
MINUTES OF THE FIFTY SIXTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE LRC ROOM, STRABANE CAMPUS ON WEDNESDAY 8 MARCH 2017, COMMENCING 17:00

PRESENT:

Mr G Finnegan, Governing Body Chair
 Mr P Canavan
 Mrs R Dougherty
 Mr G Killeen
 Mr D Limb
 Mr A Magee
 Mrs C McFarland (via telephone conferencing for part of the meeting)
 Mr S McGregor (from 1710)
 Mr L Murphy, Principal & Chief Executive
 Mr M O’Kane
 Mr B Quinn (from 1720)

IN ATTENDANCE:

Mrs K Duffy, Director of HR & Learner Services
 Mr P McKeown, Director of Finance & Economic Engagement
 Mr D Kinnaird, Vice Principal, Curriculum & Information Services
 Mrs É Doherty, Governance Secretary

The Chair welcomed everyone to the meeting including Mrs C McFarland who was joining via telephone conference. The Governing Body Chair indicated Mrs McFarland will be reporting on item 56.8, Staffing Committee Report therefore this item will be taken earlier in the meeting.

56.1 APOLOGIES

Apologies were received from Mr S Atcheson, Mr M Cooper, Mr S Gillespie, Dr N Hand and Mr P Laughlin.

56.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS/AMENDMENTS TO REGISTER OF INTERESTS➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 56.2 Register of Interests – February 2017

There was no conflict of interest declarations/any other business. An updated Register of Interest was issued which included an amendment in relation to Mr B Quinn.

56.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 3 FEBRUARY 2017➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 56.3 Draft Minutes of the Governing Body meeting held on 3 February 2017

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

PROPOSED: Mr P Canavan

SECONDED: Mr A Magee

54.3.1 MATTERS ARISING; FEB 2017 MEETING**54.4 Remote Attendance**

The Vice Principal agreed to ensure that the Meeting Rooms within the Campuses were set up to facilitate Skype/video conferencing if required.

Action: Arrangements are ongoing in each campus to equip the meeting rooms to facilitate Skype/video conferencing.

Committee Membership

The Secretary to contact the Department on a member's eligibility to serve on the Education Committee.

Action: The Governing Body Chair indicated he would take this item under 56.4, Chair's Business

New Year's Honours List

The Governing Body Chair on behalf of the Board to correspond with Mr Basil Dalton and Mrs Ann McGarrigle congratulating them on their awards.

Action: The Governing Body Chair reported this correspondence had not yet been sent but it was his intention to arrange this.

As noted item 56.8 was taken next.

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

Paper GB 56.8, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 13 February 2017

In commencing her report of the Staffing Committee held on 13 February 2017, the Committee Chair reported that progress had been made in relation to outstanding appraisals, it was agreed that appraisals that were pending signing off, copies of these will be forward to the Director of HR & Learner Services; the value of the appraisals process to staff and management was highlighted. The Committee Chair then apprised the meeting of the issue of mandatory training which protects both staff and the College, this had been discussed at the Leadership & Management Team meetings.

DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13 FEBRUARY 2017

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

PROPOSED: Mrs C McFarland

SECONDED: Mr L Murphy

The request for a career break was approved.

PROPOSED: Mrs C McFarland

SECONDED: Mr L Murphy

The recommendation came to the Governing Body that all posts are advertised externally and basic grade posts will be temporary in the first instance. The Director to prepare a process whereby P&CE can review the status of difficult to fill posts.

Discussion followed on this issue. A member had a query in relation to a particular post. The Director of HR & Learner Services provided explanations on the query.

AGREED ACTIONS;

- **Communication to staff to be clearer; there is ample opportunities through staff development for staff to require/develop their skills.**
- **Better explanation of the rationale for the skills requirement within posts.**
- **Where staff consider they were disadvantaged in the post mentioned they should make a request to management.**

The Governing Body Chair thanked Mrs McFarland for her report and returned to the running order of the Agenda.

Mrs C McFarland left the meeting via voice conference at this juncture.

56.4 CHAIR'S BUSINESS**Health Check Issue 5, 2015/16**

The Governing Body Chair referred to the Health Check Report 2015/16, which contained key data for year end on the financial and education performance of the College and the Sector. In summary, the College was mainly in a good place, concerns in the FLU to be discussed by the Principal further into the meeting. Discussion followed and it was noted that a more simplified report would be preferred.

The Department had just released Health Check 1, 2016 /17 Report. Going forward the Governing Body Chair indicated this Report would be available to members on the MinutePad. If members have any queries/questions they can pass these to the Secretary. If there is a need for any item to be brought to the Board this will be facilitated.

AGREED ACTION;

Further Health Checks will be available to members on MinutePad (Documents Library).

