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**MINUTES OF THE SEVENTY THIRD MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON TUESDAY 25 JUNE 2019, COMMENCING 1715**

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**PRESENT:**

Mr G Finnegan, Governing Body Chair  
Mrs R Dougherty  
Mr S Gillespie  
Dr N Hand  
Mr E Kelly  
Mr G Killeen  
Mr P Laughlin  
Mr S McGregor  
Mr L Murphy, Principal & Chief Executive  
Mr A Magee  
Mr M O’Kane  
Dr M O’Neill  
Mr B Quinn

**IN ATTENDANCE;**

Mrs D McElwee, Acting Vice Principal, Curriculum & Information Services  
Mrs K Duffy, Director of HR & Learner Services  
Mr P McKeown, Director of Finance & Economic Engagement  
Mrs L McGonigle, Boardroom Apprentice  
Mrs E Doherty, Governance Secretary

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**73.1 WELCOME & APOLOGIES**

The Governing Body Chair welcomed everyone to the meeting. Apologies were received from Mr P Canavan, Mrs L Taggart and post meeting from Mrs C McFarland.

**73.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

There were no conflicts of interest or any other business declared.

**73.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 9 MAY 2019****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Governing Body Meeting held on 9 May 2019

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

**PROPOSED;** Mr A Magee

**SECONDED;** Mr S McGregor

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**73.3.1 MATTERS ARISING – Governing Body Meeting held on 9 May 2019**

- 71.4** To acknowledge the Careers Academy Team in receipt of the Association of Colleges' Beacon Award  
**Update;** Actioned.

The Governing Body Chair invited Mrs Dougherty, Vice Chair of the Audit & Risk Committee to update members on the recent business of the Committee.

**73.4 AUDIT & RISK COMMITTEE**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

73.4.1 Vice Chair's Summary Report

73.4.2 Draft Minutes of the Committee Meeting held on 11 June 2019

The Vice Chair provided a summary of the key points from the recent Audit & Risk Committee meeting. Members had collectively reviewed and completed the annual self-assessment exercise. The Committee agreed it was performing its functions effectively. One item requiring follow up was in relation to the Cabinet Office's Counter Fraud Standards. Changes to the Risk Management Group personnel were reported together with the recent adjustments made to the Risk Register. **Going forward it was agreed by the Committee that recommendations from Internal Audit reviews would be reported through the relevant Committees.**

The Vice Chair was disappointed to report that one Internal Audit review was presented to the Committee for their year-end meeting, despite four reviews due for reporting as listed in the Internal Audit Timetable for 2018/19. The Review on Payroll was provided and had been awarded a satisfactory assurance rating with one priority 3 recommendation. This recommendation related to the requirement for the College to have a documented process for governor remuneration. At the Committee meeting the External Auditor referred to correspondence from the NIAO advising of the increase to fees for the current year to £23,000 (£20,000, 2017/18). The Vice Chair added that members had reviewed the Audit Strategy 2018/19 and were content with same.

Members were also notified of a suspected fraud which was currently being investigated.

The Draft Minutes of 11 June 2019 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 of 11 June 2019.

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr G Killeen

The Governing Body Chair thanked Mrs Dougherty for her report and invited Mr O'Kane, Committee Chair to report on the recent business of the Education Committee.

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**73.5 EDUCATION COMMITTEE****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

73.5.1 Chair's Summary Report

73.5.2 Draft Minutes of the Committee Meeting held on 4 June 2019

73.5.3 College Development Plan 2019/20

The Committee Chair reported that members at the Committee meeting had received a very informative presentation on the DIAL (Design Innovation Assisted Living) Centre from Mrs G Lavery, Head of Department Health & Sport and Ms V Williams, recently appointed Manager of the Centre. Members were brought through the Business Plan to August 2020.

Key points from the Committee business reported that enrolments were at 93% of target as at 28 May 2019, a summer provision of short, accredited, part-time courses was planned to run from mid-June to July 2019 to help improve on target. The Committee Chair was pleased to report that the ETI had completed their follow up inspection of Wood Occupations and indicated that the quality of the education and training provided by the College was now graded as 'good'.

