
MINUTES OF THE FIFTY EIGHTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN GARNETT'S, LIMAVADY CAMPUS ON WEDNESDAY 28 JUNE 2017, COMMENCING 17:15

PRESENT:

Mr G Finnegan, Governing Body Chair
 Mr S Atcheson
 Mr P Canavan
 Mrs R Dougherty
 Dr N Hand
 Mr E Kelly
 Mr G Killeen
 Mr P Laughlin
 Mr D Limb
 Mr A Magee
 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
 Mrs S Traynor, Vice Principal Curriculum & Information Services
 Mrs B Harrison, Director of FE, DfE (until 1830)
 Mr N McGurk, Roe Consultancy (for item 58.8, Report 6 only)
 Mrs É Doherty, Governance Secretary

The Governing Body Chair welcomed everyone to the meeting; he also welcomed Mrs B Harrison, Director of FE, DfE. A round of introductions was made; Mrs Harrison reported that the College should be very proud of their recent achievements. Mrs Harrison had recently spent a day in the Strand Road Campus and was very impressed with the developments, including the Food Innovation Centre, the Maths Centre and the proposed Assisted Living Centre. Mrs Harrison also congratulated the College in gaining IIP recognition.

Mrs Harrison brought members through, 'FE Means Success', tabled paper noting the objectives; the 17/18 focus and the Department's Business plan for 2017/18. She reported that education is a major part in the Programme for Government and the Industrial Strategy. Members then presented a range of questions.

Ms Harrison thanked members for the opportunity for attending. The Chair (GB) thanked Mrs Harrison for her visit.

The Director of FE left the meeting at this juncture.

58.1 APOLOGIES

Apologies were received from Mr S Gillespie, Dr M O'Neill, Mrs C McFarland, Mr M Cooper and Mrs K Duffy.

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

Paper GB 58.2 Register of Interests – June 2017

There were no conflict of interest declarations. A member wished to bring a matter up under Any Other Business in relation to a current advertised vacancy.

An updated Register of Interest was available with an additional entry for the recently appointed Governor, Dr M O' Neill.

The Governing Body Chair welcomed Mrs S Traynor, newly appointed Vice Principal, Curriculum & Information Services to the meeting.

The Governing Body Chair noted he would take item 58.8 next on the Agenda.

Mr McGurk, Roe Consultancy, joined the meeting at this juncture.

58.8 FINANCE & GENERAL PURPOSES COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 - Chair's Summary Report

Report 2 - Draft Minutes of meeting held on 13 June 2017

Report 3 - Management Accounts for 10 Months to 31 May 2017

Report 4 - Draft Budget 2017/18

Report 5 - Procurement Contract items £100K and over

Report 6 - Summary of Draft Economic Appraisal - Redevelopment of Strabane Campus

Appendix 11 - Draft NWRC/Strabane Curriculum Plan May 2017

Appendix III - Strabane Schedule of Accommodation May 2017

Appendix V - Order of Costs May 2017

Item 58.8, Report 6, Draft Economic Appraisal – Redevelopment of Strabane Campus.

Roe Consultancy were commissioned by the College to undertake the Economic Appraisal for the redevelopment of the Strabane Campus. The Director of Finance & Economic Engagement provided background to the project. The Director of Finance & Economic Engagement emphasised the ultimate focus for the redevelopment of Strabane Campus was based on the Curriculum Plan (App 2). The potential growth in FTE's by 2021 will require an increase in accommodation space; the proposed option 4b, (to redevelop and expand the Strabane Campus (4,497.8m²) to high specification) will provide students with access to a modern state of the art learning environment. The capital cost of the preferred option is £9,467,700 (excl of VAT).

The Vice Principal, reported that Strabane Campus currently has a broad based curriculum; however there is a limited number of Higher Education places on the Campus. It is regarded as a potential growth area for HE, part time provision. Training provision has been introduced over the last few years and it is anticipated to grow when new accommodation is available and in light of the model that will be used for Youth Training Delivery. There is an expressed demand for an automotive/motor vehicle curriculum to be offered in Strabane which will require specialist accommodation. Other areas for potential growth include a hospitality training provision, IT and construction. The Business Support Centre (BSC) would like to have a dedicated space in Strabane Campus to enable to engage better with businesses in the area. Members asked questions on the project and Mr Niall McGurk provided explanations and information on the next stage of the project.

