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**MINUTES OF THE SIXTY SIXTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STAFF DEVELOPMENT ROOM, STRAND ROAD CAMPUS ON WEDNESDAY, 26 SEPTEMBER 2018, COMMENCING 1710**

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**PRESENT:**

Mr G Finnegan, Governing Body Chair  
Mr S Atcheson  
Mr P Canavan (from 1715)  
Dr N Hand  
Mr G Killeen (from 1720)  
Mr P Laughlin  
Mr A Magee  
Mr L Murphy, Principal & Chief Executive  
Mrs L McGonigle (Board Apprentice)  
Mr S McGregor  
Mr M O’Kane  
Mrs L Taggart

**IN ATTENDANCE;**

Mrs S Traynor, Vice Principal Curriculum & Information  
Mr P McKeown, Director of Finance & Economic Engagement  
Mrs K Duffy, Director of HR & Learner Services  
Mrs E Doherty, Governance Secretary

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The Governing Body Chair welcomed everyone to the meeting with an extended welcome to Mrs Lisa McGonigle who was attending her first Board meeting under the Boardroom Apprentice Programme. The Governing Body Chair also thanked Mrs Lisa Taggart, Staff Governor who had kindly agreed to take on the role of Board Buddy for Lisa.

**66.1 APOLOGIES**

Apologies were received from Mrs R Dougherty, Mr S Gillespie, Dr M O’Neill, Mrs C McFarland and Mr M Cooper. Mr P Canavan gave advance notice of his late arrival to the meeting.

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

Paper GB 66.2.1 Register of Interests – September 2018

The Governing Body Chair reported that the Register of Interests had been updated. Future amendments are to be advised to the Governing Body Secretary.

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

**66.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 20 JUNE 2018****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 66.3 Draft Minutes of the Governing Body meeting held on 20 June 2018.

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

**PROPOSED:** Mr S Atcheson

**SECONDED:** Mr P Laughlin

**66.3.1 Matters Arising** – 20 June 2018 meeting

**65.7 Staffing Committee** – The GDPR online training module to be made available to Governors

**Update:** Training module made available to Governors on 1/08/18.

**65.8 Principals' Business** – Tribal Benchmarking – the Principal to bring further details to the next meeting.

**Update:** The Governing Body Chair reported that he, some fellow Governors and members of the Senior Leadership Team had attended the Tribal feedback meeting on 25 September 2018. The item will be discussed further into the meeting.

The Director of HR & Learner Services to provide a Report on IIP.

**Update:** Report to come through the November 2018 meeting.

The Vice Principal to provide dashboards on outcomes for each Department and the College overall.

**Update:** Paper provided for September 2018 meeting.

Service Level Agreement – the Principal to correspond with the Department.

**Update:** The Governing Body Chair corresponded with Ms B Harrison (DfE) on 4 July 2018. This item is on the Agenda for further discussion at this evening's meeting.

*Mr P Canavan arrived to the meeting during this item.*

The Governing Body Chair invited Mr P Laughlin, Chair of the Audit & Risk Committee to present his report to members.

**66.4 AUDIT & RISK COMMITTEE**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Chair's Summary Report
Report 2	Draft Minutes of the Committee meeting held on 18 September 2018
Report 3	Committee's Terms of Reference – September 2018
Report 4	Fraud Policy
Report 5	Internal Audit – Three Year Audit Strategy 2017/18 -2019/20 – revised
Report 6	Internal Audit – Annual Audit PPlan 2018/19
Report 7	Correspondence – Ms B Harrison Director of FE DfE

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

Members agreed to adopt the Draft Minutes of the Audit & Risk Committee meeting held on 18 September 2018.

**PROPOSED:** Mr P Laughlin

**SECONDED:** Mr G Killeen

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**COMMITTEE'S TERMS OF REFERENCE****PROPOSED;** Mr P Laughlin**SECONDED;** Mr G Killeen**INTERNAL AUDIT STRATEGY 2017/18 -2019/20****PROPOSED;** Mr P Laughlin**SECONDED;** Mr G Killeen

The recent business of the Audit & Risk Committee included a presentation to members from the IT Services Manager on Cyber Security Risk Management. Given the critical importance of this area it was agreed that this matter be included in the Programme of Business and brought to the Committee annually.

The Draft Annual Report & Accounts for the Year End to 31 July 2018 were submitted to the Department. The Director of Finance & Economic Engagement reported the Financial Statements had been prepared in accordance with the legislation and other relevant accounting standards. The NIAO were due to commence the Audit of the Financial Statements week commencing 24 September 2018.