The Governing Body Chair reported that Mr Agnew had now completed his second term and that opens up the position as Chair of the Finance & General Purposes Committee. The position of Vice Chair to the Board was also vacant. Mr Agnew was a co-opted member to the Board. The Governing Body Chair expressed his wish that a representative from the local University may be of benefit given the importance of Further and Higher Education is to the local economy. Members discussed the proposal.

In respect to the Chair's vacancy on the Finance & General Purposes Committee it was recommended, considering the nature of the Committee, that this position be filled by an individual with accountancy background.

The Governing Body Chair shared with the Committee that it was his intention to look at the full membership of the Board and Committees and review this to ensure best use of resources. To help with quorum issues he also made the request of members to serve on two committees.

The Governing Body Chair then returned to item 54.4 to report on the eligibility of staff members serving on the Education Committee. The Department had confirmed that staff/student governors can serve on the Education Committee, however the merits of appointing or not appointing other Governing Body members would fall to the Governing Body to decide.

The Committee Chair reported he had attended the recent ETI Inspection feedback meeting. Feedback was extremely positive on the evaluation of the College's Youth Training and Apprenticeships Pilot Programmes; no performance level was attached to this. An outcome of 'confident' was awarded to the Scrutiny Inspection of the College's Process for Self Evaluation and Quality Improvement Planning. A small number of areas of improvement were listed.

The Governing Body Chair reported that discussion had commenced before the recent election on the 14-19 education and training provision between the Education and Economy Ministers on this matter and hopefully this will continue.

The Committee Chair concluded his report noting the wide range of services supporting the student journey available from the College's Careers Academy.

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

PROPOSED: Mr M O'Kane

SECONDED: Mr G Killeen

The Governing Body Chair thanked Mr O'Kane for his report.

56.7 FINANCE & GENERAL PURPOSES COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 - Chair's Summary Report

Report 2 - Draft Minutes of meeting held on 21 February 2017

Report 3 – Management Accounts for 6 Months to 31 January 2017

Report 4 – Fees & Charges Policy 2017/18

Mr P Canavan kindly agreed to present the Committee Report in the absence of a Chair.

The ongoing issues regarding Properties Division (PD) was noted; progress has been made, albeit slow and discussions continue. A member expressed his disappointment on the main works delay on the Springtown Project. The Director of Finance & Economic Engagement provided detail and the impact this will have on delay and funding concerns. Mr Canavan also highlighted the delay in the Assisted Living Centre project due to the detection of asbestos containing material which will have cost and programme implications.

The Director of Finance & Economic Engagement explained the new Reclassification Return, format of the NDPB for the year ended 31 March 2017 and noted members may be offered training from the Department at a later date.

The Director of Finance & Economic Engagement wished to report on an additional item, the Sector contract for Banking Services was due for renewal through the Framework Contract. Danske Bank was the successful bidder. The Director of Finance & Economic Engagement required approval from members.

Members were content to approve the Sector Contract for banking services from Danske Bank as from 01 August 2017 subject to the Director reviewing the contract.

PROPOSED; Mr B Quinn

SECONDED; Mr S Mc Gregor

Members were referred to Report 4, Fees & Charges Policy 2017/18, the Director of Finance & Economic Engagement brought members through the amendments and noted item 6.2.1 within the policy, he explained the original deposits would remain as they were for 2015/16. There will be some flexibility offered to those students on the pilot scheme. The pilot will be monitored and evaluated by the Vice Principal.

AGREED ACTIONS:**• FEES & CHARGES POLICY 2017/18**

Members were content with the amendments and the update on item 6.2.1 and approved the Fees & Charges Policy for 2017/18.

PROPOSED; Mr P Canavan

SECONDED; Mr S McGregor

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

PROPOSED; Mr P Canavan

SECONDED; Mr B Quinn

- The Vice Principal to monitor the Pilot Scheme for this year.

The Chair thanked Mr Canavan for reporting on behalf of the Committee.

56.8 STAFFING COMMITTEE MEETING

Previously reported earlier in the meeting.

56.9 SECRETARY'S BUSINESS

There was no business to discuss.

56.10 CORRESPONDENCE

The Governing Body Chair noted correspondence received related to a Reserved Business matter.

Correspondence also received from the Department (DfE) regarding the Annual Provider Review that identified 'no concerns on quality and standards matter' in its preliminary assessment of the College.

56.11 ANY OTHER BUSINESS

There was no Any Other Business.

56.12 RESERVED BUSINESS

Recorded Separately.

The Governing Body Chair wished to thank everyone for their time, he requested members to withdraw for items listed under the reserved business or voluntary excuse themselves. This part of the meeting ended at 1840.

Mr D Limb, Mr A Magee, 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: Wednesday 17 May 2017

Signed: _____ (Chair)

Mr G Finnegan

Date: 24 May 2017