
MINUTES OF THE FIFTY THIRD MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON WEDNESDAY 23 NOVEMBER 2016, COMMENCING 17:28

PRESENT:

Mr G Finnegan, GB Chair (from 1728)
Mr M Agnew
Mr S Atcheson (until 1920)
Mr M Cooper (from 1747-1950)
Ms S Curran
Mrs R Dougherty
Mr Stephen Gillespie (from 1730 to 1915)
Mr G Killeen
Mr D Limb
Mr A Magee
Mrs C McFarland (from 1730)
Mr S McGregor
Mr L Murphy, Principal & Chief Executive (from 1728)
Mr M O’Kane (from 1832)
Mr B Quinn

IN ATTENDANCE:

Mrs K Duffy, Director of HR & Learner Services
Mr P McKeown, Director of Finance & Economic Engagement
Mr D Kinnaird, Vice Principal
Mrs É Doherty, Governance Secretary (from 1723)
Mr C Morrison, Director of International Development
(for presentation only)
Mrs G Lavery, Head of Department, Health & Sports
(for presentation only)

The meeting commenced at 1728. The Chair apologised for the delayed start. He welcomed everyone to the meeting with an extended welcome to Ms Sarah Curran, Student Governor to her first Governing Body meeting. The Chair also welcomed Mr Calum Morrison, Director of International Development to the meeting and invited him to share his presentation.

➤ **TABLED TO ALL MEMBERS**

PowerPoint Presentation
Brochure – NCUK International Foundation Year

The Director updated members on the International work of the College including; the implications of Brexit; Erasmus+ update; accreditation of vocational programmes in China and South East Asia; collaboration with Team Lease Skills University India; support through InvestNI for development through trade missions; strategic partnership with ChinaUK and Britlink International. The College will be awarding their own International Certificates and Diplomas.

The Director provided detail on the new NCUK International Foundation Year Programme planned to be delivered in September 2017 in association with Foyle International. This programme gives guaranteed access to a number of UK Universities once the student passes the NCUK programme. To enable the College to market this provision the Director requested approval for an increase in fees for non-EU students to £6K per annum for FE students and £8K for HE students.

Member were content to approve these increases.

PROPOSED: Mr M Agnew

SECONDED: Mr S Atcheson

The Director continued with highlighting the challenges ahead. A question and answer session followed. The Chair thanked the Mr Morrison for his presentation.

Mr Morrison left the meeting at this juncture.

Mr M Cooper arrived to the meeting at this juncture.

The Chair welcomed Mrs Geraldine Lavery, Head of Department, Health & Sports to the meeting to speak on item 53.7, the proposed Assisted Living Centre Project.

The Chair indicated a further Draft 2 had been provided to members. The figure had been amended from £744,550 to £715,140. It was clarified that the difference in the figures was in respect to the cost of the freestanding assistive equipment at an approximate cost of £30K.

Mrs Lavery provided detail on the issue of the freestanding equipment which suppliers are willing to provide and fit at their cost. The main advantage of this option is the equipment can be refreshed on a regular basis. Members discussed the options and the risks associated with the suppliers placing the products within the Centre. It was noted that this was an unique situation and a procurement exercise will still have to be completed.

Members considered and options and it was agreed to provide approval for the amount of £744,550 with the option for the College to consider suppliers/manufacturers being responsible to fit out the centre.

PROPOSED; Mr M Agnew

SECONDED: Mr M Cooper

The Chair thanked Mrs Lavery for her presentation.

Mrs Lavery left the meeting at this juncture.

53.1 APOLOGIES

Apologies were received from Mr P Canavan. Mr M O'Kane gave prior notice he would be arriving late to the meeting.

53.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATION OF ANY OTHER BUSINESS/AMENDMENTS TO REGISTER OF INTERESTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 53.2 Register of Interests – November 2016

There was no conflict of interest declarations/any other business.

53.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 4 OCTOBER 2016

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 53.3 Draft Minutes of the Governing Body meeting held on 4 October 2016

The Minutes were taken as read and agreed as an accurate record of the meeting.

PROPOSED: Mr S Gillespie

SECONDED: Mr B Quinn

53.3.1 MATTERS ARISING; OCT 2016 MEETING**52.8 Chair's Business**

The Director to enquire as to the possible financial implications to the College if the College loses its charitable status and bring an update to the next Finance & GP Committee meeting.

Action: Paper brought through the Finance & GP Committee on 15 November 2016 (ref FC 44.5)

The loss of charitable status to be considered as part of the next review of the College Risk Register.

Action: The Director of Finance & Economic Engagement reported that this was discussed at the recent review of the Risk Register by the Risk Management Group. It was deemed that the likelihood and implications were low at this point in time and it was agreed not to place on the College Risk Register.

The Chair indicated the subject of charitable status would be discussed further into the meeting under the Finance & GP Committee report (item 53.7).

The Principal wished to update members on the Strabane Project; he indicated that after further discussions with the Council the possibility of a joint project with the Council is unlikely. In these circumstances he would recommend the Board to proceed with their own Business Case.

