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**MINUTES OF THE SEVENTY SIXTH MEETING OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, LIMAVADY CAMPUS ON 13 NOVEMBER 2019, COMMENCING 1700**

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**PRESENT:**

Mr G Finnegan, Governing Body Chair  
Mr P Canavan  
Mrs R Dougherty  
Dr N Hand (from 1710)  
Mr G Killeen  
Mr S McGregor  
Mr A Magee  
Mr L Murphy, Principal & Chief Executive  
Mr M O’Kane

**IN ATTENDANCE;**

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

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**76.1 WELCOME & APOLOGIES**

Apologies were received from Mr S Gillespie, Dr M O’Neill, Mr B Quinn, Mrs C McFarland and Mr K McDowell.

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

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

**76.3 DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 25 SEPTEMBER 2019**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Governing Body Meeting held on 25 September 2019

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

**PROPOSED;** Mr S McGregor

**SECONDED;** Mrs R Dougherty

**76.3.1 MATTERS ARISING – Governing Body Meeting held on 25 September 2019**

**75.5 Student & Staff Awards**

**Update:** The Principal reported that Marketing Department will issue a publication each quarter with highlights of these awards.

**75.6 STS communication from the Principal to be circulated to Governors.**

**Update:** Members received a copy on 22 October 2019.

**75.4 Audit & Risk** – Request to the Department to consider a temporary change to the Articles to allow co-opted members to serve as Chair to the Audit & Risk Committee.

**Update:** The Department have agreed to a temporary change, the Articles have been signed by the Governing Body Chair and forwarded to the Department.

**75.7 Governing Body Chair's Business** – to correspond with Mr N Lavery, Permanent Secretary on his pending retirement.

**Update;** Actioned

The Governing Body Chair then invited Mr P Canavan to report on behalf of the Audit & Risk Committee.

#### **76.4 AUDIT & RISK COMMITTEE**

##### ➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Committee Chair's Summary Report
Report 2	Draft Minutes of the Committee Meeting held on 5 November 2019
Report 3	Audit & Risk Committee's Annual Report to the Governing Body 2018-2019
Report 4	NIAO Draft Report to Those Charged with Governance 2018-2019
Report 5	Annual Report & Financial Statements Year Ended 31 July 2019
Report 6	Draft Internal Audit Plan & Timetable 2019/20
Report 7	Student Council & Financial Statements to 31 July 2019

Mr Canavan highlighted the key business that took place at the Committee meeting on 5 November 2019. The Audit & Risk Committee's Annual Report to the Governing Body was presented to the Committee. Mr A Magee raised a query on the Committee membership record. It was agreed that the Governance Secretary would check the records and inform Mr Magee and members. Members accepted the report subject to a potential amendment regarding the Committee membership.

Mr Canavan continued with his report stating that Mr McCole, IT Services Manager was joining the Risk Management Group replacing Mrs K Duffy. The adjustments to the Corporate Risk Register since it last came to the Governing Body in June 2019 were referred to. Health & Safety during 2018/19, reported 94 accidents/incidents which was a slight reduction on 105 reported accidents/incidents for 2017/18. One accident under RIDDOR was reported. Mr Canavan added that no incidents/accidents have been reported to date for the Springtown Redevelopment Project which is a 'live' site.

There were no Direct Award Contracts to report on and the Prompt Payment figures for the 30 days to 31 October 2019 was 90% and for the year to date was 87%.

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Reporting on the Internal Audit, the Annual Audit Plan/Timetable 2019/20 was now final. The Audit areas for 2019/20 were listed requiring 40 days audit work. This was a reduction of 10 days following the College's requests to remove the review of the funding model. The Director was comfortable with this reduction. Mr Clonliffe (DfE) had no issue with the reduction. The Key Performance Indicators for 2019/20 were still in draft. These will be reviewed by NIFON and brought back to the Committee/Board for approval. Two Audit Review Reports were received by the Committee; Data Protection (GDPR) had received a satisfactory level of assurance with two priority 2 recommendations and four priority 3 recommendations. The Health & Safety Review was awarded a satisfactory level of assurance with two priority 3 recommendations.

Mr Canavan went on to apprise the meeting on the receipt of the Draft Report to Those Charged with Governance 2018/19. The Financial Statements will receive an unqualified audit opinion without modification. There were no adjusted or unadjusted misstatements identified during the audit process. No priority one recommendations were made. A priority 3 recommendation was made in respect to Deferred Income & Debtor Balances – Student Loans Company. This finding had been raised previously in 2018-19 and the College had corresponded with the Students Loan Company. However a recommendation was made for the College to continue to liaise and close this matter off.

The Annual Report & Financial Statements Year Ended 31 July 2019 were now complete and following approval by the Board, the Principal as Accounting Officer will sign off same.

