AT 5.00PM

PRESENT: Mr H Faulkner (Chair)
Mr M Agnew
Miss E Cavanagh (from 5.10pm)
Mrs J Doherty
Mr L Gallagher
Dame Geraldine Keegan
Mr W McBride
Mrs G McCafferty
Mr D McMahan (from 5.20pm)
Prof F Monds
Mr S Murphy (Director)
Mr T O'Connor
Mr A Rainey
Mr A Smyth

IN ATTENDANCE: Mr D McClelland (Secretary)

The Chair welcomed Dame Geraldine back to the Governing Body after a short absence.

16.1 APOLOGIES

An apology was received from Mr Justin McElhinney.

16.2 DECLARATION OF INTERESTS

The Secretary declared an interest in one issue to be dealt with under the Staffing Committee Report. No member declared a conflict of interest in the business of the meeting.

16.3 MINUTES OF MEETING HELD ON 25 NOVEMBER 2009

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

Action: Secretary to publish approved minutes asap

16.4 MATTERS ARISING

15.5 Education Committee Report. A member queried the delay in progressing iIP in the College. The Director pointed out that DEL was still investigating an appropriate quality standard for colleges. It was agreed that enquires would be made on DEL's timescale on the matter.

Action: Director to enquire from DEL and report to next GB meeting

16.5 EDUCATION COMMITTEE REPORT (Ref: EC Draft Minutes – 25 January 2010)

The Committee Chair drew members' attention to the following matters contained in the draft minutes

- Strabane Update. The GB Chair commented on the increase in student activity which he had observed on the Campus
- China Development Update
- The Portfolio of Courses and their relative health
- The reports from ETI and on HE considered by the Committee. The Director said he was pleased to report that Travel and Tourism now showed a considerably improved situation, having been awarded a Grade 2 on a recent re-inspection.

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

[At this point in the meeting members agreed to consider item 16.7 on the agenda which was then followed by item 16.6]

16.6 AUDIT & RISK COMMITTEE REPORT (Ref: AC Draft Minutes – 25 January 2010)

The Committee Chair referred to the following matters contained in the draft minutes

- The arrangements for the Committee to consider risk registers from College schools on a rotational basis
- Internal Audit's view that the management of risk throughout the College is working satisfactorily
- Two findings from Internal Audit giving Corporate Governance a 'substantial' assurance rating and Examinations and Registration a 'satisfactory' rating. The Chair reported that the two issues arising from the recommendations on Corporate Governance had now been implemented.
- The College's reply to DEL on its Financial Memorandum consultation.

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

16.7 FINANCE AND GENERAL PURPOSES COMMITTEE REPORT (Ref: FC Draft Minutes – 8 February 2010)

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

- Proposed additional temporary accommodation at Strabane. The Director indicated that the economic appraisal and the tendering procedure would proceed in tandem
- Management Accounts. The Director updated members on the position as of 31 January 2010. He said that there were no matters of major concern. A member asked about writing off bad debt. The Director advised that it had accumulated over a period of time and was for small amounts individually less than £750
- Fees Policy for 2010/11
- Students Union Constitution
- New Build and the difficulties with a third party. On other contractual issues a member commented on the vigilance of the College in its oversight of the project
- Strabane Campus. A member queried the validity of issuing a licence to the third party. The Director assured members that this course of action was being taken following legal advice on the matter.

It was proposed by Mr Rainey seconded by Mrs Doherty and agreed to adopt the draft minutes and to approve the following recommendations contained in the minutes:

- To write off bad debt totalling £12332
- To adopt the fees policy for 2010/11
- To adopt the Students Union Constitution
- To approve the transfer of the boundary wall at Boating House Lane on completion of the new build subject to written agreement from DEL and satisfactory legal advice on the post-completion situation
- A new licence to be drawn up for the third party that uses a building on the Strabane Campus to which they are to be invited to sign their agreement.

