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**MINUTES OF THE NINTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, TOWER BUILDING, STRAND ROAD CAMPUS ON WEDNESDAY 24 SEPTEMBER 2008**

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**PRESENT:** Mr H Faulkner (Acting Chair)  
Mr L Gallagher  
Dame Geraldine Keegan  
Mr P McGinnis (until 6.00pm)  
Prof F Monds  
Mr S Murphy (Director)  
Mr T O'Connor  
Mr A Rainey

**IN ATTENDANCE:** Mrs K Duffy (Assistant Director, Human Resources) for items 9.10 & 9.11  
Mr D McClelland (Secretary)

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The Acting Chair welcomed Mr P McGinnis to his first meeting of the Governing Body.

**9.1 APOLOGIES**

Miss E Cavanagh, Mrs J Doherty, Mr D McMahon

**9.2 MINUTES OF MEETING HELD ON 3 JUNE 2008**

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

**9.3 MATTERS ARISING**

**8.3 (7.4) (6.3) (5.3) (4.3) (3.5) Co-option of member.** The Acting Chair agreed to progress this matter. The Secretary was requested to enquire from DEL on filling the vacancy caused by the resignation of the former Chair. It was suggested that it would be useful to have someone who could take a specialist interest in the disability aspect of college work. He was also asked to check on the need for a further election of a student governor as the present person was continuing as a college student during this academic year.

**8.3 (7.9) Governance Health Check.** The Secretary reported that an outcome report for the College would be available from LSDA in October. It was agreed to consider the report at the next meeting of the Governing Body.

**8.3 (7.10) Collective Pay Bargaining.** The Director reported on recent movements in relation to resolving the dispute. He indicated that management was seeking the assistance of the LRA as well as clarification from DEL on the 2% cap on salary increases.

**8.4 Meeting of the Academic Board.** The Director reported that a meeting had taken place and minutes would be available for the next meeting of the Education Committee.

**8.6 Harmonisation of Conditions of Service.** The Director reported that recent discussions with the staff association were showing signs of progress and he was hopeful matters would be resolved shortly. It was agreed that the Director could have flexibility in implementing the policy previously agreed by the Governing Body. However, if the Director could not reach an agreement with the staff association within a short time span he was instructed to implement the policy as previously agreed by the Governing Body. A member then wished to place on record his appreciation of the manner in which management had conducted successful negotiations with the non-teaching Unions.

**9.4 AUDIT AND RISK COMMITTEE REPORT (Ref: AC Draft Minutes – 23 June 2008)**

Prof Monds, in the absence of the Committee chair, commented on the following matters contained in the draft minutes:

- Review of project management. He indicated that the rationale for the review had not arisen from a specific circumstance
- Report on IT Infrastructure and Computer related Controls. Action was being taken in relation to the two key processes which had received a 'limited' rating
- IA Annual Report. It was pleasing that, in the first year of merger, the college had achieved an overall 'satisfactory' rating
- Code of Conduct for governors. This matter was at an early stage of development.

The Director commented on the specific EU funded project involving Customised Training Services. He assured members that previous internal audit investigations had been satisfactory and that should the KPMG report presently with DEL contain any concerns members will be informed. On a related matter the Director reported that he had carried out investigations which had produced no evidence of fraud or impropriety.

It was proposed by Prof Monds seconded by Mr Rainey and agreed to adopt the draft minutes of the Committee including the recommendation to grant additional days to internal audit to carry out work on reviewing project management.

**9.5 FINANCE AND GENERAL PURPOSES COMMITTEE REPORT (Ref: FC Draft Minutes – 30 June 2008)**

The Committee Chair commented on the following matters contained in the draft minutes

- Credit card transactions
- Investments. The Director indicated that the a wider spread of investment had been actioned
- Draft Budget. The Committee Chair indicated that the Articles of Government required the Governing Body as a whole to approve the budget. A member asked a question about finance for planned maintenance. The Director replied that further maintenance had been carried out in anticipation of the withdrawal of DEL ear-marked funding and that a 5 - 10 year maintenance plan was presently being drawn up. In reply to a question on 'Impairment' he understood that this probably referred to a re-evaluation adjustment. The Director also pointed out to members that the increased finance for technical support reflected the College's need to correct previous under-provision in this area
- Review of Limavady LL Building. The Director indicated that, following further discussion, the options available were reduced to sub-letting or mothballing for the remainder of the tenency.

It was proposed by Mr Rainey seconded by Dame Geraldine Keegan and agreed to adopt the draft minutes of the Committee and to approve the College's budget for the year 2008/09.

**9.6 STAFFING COMMITTEE REPORT (Ref: SC Draft minutes – 16 July 2008)**

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

- Ill-health termination
- Staffing issues
- Legal cases update

It was proposed by Mr Faulkner seconded by Mr Gallagher and agreed to adopt the draft minutes and to approve the recommendations contained therein:

- a staff contract be terminated on the grounds of ill-health
- staff requests for variations in working patterns as outlined be granted.