Members got the opportunity to place their questions with the Director of Finance & Economic Engagement. The Governing Body Chair acknowledged the clean audit report and wished to acknowledge the work of the Director of Finance & Economic Engagement, the Management Accountant and the Finance Team.

**AGREED ACTIONS;**

**Governance Secretary to check the accuracy of the Committee Membership for the Audit & Risk Committee (2018/2019).**

The Draft Minutes of the Committee meeting held on 5 November 2019 were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the Draft Minutes of the Resources Committee.

**PROPOSED;** Mr P Canavan

**SECONDED;** Mr S Gillespie\*

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\*Approval of the Draft Minutes of the Audit & Risk Committee held on 5 November 2019. Mr P Canavan proposed the Draft Minutes, no other members were present from the Audit & Risk Committee to second the Minutes. It was agreed to contact Mr S Gillespie, Temporary Chair, Audit & Risk Committee post meeting to seek his approval to second the Draft Minutes. This confirmation was received from Mr S Gillespie on 18 December 2019.

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Members agreed to accept the Audit & Risk Committee's Annual Report to the Governing Body 2018/19, subject to amendment of the membership details.

**PROPOSED;** Mr P Canavan

**SECONDED;** Mrs R Dougherty

Annual Report & Financial Statements Year Ended 31 July 2019

**PROPOSED;** Mr P Canavan

**SECONDED;** Dr N Hand

Draft Internal Audit Plan & Timetable 2019/20

KPI's to be reviewed by NIFON and brought back to the Committee/Board

**PROPOSED;** Mr P Canavan

**SECONDED;** Mrs R Dougherty

Student Council & Financial Statements to 31 July 2019

**PROPOSED;** Mr P Canavan

**SECONDED;** Dr N Hand

The Governing Body Chair thanked Mr Canavan and invited Mr O'Kane, Chair to the Education Committee to report to the Board.

## 76.5 EDUCATION COMMITTEE

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

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| Report 1 | Committee Chair's Summary Report                                              |
| Report 2 | Draft Minutes of the Committee Meeting held on 29 October 2019                |
| Report 3 | Committee's Terms of Reference                                                |
| Report 4 | Compliments, Complaints & Academic Assessment Appeals Annual Report 2018-2019 |
| Report 5 | Customer Compliments & Complaints Policy                                      |
| Report 6 | DfE, HE Annual Quality Assessment Return Letter & Template 2019/20            |
| Report 7 | Higher Education Self Evaluation Report 2018/19                               |
| Report 8 | DfE Annual Self Evaluation & Quality Improvement Assurance Letter & Template  |
| Report 9 | Further Education & Work Based Learning Self Evaluation Report 2018/19        |

The Committee Chair reported that the College had achieved an overall enrolment target of 95% in 2018/19, however challenges remain in full time HR provision and part time enrolments. The Employers Report Card outcomes for the period March 2019 – April 2020 indicates the College performance is on track to meet targets. The Social Inclusion Report Card outcomes for 2018/2019 show that retention achieved 94% against a target of 93%. Retention rates for students from Quintile 1 for 2018/2019 was 93% against a target set at 88%. Retention of students with a disability for 2018/2019 also achieved over target at 96% against 90%. The Committee Chair was pleased to report that improvements in GCSE Maths have shown a consistent improvement in the last three years with a 9% increase in

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2018/2019 on the previous year's figures. Success in GCSE English results have improved significantly by 20% on 2017/2018 results.

Mr O'Kane explained that the Higher Education Self Evaluation Report 2018/19 and the Further Education and Work Based Learning Self Evaluation Report 2018/19 were not available for the Education Committee meeting however members received the reports on 6 November 2019 for review and Governing Body members received these reports in their Meeting Pack.

The Governing Body Chair signed off the DFE, Self Evaluation Report 2018-2019. The Principal signed off the FE & Work Based Learning Self Evaluation Report 2018/2019.

The Committee Chair highlighted a matter brought to the Committee regarding a compliance issue on the unsatisfactory performance of the Training for Success 2017 contract. The matter relates to an inadequate level of compliance with the contract. An Improvement Plan has been submitted by the Training Unit and approved by the Department. A follow up inspection is expected from the Department's Contract Manager before the end of December 2019. The Committee Chair reported that the Committee were assured that actions were in place to redress the issues.

Discussion followed on the new NI vocational Traineeship' Programme that will be available to 16-24 year olds in FE Colleges from September 2020.

**AGREED ACTION; The Governance Secretary to forward a copy of the paper on Traineeship to all Governors.**

The Governing Body Chair acknowledged the good results in retention and passed on the Board's thanks to Ms G Moss, Head of Learner Services and her team and to the work of the Retention Working Group led by Ms Moss.

The Committee Chair then requested approvals from the Board.

The Draft Minutes of the Committee meeting held on 29 October 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.

**PROPOSED;** Mr M O'Kane

**SECONDED;** Mr A Magee

The Committee's Terms of Reference.

