
DRAFT MINUTES OF THE FIFTIETH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, NORTHLAND BUILDING, STRAND ROAD CAMPUS ON WEDNESDAY 11 MAY 2016, COMMENCING 17:00

PRESENT:

Mr G Finnegan, Chair
Mr M Agnew
Mr S Atcheson (until 18:20)
Mr P Canavan
Mr M Cooper (from 17:40)
Mrs Roslyn Dougherty
Mr D Limb
Mr P Laughlin (from 17:43)
Mr S McGregor
Mr L Murphy, Principal & Chief Executive
Mr M O’Kane
Mr B Quinn

IN ATTENDANCE:

Mr P McKeown, Director of Finance & Economic Engagement
Mr D Kinnaird, Vice Principal (from 17:35)
Mr W Lavery, Change Manager
Miss P Morrison, Quality Manager (for presentation only)
Mrs É Doherty, Governance Secretary

The Chair welcomed everyone to the meeting and extended a particularly warm welcome to Mrs Roslyn Doherty, newly appointed Governor, to her first Governing Body meeting.

The Chair also welcomed Miss Patricia Morrison, Quality Manager to the meeting who kindly agreed to give a presentation on the quality work within the College.

The Quality Manager brought members through the extensive quality cycle for the year together with a breakdown of the main events; details on and the data/reports available to all staff; the quality assurance grades awarded by the Education Training Inspectorate (ETI) during 2014/15.

The Principal reported that the focus is on achieving ‘highly confident’ assurance grades. Investment had been made with the recent appointment of ‘Head of Quality Enhancement’.

Members agreed that Inspections outcomes would be a good starting point for the indicators used in defining ‘the best college’. It was highlighted the College had the highest Essential Skills outcomes in the Sector in 2014-15 despite a Grade 3 inspection result.

The Chair thanked Miss Morrison for her informative presentation.

Miss Morrison left the room at this juncture.

50.1 APOLOGIES

Apologies were received from Mrs C McFarland and Mrs K Duffy.

Mr M Cooper, Mr D Kinnaird and Mr P Laughlin gave advance notification that they would be arriving late to the meeting.

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

Paper GB 50.2

Register of Interests April 2016

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

The Chair referred members to the Paper with recent amendments and additions to the Register of Interests.

Mr D Kinnaird joined the meeting.

50.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 09 MARCH 2016

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 50.3 Draft Minutes of the Governing Body meeting held on 9 March 2016

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

PROPOSED: Mr M Agnew

SECONDED: Mr S Atcheson

50.3.1 MATTERS ARISING; MARCH MEETING

49.4 Principal's Report

Report on the Review by DEL on Higher Level Apprenticeships (HLA's) to be presented at the next meeting.

Action taken: – Review Paper included in today's papers (Paper 50.6, Report 2).

49.12 Elections for Support Staff Governor

The Chair will correspond with NIPSA.

Action taken – The Chair corresponded with NIPSA on 10 March 2016.

- Consideration to be given to accommodate staff who may not actively use their College email to ensure they are aware of the next election taking place.
Action taken:- Meeting arranged with sub committee on 17 May 2016.
- Results from election are communicated to all staff within one week of election date.
Action taken: On timeline to be actioned.

The Principal to correspond with the Principal of the other College involved.

Action taken; Letter sent to SERC on 14 March and follow up letter sent on 19 April 2016.

The Principal updated members further on the item, he reported that he had since received a reply from SERC who confirmed that there was no contract in place in relation to the Trade Union Studies.

A Claim to an Employment Tribunal (ET1) has been received by the College.

- The Chair to correspond with Mr McAnoy.
Action taken; The Chair responded with Mr McAnoy on 22 March 2016.

49.13 AOB

A member stated he would like to see further presentations at Governing Body Meetings.

Action taken: A Schedule has been drawn up for further presentations.

AGREED ACTION; The Secretary to send members the Schedule of forthcoming presentations.

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

Paper GB 50.4 Principal's Report

The Principal highlighted items within his report including; the recent bi-lateral meeting with DEL in which the 2015-16 FLU was discussed; under delivery of FLU, estimate of 1.9% is expected. The Principal added that in an attempt to achieve the FLU target for 2015/16 the College had engaged with the Neighbourhood Renewal Partnerships and the two district Councils to address the financial barriers to participation. There is a broad range of provision, primarily focused at level 2 accredited programmes. Enrolments initially have been very positive.

Members found the pilot interesting and considered it a very worthwhile provision.

