
MINUTES OF THE SIXTY FIFTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON WEDNESDAY, 20 JUNE 2018, COMMENCING 1705

PRESENT:

Mr G Finnegan, Governing Body Chair
 Mr S Atcheson
 Mr P Canavan
 Mrs R Dougherty
 Mr E Kelly
 Mr G Killeen
 Mr P Laughlin
 Mr A Magee
 Mr L Murphy, Principal & Chief Executive
 Mr S McGregor
 Mr M O’Kane
 Mr B Quinn
 Mrs L Taggart (from 1707)

IN ATTENDANCE:

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

The Governing Body Chair welcomed everyone to the meeting.

65.1 APOLOGIES

Apologies were received from Mr S Gillespie, Dr M O’Neill, Mrs C McFarland, Mr M Cooper and Dr N Hand.

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

Paper GB 65.2 Register of Interests – June 2018.

There was no conflict of interest declarations. There was no declarations of any other business. An amendment to the Register of Interest was noted for Mrs R Dougherty.

65.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 1 MAY 2018➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 65.3 Draft Minutes of the Governing Body meeting held on 1 May 2018.

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

PROPOSED: Mr A Magee

SECONDED: Mr M O’Kane

65.3.1 MATTERS ARISING; 1 May 2018 meeting

64.7 Principals’ Business – STS Project – to bring an update to the next Governing Body Meeting.

Update: on the Agenda for the June 2018 meeting.

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

65.4 AUDIT & RISK COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Chair's Summary Report
Report 2 Draft Minutes of the Committee meeting held on 13 June 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 Audit & Risk Committee meeting held on 13 June 2018.

PROPOSED: Mr P Laughlin

SECONDED: Mr S Atcheson

The Committee Chair reported on the key business of the recent Committee meeting held on 13 June 2018, members were informed of a one Direct Award Contract (DAC), this was an extension to the existing contract for the STS Project. The cost is split between the Sector- NWRC cost £244K for two years. The Prompt Payment figures were reported as 96% at 31 May 2018 and 90% for the year to date.

The Internal Auditor presented a report on progress to date at June 2018. All audits completed to date were satisfactory. On the Data Protection (GDPR) report it was advised that rather than give an assurance rating, given the introduction of the GDPR, a full compliance audit should be undertaken during 18/19. The final report on Student Recruitment, Enrolment and Retention was also presented – this review was awarded a satisfactory rating.

The NAO Self- Assessment Check List (revised version November 2017) was collectively reviewed and completed by the Audit & Risk Committee members present. The Committee agreed it was performing its functions effectively but agreed that some follow up work will be undertaken on cyber security. The Director of Finance & Economic Engagement is also looking into insurance options for Cyber Risk and Data Breach cover.

The Governing Body Chair thanked Mr Laughlin for his report and invited Mr O'Kane, Chair of the Education Committee Meeting to present his report.

65.5 EDUCATION COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Chair's Summary Report
Report 2 Draft Minutes of the Committee meeting held on 5 June 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 Education Committee meeting held on 5 June 2018.

PROPOSED: Mr M O'Kane

SECONDED: Mr P Canavan

The Committee Chair reported that the Committee had received a very positive presentation from the staff from the Health & Sports Department outlining the strategic vision for sport within the College.

Key points within the Management Report included that the end of year FLU Projections for 2017/18 continues to be in line with previous estimates with an overall delivery of 90%.

The Principal highlighted the concerns in respect to the potential of clawback due to under delivery. Targets for 2018/2019 have been submitted to the Department (DfE) along with the College Development Plan. The enrolment targets are ambitious in the areas of part time FE, HE and Work Based Learning. Part time enrolments are needed to help maximise targets. To help achieve part time enrolments the College have a Community Team. Marketing campaigns are ongoing and each Department Management Team have been asked to devise a 3 year strategic plan for curriculum. HLA provision continues to expand with planned new provision in Civil Engineering and Early Years. Data was provided at the Committee meeting highlighting that the projected population growth from 2016-2026 for Derry City & Strabane and the Causeway Coast & Glens show the lowest percentage growth within council areas for NI.