**PROPOSED;** Mr M O'Kane

**SECONDED;** Mr A Magee

Customer Compliments & Complaints Policy

**PROPOSED;** Mr M O'Kane

**SECONDED;** Mr G Killeen

The Governing Body Chair thanked Mr O'Kane for his report and invited Mrs R Dougherty, Chair of the Resources Committee to present her report.

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**76.6 RESOURCES COMMITTEE****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Committee Chair's Summary Report
Report 2	Draft Minutes of the Committee Meeting held on 4 November 2019
Report 3	Management Accounts for 2 Months to 30 September 2019
Report 4	Budget Update 2019/20
Report 5	Bad Debt Write-Off
Report 6	Management Statement/Financial Memorandum – Oct 2018
Report 7	Safeguarding Report – October 2019

The Draft Minutes of the Committee meeting held on 4 November 2019 were taken as read and agreed were an accurate record of the meeting. Members agreed to adopt the Draft Minutes of the Resources Committee.

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Dr N Hand

The Committee Chair reported that an important discussion took place at the Committee on the Springtown Redevelopment Project. The Committee Chair handed over to Mr G Killeen, Governing Body representative on the Springtown Project Board.

Mr Killeen provided an overview of the issues emerging from the project in relation to the management and implementation of the contract and the actions the College have taken in relation to these issues. Mr Killeen highlighted the Department (DfE) and CPD have representatives on the Project Board and are fully aware of the issues. Members were informed of Project Board's concerns about the performance of the ICT. These concerns have been raised with CPD and it was noted that the DfE representative on the Project Board has written to CPD in relation to these concerns.

Members expressed their concerns on the situation. The Governing Body Chair endorsed the actions taken by the College and requested that updates are brought to the Board. He thanked Mr Killeen, the Director of Finance & Economic Engagement and the Estates Team for their time afforded to addressing the challenges on this contract.

Following on the Committee Chair referred to other estate works within the College including the planned coffee shop in the lobby of the Foyle building and the refurbishment of the assembly hall in Limavady Campus which could be completed by March 2020, subject to funding.

The Annual Report and Financial Statements Year Ended 31 July 2019 also progressed through the Resources Committee for review and approval. The Management Accounts were not available for the Committee meeting however they were included with the Governing Body papers and the Director of Finance & Economic Engagement provided assurances on these.

The NDPB return for October 2019 for Year ended July 2020 was showing a total DEL Resource shortfall of £2.2m down on the September 2019 reported shortfall figure of £2.3m. This remains at risk with the Sector pressure of £15m in total.

The Budget update 2019/20 was provided by the Director of Finance & Economic Engagement who referred to the material changes to the budget from the draft Budget approved by the Governing Body in June 2019. A historic deficit of £2.4k is budgeted for year to 31 July 2020. The Director provided explanation to the increase relating to pension liability (FRS17).

The Committee Chair requested Board approval for:

Budget Update 2019/20  
**PROPOSED**; Mrs R Dougherty  
**SECONDED**; Mr A Magee

Bad Debt Write-Off, totalling £8.3k  
**PROPOSED**; Mrs R Dougherty  
**SECONDED**; Dr N Hand

The Committee Chair then referred to staffing matters. The newly appointed HR Manager will take up post in December 2019. The Staff Development Plan 2019/20 was provided to the Committee which included the range of development/training opportunities available to staff. The Safeguarding Report highlighted an increase of students registered with the Safeguarding Team, the Principal provided explanation to this.

The Governing Body Chair thanked Mrs Dougherty for her report and invited the Principal to report to members.

## **76.7 PRINCIPAL'S REPORT/BUSINESS**

### **➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 DfE Budget Correspondence, Ms B Harrison  
Report 2 Correspondence, Mr N Lavery, Permanent Secretary

The Principal reported on the recent successful HE and Access Graduation event that took place on 31 October 2019. The ETI inspection of FE is most likely to take place in February 2020.

## **76.8 GOVERNING BODY CHAIR'S BUSINESS**

### **➤ VERBAL REPORTS**

Report 1 Governor Body Self Assessments 2018/19 – verbal report  
The Governing Body Chair reported that the Governor Self-Assessment 2018/19 report was available to members via MinutePad, the Summary Report will also be placed on MinutePad. The Governing Body Chair added it would be useful to discuss

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the results of the Assessments in more detail and this will take place at the Strategy Day in January 2020. In the interim the Governing Body Chair will meet with the Committee Chairs. If any member wishes to meet with the Governing Body Chair and or Governance Secretary they were requested to contact the Governance Secretary.

**76.9 CORRESPONDENCE**

There was no further correspondence to note.

**76.10 ANY OTHER BUSINESS**

There was no any other business to discuss.

**76.11 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 1845 and went into private session.

**Date of next meeting:** 14 February 2020

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

**Date:** 27 February 2020