**9.7 CHAIRMAN'S BUSINESS**

No business was conducted under this heading.

**9.8 DIRECTOR'S REPORT (Ref: paper GB9.8)**

In presenting his report the Director referred to

- the 2007/08 year which he considered had been a satisfactory and successful year
- a review of the procedure for approving policies. It was agreed that draft policies would initially undergo consultation after which they would be considered by the Governing Body for approval. Members requested that they be kept informed when new or amended policies were being proposed and that they be provided with the results of consultation exercises
- Review of Assistant Directors' salaries. The Director explained that disparity presently existed between ADs salaries because individual payments are based on 2 different salary structures. On the proposal of Mr O'Connor seconded by Dame Geraldine Keegan it was agreed that there should be a common salary scale for all ADs to reflect the equality of work being undertaken. It was further agreed that the scale would be similar to that presently operating for ADs with academic contracts. The incremental point on the scale for each AD was agreed. Further discussion then took place on the need for details of performance issues to be systematically recorded.

Following the report a member expressed the appreciation of the Governing Body for the successful year which had just concluded.

**9.9 COLLEGE DEVELOPMENT PLAN (Ref: paper GB9.9)**

The Director explained that minor adjustments were necessary to part 1 of the College's CDP following the budget allocation received from DEL. It was agreed to approve the revised plan for submission to DEL. The Director suggested that he would circulate a draft for part 2 of the CDP to members for their comments. Taking these into account he would then forward part 2 to DEL by the end of October. This was agreed. Members agreed they would welcome a refresher on the FE funding mechanism.

The Acting Chair welcomed the Assistant Director (Human Resources) to the meeting.

**9.10 CHANGES TO COLLEGE PROCEDURES TO DEAL WITH THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (Ref: paper GB9.10)**

The Assistant Director outlined problems which were being experienced in appointment of staff, particularly part-time staff, in relation to the time-scale for receiving enhanced checks from AccessNI. Further guidance had recently been received from DEL which set out criteria to be followed in completing risk assessments before making appointments. These included a 5 year continual NI residency requirement which could prove a difficulty in the recruitment of staff for the NWRC. The Assistant Director recommended that risk assessments be carried out as outlined by DEL subject to clarification on the residency issue. She further proposed that, due to the time-delay being experienced, checks received from AccessNI remain valid for a period of 6 months. It was proposed by Mr Gallagher seconded by Prof Monds and agreed to approve the recommendations.

**9.11 CRECHE PROVISION (Ref: paper GB9.11)**

The Director reported that a review of the situation in September showed that the provision was not being used by students and little use was being made of it by staff. The Assistant Director indicated that there had also been significant difficulties in staffing the facility. Following a brief discussion it was proposed by Mr Rainey seconded by Dame Geraldine Keegan and agreed that the provision should be closed with appropriate notice being given to staff and users.

**9.12 SECRETARY'S BUSINESS (Ref: paper GB9.12)**

1. The Secretary requested members to provide him with details of any amendments to their contact details.
2. The Secretary requested members to provide him with details of any amendments to their Register of Interests details.
3. A review of the items from 2007/08 business took place with agreement on how and when each item would be handled – see Appendix

**9.13 CORRESPONDENCE**

None

**9.14 ANY OTHER BUSINESS**

See separate minute

Date of next meeting: Wednesday 26 November 2008 at 5.00pm at the Limavady Campus.

This being all the business the Acting Chair closed the meeting at 7.00pm

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

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

APPENDIX  
GOVERNING BODY MEETINGS  
2007 - 2008  
BUSINESS TO BE REVISITED

Minute Reference	Issue / Action required	By whom	By when
GB1.8	Management structure - Review of structure, responsibilities & persons occupying the posts	GB	Not considered necessary at this time
GB2.3	Procedure for future election of student and/or staff members of the GB – to be by proportional representation (single transferable vote)	Organised by the Director for approval by GB	P.R. will be organised for next election
GB3.5 etc	Co-option of person to GB with financial qualifications and experience	Chair	September 2008 – already actioned
GB5.7	Updates on China Development proposal	Director	Education Committee January meeting
GB6.3 (5.11) GB8.10	Review of strategic plan & targets set	GB – info provided by Director	October in accordance with dates from DEL
GB6.5	Review of day care provision	GB / F & GP Committee – info provided by Director	September 2008 – already actioned
GB6.5	Review of Estates	GB / F & GP Committee – info provided by Director	November 2008
GB7.9	Analysis of governors' health check	LSDA	November 2008
GB8.5	Review of the Corporate Risk Register	Audit & Risk Committee	Audit Committee November meeting
GB8.10	Presentation on college marketing strategy	Director	February 2009