It was agreed that the College not pursue the joint project with the Council and proceed with the Business Case.

PROPOSED; Mr M Agnew

SECONDED; Mr S Atcheson

53.4 PRINCIPAL'S REPORT**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 53.4 Principal's Report

In presenting his Report, the Principal highlighted a potential clawback for the 2015-16 outturn figure at 97.65%.

The College managed to achieve the HE, MASN target of 710 with an initial recruitment of 728. The recruitment within FE Provision fell considerably, down by approximately 270 on 2015-2016 levels. A dedicated recruitment team has been established to focus on marketing and building up of part-time enrolments.

The Principal referred to the various economic engagement projects that are currently taking place and notified members of the recent appointment of a European & International Projects Officer. The region's first centre of excellence for food development and technology, the Foodovation Centre was officially opened in the College on 22 November 2016 with special guest; Mr Neven Maguire invited to officially launch the Centre. The Principal wished to thank all those who attended the event. The Flying Clipper Restaurant was also recently opened after refurbishment.

Thanks were also extended to all the staff involved in the College's Higher Education and Access Graduation which was held recently at the Millennium Forum. Special guest for the event was Dr Michael McKillop, four times Paralympic Gold Medallist. The Chair added it was a privilege to attend the event and recommend members to attend future graduations ceremonies.

Further congratulations was extended to student Lydia Quinn who was awarded a JP McManus scholarship. The Principal wished to thank staff member Ms Joanna Sweeney for accompanying Lydia to receive her award.

The Chair thanked the Principal for his report.

53.5 AUDIT & RISK COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 53.5, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 21 November 2016
Report 3	NIAO, Draft Report to Those Charged with Governance 2015-16
Report 4	Audit & Risk Committee Report 2015/16 to the Governing Body
Report 5	Bribery Policy
Report 6	Gifts, Benefactions & Donations Policy

Draft Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

PROPOSED; Mrs R Dougherty

SECONDED; Mr S Atcheson

Mrs Dougherty, Vice Chair of the Committee reported on the recent business of the Committee; a presentation was provided by the Health & Safety Officer on the Health & Safety Annual Report 2015/16. The reduction in the accident/incidents statistics for 2015-16 was highlighted.

The Annual Report of the Audit & Risk Committee 2015-16 to the Governing Body was presented at the Committee meeting; changes to the Corporate Risk Register were agreed and accepted.

The Annual Accounts and Financial Statements 2015/16, The Bribery, Gifts and Hospitality policies were presented and were recommended to the Governing Body for approval.

Three reviews were presented by the Internal Auditor. Under the new review system of prioritisations Health & Safety received a satisfactory assurance rating. Core Financial Processes received a satisfactory assurance. Data Protection and Management of Information received a 'limited' assurance rating. This was in relation to non-attendance of relevant staff at mandatory Data Protection training. It was noted that this issue was discussed at Staffing Committee and actions were agreed to address it.

The Vice Chair reported that the External Auditor presented the NIAO, Draft Report to Those Charged with Governance 2015/16 and recommendation was being made that the 2015-16 Financial Statements receive a clean audit opinion.

Collective approval was requested for:

- Annual Report & Financial Statements Year ending 31 July 2016 (Ref 53.6, Report 3)
- Audit & Risk Committee Report to the Governing Body 2015/16.
- Bribery Policy
- Gifts, Benefactions & Donations Policies

PROPOSED; Mr S Atcheson

SECONDED; Mr S Gillespie

Mr Atcheson wished to congratulate the Finance Team on the clean audit opinion.

The Chair thanked Mrs Dougherty for her report.

53.6 EDUCATION COMMITTEE**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 53.6 , Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 8 November 2016
Report 3	Higher Education Self-Evaluation Report 2015-16
Report 3.1	Correspondence DfE – Assurance Statement for new Operating Model for Quality Assessment

Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

PROPOSED: Mr M Agnew

SECONDED: Mr B Quinn

The Committee Chair highlighted key points from the recent Education Committee meeting, including the potential clawback on final flu 2015/16; Quality Performance Adjustment estimated at £105K-may be reduced to £32K; FE FLU dataset- College maintained its 2014/15 success figure of 82%; HE, FLU provision success rate figure increased by 3% on previous year.

The Committee welcomed the setting up of a project support group to address the drop in success rates for GCSE Maths, a request was also made for provision be made available in the Maths Centre to support GCSE Maths Students.

FLU Essential Skills- the College remains the sector leader with the overall College success rate increasing 1% on 2014/15.

The Committee Chair referred member to Reports 3 and 3.1 in respect to the new operating Model for Quality Assessment and indicated a new annual assurance is required for HE to confirm that Governors have had oversight, seen evidence and confirm that the College is providing HE at the appropriate standard. Members were in agreement for the Principal/Accounting Officer to sign as a Governor on behalf of the Governing Body.

A member wished to ensure that a further meeting is arranged with the Causeway Coast and Glens Council to further agreement for the Council to help with funding the registration and examination fees on the Outreach Pilot Scheme. It was noted the Board will arrange a further meeting with the Council.

