
MINUTES OF THE SIXTY FOURTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, NORTHLAND BUILDING, STRAND ROAD CAMPUS ON TUESDAY 1 MAY 2018, COMMENCING 1700

PRESENT:

Mr G Finnegan, Governing Body Chair
 Mr S Atcheson
 Mr P Canavan
 Mr M Cooper (until 1757)
 Mrs R Dougherty
 Mr S Gillespie
 Dr N Hand
 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
 Dr M O’Neill (from 1710)
 Mr B Quinn

IN ATTENDANCE:

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

The Governing Body Chair welcomed everyone to the meeting and requested they adopt appropriate mobile phone etiquette during the meeting.

64.1 APOLOGIES

Apologies were received from Mrs L Taggart, Mrs C McFarland and Mrs K Duffy.
 Mr M Cooper provided advance apologies for early withdrawal from the meeting.

64.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

64.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 6 MARCH 2018➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper GB 64.3 Draft Minutes of the Governing Body meeting held on 6 March 2018.

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

PROPOSED: Mr P Canavan

SECONDED: Mr M O’Kane

64.3.1 MATTERS ARISING; 6 March 2018 meeting

Self-Assessments 2016-17 – Opportunities for discussion among members without staff/student governors and management present at Governing Body meetings.

Update: The Governing Body Chair confirmed this will be introduced at this meeting, (Ref: item 64.13)

63.4 Education Committee – Complaints & Compliments Report

Request for report to come annually to the Board.

Update: Report will come through Education Committee and follow through to the Governing Body on the first meetings held of each academic year.

63.7 Strategy Day**AGREED ACTIONS;**

- **The Governing Body Chair to make the proposed amendments to the Paper GB 63.7.**
- **UN Sustainable Development Goals to be discussed at the next meeting (May 2018).**
- **The Leadership & Management Team to draft the College Development Plan 2018-19.**
- **The Leadership & Management Team to review the Management Behavioural Competency Framework to ensure it remains relevant based on values.**

Update: All matters actioned.

63.11 Chair's Business – Colleges NI (CNI)

Update: The Governing Body Chair reported that following the Department's decision on advice to designate CNI as a Non-Departmental Public Body (NDPB) the Board of the CNI decided that it would not be viable to continue to carry on the work of the CNI as an NDPB.

The Board of the CNI consider the functions of promoting, supporting and representing the Sector remain important and going forward this will continue in a more informal structure.

Dr M O'Neill arrived to the meeting at this juncture.

64.4 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 April 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 18 April 2018.

PROPOSED: Mr P Laughlin

SECONDED: Mr S Atcheson

The Committee Chair reported that the Risk Management Group Report was provided to the Committee. This report listed the adjustments to the College Corporate Risk Register since November 2017. The Register currently has three 'RED' risks (high scoring rate).

Risk 8, one of these risks titled, 'Risk of CPD & PD Processes', the Director of FE has requested the drafting of a Business Case to consider alternative delivery methods. Belfast Metropolitan College will take the lead on this.

The Committee Chair reported that the Internal Auditor presented four reports to the Committee. A 'satisfactory' assurance rating was awarded to all four areas reviewed. The Audit & Risk Committee also accepted three requests from the Internal Auditor; to set aside from the sector-wide review budget days to include review of the Hardship Fund, ASF and Care to Learn; that in the current year a Sector wide review will take place on Properties Division and that a one day for Accounting Standards Training will be delivered to the Finance team.

The Committee Chair noted the change in the NIAO personnel arrangements for the audit of the College's Financial Statements for whom Mr B O' Neill and Mr T Wilkinson will be responsible. The Audit Strategy 2017/18 was presented at the Committee meeting this included the planned

timetable, the materiality figure of £760k, the audit fee for £20k for this year, the audit approach and the staffing compliment. The Committee Chair listed the actions within the Report that the Audit & Risk Committee should discuss in relation to the audit of the Financial Statements.

64.5 EDUCATION COMMITTEE

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Chair's Summary Report
Report 2 Draft Minutes of the Committee meeting held on 10 April 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 10 April 2018.