In continuing his Report the Committee Chair was pleased to report that the Interim QAA Quality Review Visit was awarded a 'Confidence' judgement for the reliability of academic standards and the quality of the student academic experience.

Schools selected in the QUIBIZM Project are to share a best practice lesson planned in October 2018. A total of 226 students registered for the Maths Centre in 2017/18.

In answer to a member's query the Vice Principal provided an overview on the Health and Social Care Curriculum (HSC) Hub that the College had been designated by the Department (DfE) as the lead/central Hub for HSC. This offers a new opportunity to meaningfully enhance collaborative working across the FE sector and its stakeholders.

The Governing Body Chair thanked Mr O'Kane for his report and invited Mr McGregor, Vice Chair, Finance & General Purposes Committee who was presenting the Committee Report in the absence of the Committee Chair.

65.6 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 12 June 2018
Report 3	Management Accounts for 10 Months to 31 May 2018
Report 4	Budget 2018/19
Report 5	Procurement Contracts Items £100k and over

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 12 June 2018.

PROPOSED: Mr S McGregor

SECONDED: Mr A Magee

The Vice Chair reported on the key business at the recent Committee meeting, the Management Accounts were presented to members to 30 April 2018. The Accounts to 30 April 2018 reported that the projected deficit for the year was c£1.36m against a budget figure previously of c£1.69m. Although this was a better position than previously projected there were still a number of variables that could significantly affect this outturn – particularly staff pay awards and the receipt of funding under the new funding model.

The Director explained that DEL Resource funding had decreased from £26.2m to £25.1m – after adjusting for VES (£749k) funding this represented a drop of £417k.

For the year to 31 July 2019 the College is forecasting a Historical Deficit of £654k. Under NDPB accounting and for the year to 31 March 2019 management believes that they can live within the DEL Resource allocation of £25.1m. It will be a challenging financial position moving forward as concerns exist regarding potential pressure and easement issues within the new funding model.

Draft Budget 2018/19

Members were content to approve the Draft Budget 2018/19.

PROPOSED: Mr S McGregor

SECONDED: Mr A Magee

Procurement items of £100k and over

The Director of Finance & Economic Engagement brought members through the Report and members were content to approve.

PROPOSED: Mr S McGregor

SECONDED: Mr A Magee

In concluding the Finance & GP Committee Report the Director of Finance & Economic Engagement was pleased to report the tenders in respect to the Springtown redevelopment were issued earlier that day.

The Governing Body Chair thanked Mr McGregor, Vice Chair and Mr McKeown, Director. He then invited Mr S Atcheson, Vice Chair of the Staffing Committee to report on the business of the recent Committee meeting.

65.7 STAFFING COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Chair's Summary Report

Report 2 Draft Minutes of the Committee meeting held on 11 June 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 Staffing Committee meeting held on 11 June 2018.

PROPOSED: Mr S Atcheson

SECONDED: Mr P Laughlin

The Vice Chair reported that the Staffing Committee had discussed, considered and recommended the College employing a Compliance Officer to provide a resource to review current practices and deal with specific concerns to ensure compliance with the many complex legislative frameworks affecting all areas of the College.

Members were content to approve the appointment of a Compliance Officer to the College.

PROPOSED; Mr S Atcheson

SECONDED; Mr P Laughlin

The Vice Chair of the Committee reported on The Equal Opportunities Report (May 2018) and the Fair Employment Monitoring Return (as at 1 January 2018). He highlighted there had not been a lot of progress, an imbalance still exists in the workforce and in applications from the Protestant

community. The Affirmative Action Programme continues to help address the imbalances in the applicant makeup and the workforce.

The Student Services Safeguarding Report (May 2018) was also presented to Committee members. The comprehensive Report included the range of issues students brought to the Safeguarding Team.

75% of the staff development planned for 2017/18 had been delivered or is planned prior to 30 June 2018.