The Principal added that the 2016-17 FLU provisional target will also be challenging due to the significant demographic downturn in 2016/17. The College has faced significant challenges in recruiting HE part-time students over a number of years. It was reported at the bilateral meeting with DEL that the College now has the lowest part-time HE participation the Sector.

The Principal highlighted the very strong verbal report that was received from DEL on the Interim Evaluation of HLA Apprenticeships. Strong feedback was also received in relation to both of the pilot programmes; Youth Training and Essential Skills Change Fund Initiative. The overall College provisional grade in relation to Youth Training was of 'high capacity'.

Business Development Activities, year-end summary report indicate that the College has generated income on Skills Focus and Innovate US/Employer Support Programme of £404K. The College was successful in the KA1 International Credit Mobility Application (ICM) with our partners Team Lease in India for funding of €162k.

Two highly recommended upcoming events were the 'Best Awards' to be held on 26 May 2016 which the College is hosting for the first time, together with the 'BEST in FE' celebration to be held on 17 June 2016.

The Chair thanked the Principal for his report.

50.5 AUDIT & RISK COMMITTEE**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 50.5, Report 1 Chair's Summary Report
Draft Minutes of Meeting held on 4 May 2016
Draft Reserved Business Minutes of Meeting held on 4 May 2016

There had been no change made to the Corporate Risk Register since the last Audit meeting in November 2015; Internal Audit had reported on 3 reviews:-

- Procurement – Substantial
- Human Resources –Performance Management – Satisfactory – one Priority 2 and one Priority 3 issue
- Complaints Handling – Satisfactory – one priority 2 issue, the Chair added he had made a request to the Internal auditor for a review of this grading.

The Committee had also requested the Quality Manager review the Complaints Policy. The Committee plans to undertake a Self-Assessment exercise and will follow the NIAO checklist for this. A draft will be brought through the Committee's June meeting.

The Committee had received an interesting and informative presentation from Mrs D McElwee, Acting Head of Higher Education & Training Programmes on the Departmental risks for the School of Media, Multi-Media and Arts.

The Committee Chair wished to note correspondence received from a former staff member, he did not wish to discuss the matter further as members may be called upon in a future process.

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

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

The Chair thanked Mr Acheson for his report.

50.6 EDUCATION COMMITTEE REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 50.6, Report 1	Chair's Summary Report Draft Minutes of meeting held on 5 April 2016
Report 2	Summary of Key Findings from Interim Evaluation of Higher Level Apprenticeship Provision in NWRC – Feb 2016

Key business of the Committee included; the Director of Finance & Economic Engagement provided members with explanations to the financial implications of under delivery and how financial reserves are spent.

Further Committee business included items already covered in the Principal Report (50.04); FLU delivery; Outreach Pilot Programme; interim Evaluation on HLA Apprenticeships; the Chair provided background on the Essential Skills/Change Fund indicating that whilst pupils received valuable enhancement to their learning the aim of the programme did not target the specific group but pupils from a wider range of levels. A member highlighted that some universities do not accept the Essential Skills qualifications. The DEL criteria for delivering GCSE is different to Essential Skills, therefore there is a need for programmes in place for lecturers in the transition from one qualification to another. The Vice Principal reported that he was aware of this situation and the College would like to be able to accommodate both Essential Skills and GCSE provision.

The Chair reported he had attended a meeting with the Principal to receive feedback from the scrutiny inspection of the Self-Evaluation and Quality Improvement Planning Processes in February 2016. The overall outcome for the inspection was graded 'confident'. Some of the main strengths identified included; the appropriate whole-college focus on further embedding technology enhanced learning, in particular blended learning; mostly good or better student experiences and feedback in the sessions visited; good progress being made by the Business Support Centre in engaging with local business and industry.

The Committee Chair noted that the Committee agreed that the Principal, Governing Body Chair and the Vice Principal draft a paper to be brought to the June Education Committee on the indicators to define the 'best' College. The Committee Chair was also invited to join.

The Principal wished to update members on item 36.9 within the Education Minutes in relation to the shared campus, including a STEM centre between Limavady High School and St Mary's Limavady. The Principal had recently met with the Principal of Limavady High School and offered his willingness to sit on the Development committee.

Members agreed to adopt the draft minutes of the Committee

PROPOSED: Mr M O'Kane

SECONDED: Mr P Canavan

The Chair thanked Mr O'Kane for his report.

Mr Atcheson left the meeting at this juncture.