PROPOSED: Mr M O'Kane

SECONDED: Mr B Quinn

In presenting his report to members the Committee Chair reported the estimate for the 2017/18 FLU as at 28 February 2018 was showing a delivery of 89.5% of target. The Committee welcomed the appointment of a Curriculum Manager with responsibility for Community Education which has led to improved enrolments in the part-time FE provision. There was an increase in the Work Based learning enrolment on the previous year. The Committee also welcomed the excellent outcome of the recent QAA inspection that took place in March 2018. The College had been awarded the highest rating of 'confident' in the inspection. The Mathematics Pilot Project was launched in March 2018 with twelve primary schools selected to participate in the project.

The Governing Body Chair requested that approval in respect to the Learning City item be taken under item 64.7.

In concluding his report the Committee Chair shared some success stories with members. The College had won, 'Best Overall Performance College' at the recent Cross Regional College Sector Media Competition. The College also won first prize in the dry lining competition as part of the Skill Build National Final held recently in the Greystone Campus.

The Governing Body Chair thanked Mr O'Kane for his report and invited Mr S Gillespie, Committee Chair, Finance & General Purposes Committee to present his report to members.

64.6 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 14 March 2018
Report 3 Management Accounts for 7 Months to 25 February 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 14 March 2018.

PROPOSED: Mr S Gillespie

SECONDED: Mr P Canavan

The Committee Chair reported on the business of the Committee meeting held on 14 March 2018 which included an update on estates work on the DIAL Centre and the Coffee Bar in the Northland Building which are progressing in line with the programme of works.

Management Accounts were provided for the 7 months to 25 February 2018. The Accounts indicated that HE income was a concern with an adverse variance of £82k. The NDPB Forecast Return of February 2018 showed a shortfall total DEL Resource of £15K against a forecasted DEL Resource of £26.2m. The Department has approved cover for this. The Sector resource budget for 2018/19 will be held at £163m.

The Governing Body Chair thanked Mr Gillespie for his report.

64.7 PRINCIPAL'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Draft Sector Corporate Plan 2018-2021
Report 2	Draft College Development Plan 2018/19
Report 3	Update Bi-lateral discussion with DfE
Report 4	STS Project

➤ TABLED TO ALL MEMBERS

NWRC Business Magazine 'Success' 2018/19 Edition

The Principal referred to the tabled magazine, the first edition of NWRC Business Magazine 'Success' 2018/19 edition. The Principal wished to thank Mr P McKeown, Director of Finance & Economic Engagement, Dr F Tuffy, Technology Innovation Manager, Ms Nicola Curry, Business Development Manager and the Business Support Centre team in the publication of the magazine.

From modest beginnings the Business Centre now employs 18 staff in supporting businesses in training, mentoring and product development, amongst its achievements it was highlighted that the College had delivered 22 cross-border FUSION Projects, the highest in Ireland.

The Principal referred members to the Draft Sector Corporate Plan 2018-2021, a Plan that sets out the Sector's shared purpose, values, vision and the commitment to working effectively together to support each College's ability to deliver tailored, employer-led locally responsive provision. The draft document will require the Minister's approval and will remain in draft status until then.

The Governing Body Chair referred to the College Draft Development Plan 2018/19 which also included information on the UNESCO/Learning City Award.

Members; Mr S Gillespie, Mr G Killeen, Mr P Canavan, Dr M O'Neill and Mr M Cooper drew attention to a conflict of interest and left the room at this juncture.

The Governing Body Chair continued with his discussion on the UNESCO Learning City item, an aspiration for a City which mobilises its resources in every sector to promote inclusive learning. The Governing Body Chair referred back to the Education Committee Report (ref 64.5), and provided detail on the request of sharing a joint post in this area between the College, Derry City & Strabane District Council and the Ulster University Magee.

Members discussed the proposal and were content to approve the post and to make a commitment to the UNESCO Learning City ambition.

PROPOSED; Mr M O’Kane

SECONDED; Mr S Atcheson

Members; Mr S Gillespie, Mr G Killeen, Mr P Canavan, Dr M O’Neill and Mr M Cooper re-joined the meeting at this juncture.