The proposal went through the Finance & General Purposes Committee for consideration on 13 June 2017, sub group members, Mr S Atcheson and Mr B Quinn attended a meeting with the Director of Finance & Economic Engagement to discuss the proposals further. Mr S Atcheson confirmed they were satisfied and recommended proposal 4b to members.

Members were in agreement with the proposal 4b, to redevelop and expand Strabane Campus (4,497.8m²) to high specification.

PROPOSED; Mr S McGregor

SECONDED; Mr S Atcheson

The Chair thanked Mr McGurk for his attendance and assistance in drawing up the Economic Appraisal.

Mr McGurk left the meeting at this juncture.

Mr McGregor, Acting Chair continued with his reporting on the Finance & General Purposes recent Committee meeting. Key points included the City of Derry RFC; Peace IV Bid had now passed to the Education Committee for future consideration. At the Committee meeting it was agreed to return to holding committee meetings four times a year. Discussions took place at the Committee meeting on the outstanding statutory items within the College's Condition Survey of Building Plant & Equipment Report.

The Director of Finance & Economic Engagement confirmed the Estates Manger had since reported there were no high risk items outstanding. Mr Alex Magee, Staff Governor and a member of the Estates Staff concurred.

The Acting Chair continued his report indicating that the Management Accounts to 31 May 2017 were showing a surplus of £150K. The Director of Finance & Economic Engagement added this surplus might increase depending on the amount of work that is undertaken within the Summer Works Programme.

The Acting Chair reported there were no major concerns in-year with the Accounts or the Aged Debtors Report as of May 2017. The first NDPB return for 2017/18 had been submitted to the Department.

In relation to the Budget 2017/18, the Director of Finance & Economic Engagement reported the value of a FLU will increase in 2017/18. There will be a drop of income of £1.8m of which £1.2m of this equates to FLU income.

Draft Minutes were taken as read. Members agreed to adopt the draft Minutes of the Committee Meeting on 13 June 2017.

PROPOSED: Mr S McGregor

SECONDED: Mr D Limb

Members were content to approve the Budget 2017/18 with explanations provided.

PROPOSED: Mr S McGregor

SECONDED: Mr D Limb

Members were content to approve items within the list of procurement items of £100k and over for 2016/17.

PROPOSED: Mr S McGregor

SECONDED: Mr D Limb

The Chair thanked Mr McGregor, Acting Chair for reporting on behalf of the Committee.

The Governing Body Chair then returned to the normal running order of the Agenda.

58.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 24 May 2017**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 58.3 Draft Minutes of the Governing Body meeting held on 24 May 2017.

The Minutes were taken as read. An amendment to page 9 was noted. The Secretary to amend accordingly.

PROPOSED: Mr P Canavan

SECONDED: Mr P Laughlin

58.3.1 MATTERS ARISING; MAY 2017 MEETING

57.9 Staffing Committee Report - The Committee Chair to obtain information on the process/timeline for academic staff temporary contracts. At what stage is the decision made to make the post permanent?

Update: Temporary contracts are for a two year period initially and are considered for permanent status if they go beyond 4 years. This is assessed after 3 years. The College needs to keep maximum flexibility to ensure permanent staff are not affected by reduced student numbers.

Confirmation sought on the requirement that at the end of a support staff member's contract the staff member has to re-apply for the post should it become available.

Update: If no longer employed the individual needs to reapply to the College. If temporary position the individual will have to apply for the permanent post.

57.11 Correspondence – The GB Chair to communicate with members on the correspondence received once advice has been assessed.

Update: Chair communicated with members on this matter 12 June 2017. This item will be discussed further under correspondence (58.11).

57.12 Any Other Business: Salary Placement - Update: The Principal discussed the matter with the Principals Group and it has been agreed this will be considered at sector level by the HR Working Group. Mr G Killeen added he had reviewed the request and considered it was important to recognise previous industrial experience.