50.7 FINANCE & GENERAL PURPOSES COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 50.7, Report 1	Chair's Summary Report
	Draft Minutes of Meeting held on 19 April 2016
Report 2	Health Check 2 Summary
Report 3	Copy of Management Accounts to 31 March 2016
Report 4	Business Case Addendum

Recent business of the Committee meeting included; Management Accounts continue to show a satisfactory position; Prompt payment – 93% of invoices were paid within 30 days in the first 8 months to 31 March 2016.

The Chair reported on the Draft Economic Appraisal for the Strabane Campus and confirmed that the Report does need further work and consideration before it is finalised. The preferred options were discussed 4b,' redevelop and expand the Strabane Campus to high specification 'and 6a, 'New build at current site in Strabane.'

Discussion followed and it was agreed that option 6b be given more detailed consideration.

AGREED ACTION; Option 6b,' New build at an alternative location in Strabane' is given further consideration within the Economic Appraisal Report.

The Chair provided some background information to the new kitchen incubation unit approved by the Governing Body in November 2015. (Ref paper GB 46.7, Report 2). Further approval was now sought for an additional £84k. These additional costs occurred as the Initial cost estimates to undertake the scheme design were low; the tender price for works had also increased (Ref: Paper 50.7, Report 4). The Director added that the tender costs had been independently reviewed and verified by a suitably qualified professional as representing value for money.

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

PROPOSED: Mr M Agnew

SECONDED: Mr B Quinn

Members were content to approve the additional expenditure for New Kitchen Incubation Unit

PROPOSED; Mr M Agnew

SECONDED; Mr S McGregor

The Chair thanked Mr Agnew for his report.

50.8 STAFFING COMMITTEE MEETING

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 50.8, Report 1	Chair's Summary Report
	Draft Minutes of Meeting held on 20 April 2016
Report 2	Committee Terms of Reference
Report 3	Equal Opportunities Policy
Report 4	Letter from Equality Commission
Report 5	Review of Advertising Media

Mr M Agnew reported on the recent Staffing Committee meeting in the absence of the Chair, Mrs C McFarland.

Approvals were required for:-

DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 20 APRIL 2016

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

PROPOSED: Mr M Agnew

SECONDED: Mr P Laughlin

AMENDED TERMS OF REFERENCE – To include Delegation of Authority Policy

PROPOSED; Mr M Agnew

SECONDED; Mrs R Dougherty

EQUAL OPPORTUNITIES POLICY

A member voiced his concern on the amendment (addition of the word 'normal') which was recommended by the Equality Commission to include. The member also stated it would have been beneficial to have sight of the outgoing correspondence to the Equality Commission in relation to this matter.

The Chair stated that he took comfort in the Equality Commission's advice on the wording and stressed that the Commission reported that the College Policy was, 'broadly similar to the Commission's model policy and would be compliant with current equality legislation'.

The amendments recommended by the Equality Commission to the College Equal Opportunities Policy were approved.

PROPOSED: Mr M Agnew

SECONDED: Mr P Laughlin

REVIEW OF ADVERTISING MEDIA

PROPOSED: Mr M Agnew

SECONDED; Mr M Cooper

A member wished to know that of the 6% of applicants that applied for the externally advertised posts in the period mentioned and who indicated they were made aware of the vacancy through the press, how many of these applicants were successful in gaining employment in the College.

AGREED ACTION; It was agreed to pass this query through to the Director of HR & Learner Services.

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

50.9 CHAIR'S BUSINESS

The Chair had no further business to discuss.

50.10 SECRETARY'S BUSINESS

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 50.10

Meeting Schedule 2016/17

The Secretary referred to the Calendar of meetings for 2016/17. The dates will also be available through MinutePad.

50.11 CORRESPONDENCE

The Chair noted recent correspondence received:

- Correspondence received from All Party Group on Fairtrade re higher education institutions to obtain Fairtrade accreditation.
- Correspondence received from the First Minister Deputy First Minister's Office re annual Report on Public Bodies and Public Appointment 2014/15 now available on the OFMDFM website.

AGREED ACTION; Secretary to provide members with copy of correspondence.

- Correspondence received from a former staff member regarding the VES – the Chair wished to note that the matter is proceeding however as previously recorded he did not wish to discuss the matter further as members may be called upon in a future process.

50.12 ANY OTHER BUSINESS

There was no any other business to discuss.

The Chair wished to thank everyone for their time and closed the meeting at 18:47

Date of next meeting: Wednesday 29 June 2016 in Limavady Campus.

Signed; _____ Chair
Mr G Finnegan

Date: 29 June 2016