16.8 STAFFING COMMITTEE REPORT (Ref: SC Draft Minutes – 8 February 2010)

The Committee Chair referred to the 4 recommendations contained in the draft minutes. In addition the Director updated members on one legal case which had been resolved in favour of the College. A member enquired about one aspect of the Criminal Record item. The Director indicated that legal advice was still being sought. It was proposed by Dame Geraldine Keegan seconded by Mr O'Connor and agreed to adopt the draft minutes and to approve the following recommendations contained in the minutes

- To grant the requests from individual staff for changes in their working arrangements
- Criminal Record item – Any future applications from the person involved to be referred to the Committee and legal advice to be sought on the responsibilities of the Governing Body in relation to one aspect of the information already provided
- Incremental credit to be granted to the person involved in the case considered
- See separate minute [the Secretary had withdrawn from the meeting while this matter was being discussed]

16.9 CHAIRMAN'S BUSINESS (Ref: paper GB16.9)

1. The Chair mentioned the informal meeting that he and the Secretary had had with the student member of the Governing Body, Mr Justin McElhinney
2. The Chair referred to the proposal to complete the Governance Health Check. Members agreed that they would complete the Health Check within a 2 week time frame with a view to having the analysis and report available for the next GB meeting.
3. The Chair referred to correspondence from DEL on the appointment of a permanent Chair.

Action: (1) Secretary to e-mail members with a copy of Appendix 3 of the paper immediately and to liaise with LSDA on analysis of data & production of report for the next GB meeting.

(2) Members to complete the Governance Health Check within the next 2 weeks

16.10 DIRECTOR'S REPORT (Ref: paper GB16.10)

- 1. FLU funded targets.** The Director informed members that when enrolments for the 2nd semester are included, the broad areas of provision listed should exceed target numbers in every case.
- 2. Industrial Relations.** The Director said that he considered the College had demonstrated its willingness to promote good industrial relations. The Chair indicated

that he had recently had discussions with the regional official. It was hoped that a good working outcome could be achieved.

3. College Events and Successes. In addition to those listed in the paper, the Director reported on the College's outstanding success in the North West Media Awards. The Chair asked that congratulations be passed to the staff and students involved.

Action: Director to pass congratulations to Media staff & students asap.

[The meeting then considered items 16.12 to 16.14 before returning to item 16.11]

16.11 COLLEGE DEVELOPMENT PLAN (Ref: paper GB16.11)

The Director outlined the process, commencing in September, for developing the Plan. He wished to thank his colleagues on the Senior Management Team for their input in overcoming particular difficulties which had arisen recently. The Director advised members of amendments to the Plan following consultation with staff. The Chair tabled an amendment to the Governance section of the Plan. The Director tabled an Appendix to the Plan, required by DEL, showing projected enrolments and FLUs over the next 3 years. He said that the figures were based on data from ILEX on the skills needed to regenerate the region over that time. There then followed a detailed discussion amongst members on a number of aspects of the Plan. On the proposal of Mrs McCafferty seconded by Mr Rainey members agreed to approve the Plan including the suggested amendments.

16.12 MONITORING OF COMPLAINTS REPORT (Ref: paper GB16.12)

The Director outlined the types of complaints received and the College's actions to resolve them. In reply to a question he indicated that students were advised of the complaints procedure at induction and that it was also available on the internet.

16.13 SECRETARY'S BUSINESS

No business was conducted under this heading.

16.14 CORRESPONDENCE

The Secretary reported on correspondence from DEL on the Older Peoples Commissioner policy proposals and draft Bill. He agreed to send to members an extract relating to possible implications for FE Colleges.

Action: Secretary to send extract with draft minutes of the GB meeting.

16.15 ANY OTHER BUSINESS

The Director reported that he had been requested by the Assistant Director (Human Resources) to point out to members that, presently, there was possibly no-one with a disability on the Governing Body.

Date of next meeting: Wednesday 28 April 2010 at 5.00pm at the Strand Road Campus.

This being all the business the Chair closed the meeting at 6.50pm.

Signed: _____ (Chair)

Date: _____