The Department had confirmed they intended to reduce the Sector MaSN target, the target for the College for 2019/20 was reduced to 598 enrolments.

The National Student Survey showed a response rate of 76.8% which was a significant improvement on last year's rate of just over 50%, results from this survey are not published until 3 July 2019. In respect to the QDP Survey 2018-19 participation rates had also improved considerably. Overall results were positive for the College.

The Draft Minutes of 4 June 2019 were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the Draft Minutes of the Education Committee of 4 June 2019.

**PROPOSED;** Mr M O'Kane

**SECONDED;** Mr S McGregor

Members were referred to the College Development Plan 2019-20 (final) that had been included with the meeting papers. The Plan had gone through the Education Committee meeting on 4 June 2019 and the Committee were recommending approval to the Board.

**PROPOSED;** Mr M O'Kane

**SECONDED;** Mr G Killeen

The Governing Body Chair thanked Mr O'Kane for his report and invited Mr S Gillespie, Committee Chair to report on the recent business of the Finance & General Purposes Committee.

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**73.6 FINANCE & GENERAL PURPOSES COMMITTEE**

## 73.6.1 Chair's Summary Report – Verbal Report

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

73.6.2 Draft Minutes of the Committee Meeting held on 18 June 2019

73.6.3 Management Accounts for 10 Months to 31 May 2019

73.6.4 Draft Budget 2019/20

73.6.5 Procurement Contracts Items £100k and over

The Committee Chair reported on the key business of the recent Committee meeting; all actions from the May 2019 Committee meeting had been completed. The Committee received an update on the proposed replacement telephony platform. On a recommendation from the Governing Body an independent specialist was brought in and a tender process will go out in July 2019. The Committee Chair was pleased to report that the College was informed on 5 June 2019 that additional funding was being made available, however members were cautioned that this extra funding was still at risk. The DEL allocation has moved to £26.7m for 2019/20 ending 31 March 2020.

The Director added that it was assumed for the purposes of preparing the Budget that the same level of funding for the year to March 2020 will be maintained to July 2020. Assuming the Department are successful in obtaining the additional money the Director had no major concerns with the Budget for 2019/20.

The Draft Minutes of the Committee meeting held on 18 June 2019 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.

**PROPOSED;** Mr S Gillespie**SECONDED;** Mr A Magee**Draft Budget 2019/20**

Members were content to approve the Draft Budget 2019/20.

**PROPOSED;** Mr S Gillespie**SECONDED;** Mr S McGregor**Procurement Items of £100K and over**

The Governing Body Chair referred members to the Report 73.6.5, on items that may require approval over the next few months. Members were content to approve.

**PROPOSED;** Mr S Gillespie**SECONDED;** Mr S McGregor

The Governing Body Chair thanked Mr Gillespie for his report and invited Mrs Dougherty, Vice Chair to report on the recent business of the Staffing Committee.

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**73.7 STAFFING COMMITTEE****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

73.7.1 Vice Chair's Summary Report

73.7.2 Draft Minutes of the Committee Meeting held on 11 June 2019

Mrs Dougherty reported that actions from the April 2019 Committee meeting had been completed. She apprised members that the pilot teacher training course had received very positive feedback and it is hoped to build on this pilot and extend participation. £15,150 had been raised from fundraising activities and a cheque was presented to the nominated charity, Foyle Search & Rescue at the Best in FE Awards. Work is ongoing to nominate a charity for the incoming year. The College had signed up to become a JAM (just a minute) card friendly organisation, an initiative which aims to raise awareness and address barriers for people with learning difficulties and communication barriers. The Equal Opportunities Report, May 2019 together with the Fair Employment Monitoring return for 01 January 2019 was presented to the Committee members. An imbalance still exists in the workforce and in applications from the protestant community, affirmative action is ongoing to help address the imbalances.

The College had received confirmation of an IIP accreditation extension until May 2020. In answer to the Governing Body Chair's question the Director of HR & Learner Services confirmed that the College continues to retain its current award level until a full assessment is conducted in 2020.

The Staff Governor, (support) wished to share feedback from support staff on the appraisal process. It was noted that training for the appraisee's respective role is available which may help staff understand the process and its purpose.