The Committee Chair reported that there were no Direct Award Contracts, the Fraud Policy had been reviewed with no significant changes made and prompt payment details for 30 days to 31 August 2018 was 90%, several budget holders were on leave during the summer period impacting on this.

The Internal Audit Reports considered by the Committee included the Follow Up Final Report August 2018, The Annual Assurance Report and the Three Year Internal Audit Strategy 2017/18 – 2019/20 (Rev 2018) and the Annual Audit Plan 2018/2019.

The Follow up Final Report reviewed the management action and the implementation of previous audit recommendations, three recommendations were brought forward from 2016/2017 year and ten recommendations were made during 2017/2018. A total of eleven issues had been addressed leaving two issues remaining. The implementation date on one of these issues remaining had not yet passed. The remaining issue had not fully been actioned due to the College having difficulty in sourcing appropriate training.

In reference to the Annual Assurance Report the College received no priority 1 ratings in any of the eight audit areas reviewed during 2017/18. Two priority 2 and 8 priority 3 ratings were awarded during 2017/18.

Based on the Internal Audit work which was performed during 2017/18 an overall internal audit opinion of a 'Satisfactory' level of assurance had been awarded on the system of internal control in place within the College.

The Committee Chair highlighted that two of the KPI's targets had not been achieved. The Committee expressed concern at this, the auditors accepted that this area of performance must be improved.

In concluding his report the Committee Chair noted correspondence from the Department stating the Sector Wide Review of Risk Management had been postponed in view of the Northern Ireland Civil Service Board (NICS) undertaken a wide risk management review.

*Mr G Killeen arrived to the meeting during this item.*

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The Governing Body Chair thanked Mr Laughlin for his report and invited Mr S McGregor, Vice Chair of the Finance & General Purposes Committee to report on the recent business of the Committee.

## 66.5 FINANCE & GENERAL PURPOSES COMMITTEE

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Chair's Summary Report
Report 2	Draft Minutes of the Committee meeting held on 19 September 2018
Report 3	Draft Annual Report & Accounts to 31 July 2018

Draft Minutes were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the Draft Minutes of the Finance & General Purposes Committee meeting held on 19 September 2018.

**PROPOSED:** Mr S McGregor

**SECONDED:** Mr A Magee

The Vice Chair reported on the recent Committee business which confirmed that all outstanding actions from the previous meeting were reviewed and completed. An update was provided on Estates and IT Services. The Draft Annual Report & Accounts for the Year End 31 July 2018 were also presented to the Finance & General Purposes Committee. The Income & Expenditure Account for the year ended 31 July 2018 was showing an operating deficit of £820K.

The Director of Finance & Economic Engagement provided an update on the Springtown Project and notified members that shortlisting had now been completed, a Project Board meeting had recently been held of which Mr G Killeen, Governor is a member. Adjustments to the costing plan will be made and the Director of Finance & Economic Engagement was positive that the project will proceed. The Director was hopeful that a contractor will be on site by the end of October/early November 2018 and the works completed by the end of 2019.

The Governing Body Chair welcomed this news and expressed his thanks to Mr Killeen, the Director of Finance & Economic Engagement and the Estates team in navigating this piece of work.

The Director of Finance & Economic Engagement then provided members with some detail on the Draft Annual Report & Accounts to 31 July 2018. He commented that following his reporting at the June 2018 Governing Body meeting, the projected deficit had since been reduced. Part of this reduction was due to the release of some accruals, he added that there were inconsistencies within the Sector Colleges on how these accruals are treated and there may be an adjustment required to the Final Accounts to 31 July 2018.

The Governing Body Chair thanked Mr McGregor, Vice Chair and the Director of Finance & Economic Engagement for their reports.

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**66.6 PRINCIPAL'S REPORT/BUSINESS****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	SLA Briefing Note
Report 2	Service Level Agreement
Report 3	Job Creation Work (Assured Skills Academies) – verbal report
Report 4	City Deal – verbal report
Report 5	Tribal Benchmarking Exercise – verbal report

The Principal provided some background to the STS Project and the Service Level Agreement, the final version had been provided with the Governing Body papers. The Principal reported that he will continue in his role as the Senior Responsible Owner (SRO) for the next 12 months. The indemnity for the SRO is provided by all six Colleges. All Colleges share the indemnity equally. He noted that any liability attributed to the actions of one College will be done by that College. All six colleges and the DfE will sign the SLA. The Principal reminded Governors that at the June 2018 Governing Body Meeting members signalled their content and approval was now sought from Members on the Service Level Agreement.