The Chair of the Governing Body referred to the discussion at the Education Committee meeting on measuring progress on being the best College in these islands. He reported he was keen to hold onto this aspiration. He was open to suggestions and ways to measure progress in this regard. It was agreed a working group be set up, Mr G Killeen agreed to join the group.

AGREED ACTION; The Chair to send out an invite to members to join the Working Group. A Paper will be prepared for presentation at the Strategy Day on 3 February 2017.

53.7 FINANCE & GENERAL PURPOSES COMMITTEE**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

- Report 1 - Chair's Summary Report
- Report 2 - Draft Minutes of meeting held on 15 November 2016
- Report 3 - Annual Report & Financial Statements Year Ended 31 July 2016
- Report 4 - Student Union Accounts to 31 July 2016
- Report 5 - Management Accounts for 3 months to 31 October 2016
- Report 6 - Budget 2016/17
- Report 7 - Assisted Living Centre Draft 2
 - Annex C; Concept Designs
 - Annex D; Letters of Support
 - Annex E; Free Standing Assisted Equipment costings

Draft Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

PROPOSED; Mr M Agnew

SECONDED; Mr D Limb

Collective approval was requested for:

- Student Union Accounts 2015/16
- Budget 2016/17
- Bad Debt Write –off, total of £3K

PROPOSED; Mr M Agnew

SECONDED; Mr S McGregor

The Chair of the Governing Body reported on the charitable status issue and confirmed that the changes that were approved at the Governing Body meeting in June 2016 had been forward to the Department for consideration along with submissions from other colleges. The Articles naturally remain as they are until the issue with charitable status is finalised with the Department.

The Director of Finance & Economic Engagement and a member highlighted the concerns on the progress of estates matters logged with Properties Division (PD). They wished to alert the Board that these matters are having an operating effect on the College and concerns exist regarding potential health & safety issues. The Governing Body advised the Executive Team to take decisions as they saw fit, considering related risks.

An update on key dates for the redevelopment of Springtown was provided, a delay in the procurement process of approximately two months will mean work may not commence until late February/early March 2017. The Director reported concern regarding the processes and controls of CPD.

The Chair thanked Mr Agnew for his report.

53.8 STAFFING COMMITTEE MEETING**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 53.8, Report 1 Chair's Summary Report
 Report 2 Draft Minutes of Meeting held on 14 November 2016

DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 14 NOVEMBER 2016

The Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee.

PROPOSED: Mrs C McFarland

SECONDED: Mr M Agnew

The Committee Chair reported that outstanding appraisals for academic staff were discussed at the Staffing Committee meeting. The Committee have asked for an action plan to be drawn up to address this issue.

The Committee Chair also referred to the recent Audit carried out by the Internal Auditor on Data Protection. The Committee expressed their concerns regarding the vulnerability of staff who do not have essential training, particularly that mandated through legislation, eg Safeguarding. It was agreed the issue of mandatory training to be discussed by the College Leadership & Management Team and a plan to be drafted to address the issue.

The HR Services' Annual Report 2015-2016 was also presented to the Committee and the Chair wished to acknowledge the significant work done by the HR Services Team.

The Governing Body Chair thanked Mrs McFarland for her report.

53.9 CHAIR'S BUSINESS

The Chair reported that there were a few Governor Assessments still outstanding and requested that members assist in completing these as soon as possible.

He requested that members consider any training that they required on any specific aspect of their role as governors and contact the Secretary with any requests. The Principal offered his time to cover aspects of the College's business that members would wish to have a refresher on.

The Chair indicated the Christmas lunch invite was sent to members for 13 December 2016 and everyone is welcome.

He advised members that the Minister has still not made a decision on the vacancy that currently exists on the Board.

53.10 SECRETARY'S BUSINESS

There was no business to discuss.

53.11 CORRESPONDENCE

The Chair read recent correspondence received from Alastair Hamilton, Chief Executive, InvestNI addressed to the Principal. Extracts:

The North West Regional College has played a significant role in supporting Invest Ni and in particular our International Investment team.

Your ongoing support and commitment to engage and collaborate with these new investors has played a significant role in confirming our message that there is a pool of well-educated and talented

people available in the region. It also affirms our message that colleges, such as the NWRC are very keen to work with employers to adapt their educational courses to meet the needs of the business community, whether indigenous or international.

I should be grateful if you would pass on my sincere thanks to your team and to the Board of your continued support, it is very much appreciated.

53.12 ANY OTHER BUSINESS

There was no Any Other Business.

53.13 RESERVED BUSINESS

Recorded Separately.

The GB Chair wished to thank everyone for their time and closed this part of the meeting ended at 2010.

Mr D Limb, Mr A Magee, Ms S Curran Mrs K Duffy, Mr P McKeown, Mr D Kinnaird and left the meeting at this juncture.

The meeting then went into private session.

Date of next meeting: Friday, 3 February 2017

SIGNED: -----

Mr G Finnegan, Chair

DATE; 03 February 2017