The Draft Minutes of 11 June 2019 were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the Draft Minutes of the Staffing Committee of 11 June 2019.

**PROPOSED;** Mrs R Dougherty**SECONDED;** Dr N Hand

Members were content to approve the request for a phased retirement.

**PROPOSED;** Mrs R Dougherty**SECONDED;** Dr N Hand

*Mr McGregor left the meeting for a short time during this item.*

The Governing Body Chair thanked Mrs Dougherty for her report and invited Mr Murphy, Principal and Chief Executive to present his report to members.

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**73.8 PRINCIPAL'S REPORT/BUSINESS**

73.8.1 Budget Outlook 2019/20 – verbal report

73.8.2 Sector Issues – verbal report

The Principal added that the Budget 2019/20 had already been discussed under item (73.6).

The Principal advised that he will continue in his role as Senior Responsible Officer (SRO) on the STS Project at least until December 2019. He also reported that the Department have commissioned the ETI to undertake an evaluation of the quality and impact of curriculum planning at Level 3 across the Sector.

Other Sector business reported that NWRC with three other Colleges hosted a study programme of visiting Chinese teachers from Huang Province. This was an initiative created by the Chinese Government to foster good relations and share skills (Belt & Road).

Following a query from a member on Brexit it was agreed that if anything significant needs to be reported to members over the summer break members will be notified accordingly.

The Governing Body Chair thanked the Principal for his report.

**73.9 GOVERNING BODY CHAIR'S BUSINESS****➤ VERBAL REPORTS**

73.9.1 Appointments

73.9.2 Governance Documents – Resources Committee

73.9.2.1 Articles of Government

73.9.2.2 Standing Orders with amendments/summary of changes

73.9.2.3 Terms of Reference – Resources Committee

The Governing Body Chair was pleased to report that the Department had issued the Minute of Appointment for Mr B Quinn to serve a further four year term from 1 August 2019. The Chair himself had also received a Minute of Appointment to continue to serve as Chair of the Board for a further four year term effective from 1 July 2019.

A further two extensions of appointments for Mr G Killeen and Mr S McGregor were currently in progress. The Governing Body Chair wished to thank the members for their agreement to continue to serve on the Board.

Members were then referred to the Governance Documents drafted for the Resources Committee. It is planned that the Resources Committee will be operational for the new academic year 2019/20. The Governing Body Chair brought members through the amendments and members were content to approve.

Amendments to the Articles of Government

**PROPOSED;** Mr G Finnegan

**SECONDED;** Mr G Killeen

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Amendments to the Standing Orders

**PROPOSED;** Mr G Finnegan

**SECONDED;** Mr E Kelly

Terms of Reference for the Resources Committee

**PROPOSED;** Mr G Finnegan

**SECONDED;** Mr E Kelly

### **73.10 CORRESPONDENCE**

The Governing Body Chair read out communication from Mrs K Clarke, UCU dated 6 June 2019 confirming that the UCU were now in a position to end the dispute.

### **73.11 ANY OTHER BUSINESS**

The Governing Body Chair indicated as this was the final meeting of the academic year he wished to register his thanks to Mr S Gillespie, Committee Chair, Finance & General Purposes Committee and Mrs C McFarland Committee Chair, Staffing Committee for managing these Committees. These Committees will now amalgamate into the Resources Committee from September 2019.

The Governing Body Chair wished to thank Mrs R Dougherty, Vice Chair of Audit & Risk and Staffing Committees who had deputised for the Chairs for these Committees throughout the year.

The Governing Body Chair wished to acknowledge and mark the occasion of Mrs L McGonigle in completing her term as a Boardroom Apprentice.

### **73.12 RESERVED BUSINESS**

Taken separately.

The Governing Body Chair brought this part of the meeting to an end, he thanked everyone for their attendance and requested those not required for the remaining items to leave the room at this juncture.

The meeting ended at 1842 and went into private session.

**Date of next meeting:** 25 September 2019

**Signed:** \_\_\_\_\_ **Chair**  
**Mr G Finnegan**

**Date: 25 September 2019**