**PROPOSED:** Mr L Murphy

**SECONDED:** Mr P Canavan

The Principle reported on the welcome announcement over the summer period of approximately 600 new jobs. The jobs were based in Derry in Danske Bank, Alchemy Technology and FinTrU. The College will be delivering the training through their Assured Skills Programmes to some of the new employees. The Governing Body Chair wished to acknowledge the work of the Principal and all those involved in this very positive work.

The Principal updated members on the City Deal project which he reported was gaining momentum. This was an opportunity for the region to continue to drive forward economic growth. The Governing Body Chair added this was an important initiative, education is a central piece of this project and the College remains committed in supporting this City Deal.

The Governing Body Chair then followed with an update on the Tribal briefing session, a benchmarking exercise that the Department (DfE) undertook on Value for Money in all six Colleges (for year 2016/17). The findings were encouraging. The College had performed well within the Sector. There is a concern regarding retention rates. An Action Plan will be drafted from the findings. The Vice Principal reported there is already an action plan in place to improve retention rates and to date retention rates in most areas have improved, however challenges remain in the area of Essential Skills.

The Principal wished to bring to the Board's attention the impending outcomes a hard Brexit may have on the College. The College is a border College and receives students, staff and supplies from the Republic of Ireland. Discussion took place and it was agreed the College position remains, 'business as usual' until informed otherwise. It was agreed that a Brexit Strategy be drawn up and Brexit be included in future agendas for regular updates.

The Chair thanked the Principal for his report.

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**AGREED ACTIONS;**

- Brexit Strategy to be drawn up by the Executive Team.
- Brexit to be included in future Governing Body agenda for updates.

**66.7 VICE PRINCIPAL'S REPORT**

- **PREVIOUSLY ISSUED TO ALL MEMBERS**  
Report 1 – Enrolment Update 2018-2019
- **TABLED TO ALL MEMBERS**  
NWRC College Development Plan 2018-19 Brochure

The Vice Principal brought members through the Enrolment Updates Report. The College target for 2018/19 is 17,952 enrolments. The FE full time target has been reached for 2018/19 with actual enrolments at 2282.

There has been a drop of around 20% in Full time HE enrolment figures, whilst the position is fluid the College will continue to attempt further recruitment.

Part time figures remain fluid also. The challenging demography will continue to affect enrolments as will the deprivation of the College catchment areas. Discussion followed and it was agreed that the Education Committee take on a piece of work to look at the strategic overview of curriculum provision.

**AGREED ACTION; The Education Committee to take on a piece of strategic work on Higher Education curriculum and report back to the Governing Body.**

**66.8 CHAIR'S BUSINESS**

- **PREVIOUSLY ISSUED TO ALL MEMBERS**  
Report 1 Governor Assessments 2018/19  
Report 2 Membership

The Governing Body Chair advised members that the Governor Assessments will be completed by the end of October 2018.

Governor, Mr P Canavan had agreed to an extension to his term of office for a further six months. The Governing Body Chair added his own term of appointment had also been extended for a further six months. Extensions are in place as there is no minister in place to approve re-appointments. The Governing Body Chair thanked Mr Canavan for his contribution to the College and his agreement to be considered for a further term of office.

**66.9 GOVERNING BODY SECRETARY'S BUSINESS**

There was no business to discuss.

**66.10 CORRESPONDENCE**

- **PREVIOUSLY ISSUED TO ALL MEMBERS**  
Report 1 Mr M Durkan  
Report 2 Ms K Clarke, UCU NI Official

The Governing Body Chair referred to the correspondence that members had received. He indicated that industrial relations matters have been discussed for some time under Reserved Business and it will be taken later under the Reserved Business item.

**66.11 ANY OTHER BUSINESS**

That being the end of the public business the Governing Body Chair thanked everyone for attending. The Governing Body Chair then requested that members not required for the remaining agenda items to leave the room at this juncture.

**66.12 RESERVED BUSINESS**

The meeting ended at 1835 and went into private session.

Date of next meeting: 14 November 2018

SIGNED; \_\_\_\_\_ Chair  
Mr Gerard Finnegan

DATE; 14 November 2018

APPROVED