The Governing Body Chair continued with the proposal for the College to commit to contributing to the sustainable development of our region and of our communities by making a commitment to four of the UN Sustainability Goals. A discussion ensued and members shared their opinions and asked questions on the proposal. It was decided not to pursue the commitment to the UN Sustainability Goals, however there may be an opportunity at a later time to revisit this.

Mr McKeown left and returned to the meeting during this item.

Mr M Cooper left the meeting during this item.

The Governing Body Chair then invited the Vice Principal to take members through the Draft College Development Plan 2018-19.

The Vice Principal wished to express her thanks to the staff in Derry City & Strabane District Council and the College’s MIS Team for their input and support of data included in the Plan.

The Vice Principal highlighted that our City and region continues to face multiple challenges with stark data reporting that 25% of those claiming long term unemployment benefit in DCSDC were young people under the age of 25 years. Five out of the top 10 most deprived super output areas are in the NWRC catchment area (NIMDM data 2017) and 39% of enrolments in the College reside within Quintile 1, the most deprived areas in Northern Ireland.

Despite these challenges the College has played a key role in providing individuals with the ability to upskill/reskill. A notable success in 2016/17 was the achievement rate was the highest in the Sector at 93%. In the same period the Success rate was in line with the Sector average at 84%.

The Vice Principal provided detail on delivering skills through the economically relevant curriculum, priority growth sectors and building an Apprenticeship City and Region promoting social inclusion.

The Director of Finance & Economic Engagement followed on with details on the European and international collaboration work taking place, the success in securing European funding. The current projects including the DIAL Centre and the Product Design Centre together with the proposed VAR Centre (Virtual & Augmented Reality).

The Director of Finance & Economic Engagement referred to the budget, the Budget Resource Plan proposals for 2018-19 state a resource requirement of £26.7m against a DEL Resource budget of £24.7m. The Director of Finance & Economic Engagement added an update will come to the Board June meeting on the budget.

The Governing Body Chair then opened the debate on the Draft Corporate Plan, after much discussion it was agreed that a substantive amount of work had been done in providing a most informative and comprehensive Report. The Governing Body Chair wished to take the opportunity to express thanks to the Management Team. It was agreed that the main amendment to the Draft

Corporate Plan was to remove the Sustainable Development proposal and for specific goals to be set within the Report Card number 4, Social Inclusion, Addressing Barriers to Education.

Members were content to approve the Draft Corporate Plan with these amendments.

PROPOSED: Mr G Finnegan

SECONDED: Mr G Killeen

The Principal wished to update members on the Sector STS Project (Systems, Technology & Services) for the implementation of a MIS system. The Principal currently holds the temporary position of the Senior Responsible Owner. The Principal added that he is likely to be asked to consider taking on this role until the project is complete. The Department is seeking legal advice on a model of joint liability with all Colleges in the Sector. The Principal will bring an update to the next Governing Body meeting.

64.8 CHAIR'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Boardroom Apprenticeship Programme
Report 2	UN Sustainable Development Goals - update

The Governing Body Chair reported on the request from the Director of FE for Governing Bodies to consider becoming 'host boards' for the 2018 Boardroom Apprentice Programme. The placement will run from 1 September 2018 to 31 August 2019. Members were content to participate in the programme.

PROPOSED: Mr G Finnegan

SECONDED: Mr P Canavan

The Governing Body Chair was pleased to report on the recent announcement that Department (DfE) had approved funding of a £7m refurbishment for the redevelopment of the Springtown Campus. The Governing Body Chair wished to take the opportunity to thank the Director of Finance & Economic Engagement, the Estates Team and Mr G Killeen, Governor, for their support in this project.

64.9 GOVERNING BODY SECRETARY'S BUSINESS

The Governing Body Secretary had no business to discuss.

64.10 CORRESPONDENCE

The Governing Body Chair reported on correspondence received from a parent who wished to express her thanks to the College staff involved in the Erasmus + Programme that her daughter had participated in.

64.11 ANY OTHER BUSINESS

There was no other business to discuss.

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

Members; Mr A Magee, Mr E Kelly, Mrs S Traynor and Mr P McKeown left the meeting at this juncture.

64.12 The meeting ended at 1900 and went into private session.

Date of next meeting: 20 June 2018.

Signed: _____ **Chair**
Mr G Finnegan

Date: 20 June 2018

APPROVED