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

Paper GB 58.4 Principal's Report June 2017

The Principal highlighted items within his report including: the estimate for 2016/17 FLU continues to be in line with previous estimates with an overall delivery of 90%; demand for services for the Mathematics Centre remains strong; the ETI and HMP inspected provision at Magilligan week commencing 12 June 2017. This was an unannounced inspection; feedback was very positive.

The Principal thanked Mr P Canavan and Mr B Quinn for their support for Governor oversight of HE. Strong European work continues including, Erasmus projects, HE Mobilities providing assistance linking students with intermediary organisations throughout Europe.

In concluding his report, the Principal noted the successful BEST in FE Awards event that took place on 15 June 2017 in the Millennium forum.

The Governing Body Chair thanked Mr Murphy for his report.

58.5 GOVERNING BODY CHAIR'S BUSINESS**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 58.5 Proposed Committee Membership – September 2017

The Governing Body Chair referred to the proposed changes to the Committees that members had been notified previously. The changes will take effect from September 2017.
The changes to the Committees were noted and members were in agreement with these.

PROPOSED; Mr G Finnegan

SECONDED; Mr M O'Kane

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

Paper GB 58.6, Report 1 Chair's Summary Report
 Report 2 Draft Minutes of Meeting held on 21 June 2017

Mr P Laughlin, Committee Chair reported on the recent business of the Committee. The Committee had recently undertaken their annual self-assessment exercise. The Audit Committee were content that they complied with these good practice guidelines.

Mrs G Lavery, Head of Department for School of Health & Sport gave a presentation at the Committee meeting identifying the key risks for the department. There were no issues of concern. The Register is reviewed on a regular basis.

The Corporate Risk Register was also reviewed at the Committee meeting with two adjustments since last reported on. Due to a number of issues e.g. Brexit, falling numbers, the title to Risk 7 had been changed from, 'Failure to Obtain a Balanced Budget' to 'Failure to maintain Financial Stability' and the scoring had been increased from, 2 to 6.

A new risk had been added to the College Risk Register at the request of the Staffing Committee to highlight and address the issues around staff not undertaking mandatory training.

A member of the Project Board for Springtown asked the Director to consider adding the Springtown Project to the Risk Register due to the ongoing concerns re funding. The Director agreed to consider this.

In relation to Internal Audit, the Auditor presented the Progress Report Against Plan for 2016/17. Satisfactory ratings have been achieved in reviews for 2016/17 with a Limited assurance rating awarded to one review, with a priority 2 issue in relation to Data Protection and Management of Information.

The External Auditor provided an update on the Audit of the 2016/17 financial statements, the approach to be taken, the items to be tested and the timetable. The audit fee is £19,500.

In concluding his Report, the Committee Chair noted correspondence received from the Department proposing a change to the handling of Departmental mandated items in each annual Internal Audit Plan. The Audit Committee were content to adopt the proposed new approach. The procurement of the services of internal auditors was currently underway with an expected appointment by 1 August 2017.

Minutes were taken as read. Members agreed to adopt the draft minutes of the Committee meeting held on 21 June 2017.

PROPOSED: Mr P Laughlin

SECONDED: Mr S Atcheson

The Governing Body Chair thanked Mr Laughlin for his report.

58.7 EDUCATION COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 58.7, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 6 June 2017

Mr M O'Kane, Committee Chair reported on the key points within the Committee meeting; the Committee welcomed Mrs S Traynor to the meeting in her new role as Vice Principal, Curriculum & Information Services. The Committee were grateful to Mr P Canavan and Mr B Quinn for their agreement to oversee HE in line with the new QAA review method. There has been a drop per campus in applications for 2017/18 compared to the same time last year. The concern exists that pupils/students from the catchment area are leaving to study in Belfast and Great Britain rather than study locally. The Principal agreed to gather any data around these statistics.