Data was provided for Lost Time Rates across the College, year-end figures suggest that in comparison with last year (2016/17), Lost Time Rates for Teaching Staff may increase for 2017/18. For Support Staff, Lost Time Rates may be slightly reduced on rates for 2016/17. In concluding his Report the Vice Chair referred to the General Data Protection Regulations (GDPR) that came into effect on 25 May 2018. A GDPR online training module, specific to FE Colleges and updated GDPR Policies and procedures were made available to all staff prior to 25 May 2018.

It was suggested that the GDPR online training module be made available to Governors.

The Chair thanked Mr Atcheson for his report.

Mr S McGregor left and returned the meeting during this item.

65.8 PRINCIPAL'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	College Development Plan Summary Version 2018-2021
Report 2	SLA to Support Collaborate Arrangements between the FE
Verbal Report	Tribal Benchmarking Update Bi-lateral discussion with DfE
Verbal Report	UNESCO Learning Cities

The Principal provided a verbal updates first in relation to Tribal Benchmarking Exercise that the Department were undertaking on Value for Money (VfM) in all six Colleges. Feedback on the review is due on 25 June 2018 from the Department. The Principal will bring further details to the Board at the next meeting.

A Job description is currently being drawn up in relation to the UNESCO Learning Cities post. The Vice Principal brought members through amendments to the College Development Plan summary version. The Vice Principal also referred members to the Educational Outcomes and Performance Measures in respect to Qualifications and Skills, Business and Employers, Social Inclusion, addressing Economic Inactivity and Addressing Barriers to Education which contained targets and actions on each. It was agreed a similar report be drawn up in respect to IIP.

Members approved the Draft College Development Plan 2018/19.

PROPOSED; Mr L Murphy

SECONDED; Mr G Killeen

AGREED ACTIONS;

- **The Director of HR & Learner Services to be provide a Report on IIP.**
- **The Vice Principal to provide dashboards on outcomes for each Department and the College overall.**
- **Updates on progress on the Educational Outcomes to be reported regularly through the Board.**

The Principal then updated members on the Sector STS Project (Systems, Technology & Services) for the implementation of a MIS system. The Principal indicated that the Document prepared by Carson McDowell, Solicitors remains in draft and may require further legal review. The Service Level Agreement sets out the governance and processing arrangements which have been put in place to support collaborative working between FE Colleges and between the Colleges and the Department for Economy.

Due to the pending closure of Colleges NI it is intended that the SLA (Service Level Agreement) provides the basis both for the continued operating of the contracts and provides a framework to support the implementation of various projects contemplated by the Collaborative Programme (including the STS Project).

A robust discussion followed on the SLA and members were content in principle, however members had concerns and requested further information. Members considered liability should be borne by the Department (DfE) rather than the Colleges.

AGREED ACTION; It was agreed that the Principal pass this information to the Department.

65.9 CHAIR'S BUSINESS

The Governing Body Chair referred to previous reporting on the 2018 Boardroom Apprentice Programme. The Governing Body Chair reported that he had recently met with the new College apprentice. The Boardroom Apprentice will join the Board officially on the 1 September 2018 and complete on the 31st August 2019. Mrs Lisa Taggart, Staff Governor kindly agreed to take on the role of Board Buddy to the apprentice.

The Governing Body Chair reported that Governor Assessments for 2017/18 will be issued during the summer break. The same format will be used as in previous years. He will welcome any member who wishes to meet with him individually to discuss their Assessment. This can be arranged once the Assessments are issued.

65.10 GOVERNING BODY SECRETARY'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Schedule of Meetings 2018/19

Members noted the schedule.

65.11 CORRESPONDENCE

There was no correspondence received.

65.12 ANY OTHER BUSINESS

There was no other business to discuss.

That being the end of the public business the Governing Body Chair thanked individually the Principal and members of the Leadership & Management Team for their work and support throughout the year. He also wished to thank Mr E Kelly, Student Governor who was attending his last meeting.

The Governing Body Chair then requested that members not required for the remaining agenda items to leave the room at this juncture.

The meeting ended at 1902 and went into private session.

Date of next meeting: 26 September 2018

SIGNED; _____ **CHAIR**
Mr G Finnegan

DATE; 26 September 2018

APPROVED