Mr D Laverty, Head of Department, Science, Technology & Creative Industries had prepared a paper, "Raising the Profile and Attainment Levels of Mathematics in the North West Region". The paper sets out the importance of mathematics in education, presents some key findings and the challenges that exist for the North West Region. There is a proposal for the development of a North West Regional Strategy.

The College has been successful in its re-tender of TFS ApprenticeshipsNI. It was agreed to bring information back to the Committee on the pathways that students have taken since completing the Higher Level Apprenticeship programmes.

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

PROPOSED: Mr M O'Kane

SECONDED: Mr P Canavan

58.8 FINANCE & GENERAL PURPOSES COMMITTEE

This item was taken earlier in the Agenda (after 58.2).

58.9 STAFFING COMMITTEE MEETING

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper GB 58.9, Report 1	Chair's Summary Report
Report 2	Draft Minutes of Meeting held on 14 June 2017

Mrs R Dougherty, Committee member agreed to report on the business of the Committee in the Committee Chair's absence. Key points from the Committee meeting included a draft plan will come to the first Committee meeting of the new academic year for working towards the new IIP Generation VI Standard; additional actions are being taken to support recruitment in general and for posts that are particularly difficult to recruit; a significant amount of work has been carried out since the last meeting on outstanding appraisals; a number of actions are ongoing to encourage staff development with a Principal led day being organised in the new academic year.

The Committee member continued her report noting the Health & Wellbeing Programme has now approximately 300 staff enrolled; the overall trend for sickness absence for the College is reducing in both teaching and non-teaching staff. The Equal Opportunities Report 2017 was presented to Committee members, the religious imbalance remains, affirmative action continues to attempt to manage the issue. A further report will be brought to the Committee in September 2017. Under the most recent round of VES a number of staff have accepted offers made.

In concluding her report, the Committee member reported the Regulations on Gender Pay Gap Reporting come into effect in June 2017, however the regulations have not yet been approved by the Assembly. Preparatory work is ongoing.

DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 14 JUNE 2017

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

PROPOSED: Mrs R Dougherty

SECONDED: Mr P Laughlin

A recommendation from the Staffing Committee was received to approve a career break for one year to take effect from 1 September 2017. The Line Manager recommended that the career break be granted.

PROPOSED: Mrs R Dougherty

SECONDED: Mr P Laughlin

A request was made under The Employers Discretion under LGPS Regulations and was considered by the Committee. The Committee declined the request.

The Governing Body Chair thanked Mrs Dougherty for her report.

58.10 SECRETARY'S BUSINESS

There was no business under this item.

58.11 CORRESPONDENCE

The Governing Body Chair referred to the previous mention of correspondence earlier in the meeting (58.3.1/57.11). The GB Chair reported that this matter has been ongoing for some time with a number of Governors involved at different times. All members had now received the pack of papers which the complainant had sent in relation to the matter.

Since receipt of this the pack of papers the GB Chair had received further correspondence from the complainant, which clarified matters.

The GB Chair reported that as this was a staffing related matter he would now ask Staffing Committee members not previously involved in the matter to carry out a desk research piece on how College Policies and Procedures operate in practice.

Members asked questions on the matter and it was agreed that for a balanced view any additional paper correspondence in the case should be included. The GB Chair agreed to review the pack and add any additional paper correspondence.

AGREED ACTIONS;

- **Members involved in the research piece to report back through the GB Secretary.**
- **The GB Chair to review the case and provide any additional paper correspondence to the members involved in the research.**
- **The GB Chair to send a holding reply to the complainant.**

58.12 ANY OTHER BUSINESS

The Staff Governor (academic) wished to highlight his concern regarding posts for lecturers in computing currently being advertised by the College. The member had concerns regarding the essential criteria listed in the Job Description.

The Vice Principal reported that Senior Management had become aware of this matter and a meeting had been arranged for 3 July 2017 to discuss this matter. A management response will be made and the Board will be kept informed if required.

The Governing Body Chair wished to thank everyone for their time and wished them a good summer break. The meeting closed at 1955.

Date of next meeting: 10 October 2017.

SIGNED; _____ **CHAIR**

Mr G Finnegan

DATE; 10 October 2017