

NORTHERN REGIONAL COLLEGE

GOVERNING BODY

Minutes of the meeting of the Governing Body held at 5.30 pm on 14 March 2012 at the Farm Lodge Ballymena Campus, Northern Regional College

Present Mr G Gilpin (Chairman), Mr T Neilands (Director), Ms S Cassidy, Mr I Goldsworthy, Mr R Jay, Dr D Lennox, Alderman PJ McAvoy, Mr S McCartney, Mr P McCudden, Mr K Nelson and Mrs U O'Kane,

In Attendance Mrs B Crotty, Mr I Houston, Mrs C Moore, Dr C O'Mullan and Mr J A Hunter

UNRESERVED BUSINESS

37.1 Presentation Colleges Northern Ireland

The Governing Body received a presentation from Mr Gerard Campbell, Chief Executive, Colleges Northern Ireland (CNI). Mr Campbell stated that the key activities of CNI included: the provision of a lead voice for the Sector; advocating on behalf of the Sector; lobbying Government and other bodies; providing a platform for the 6 Colleges to work in partnership; supporting the colleges and managing sectoral initiatives; and building consensus on policy on behalf of the Sector.

He provided the Governing Body with a number of impressive Sector statistics; he said that the Sector had a turnover of £250 million annually, 180,000 enrolments, 7,000 Apprentices and Training for Success students, 4,100 lecturers and 120,000 hrs of provision into post-primary schools.

He referred to the work of CNI in the development of knowledge transfer projects between colleges, universities and businesses. He also provided examples of its work with Economic Engagement. He made mention of the Business Support Unit and CNI's work in relation to Policy and Public Affairs. By way of example he cited the development of sectoral responses to Government papers and initiatives and the promotion of international markets.

In conclusion he listed several challenges facing CNI including: the dissolution of DEL; the development of shared services; monitoring the reclassification of colleges by the Office of National Statistics; widening access within HE; and delivering value for money in terms of CNI's contribution to the Sector.

During discussion Governors raised a number of issues in relation to the future development of relations between CNI and Colleges, the possibility of future College mergers, the submission of a single FLU bid for the Sector, the need for a more strategic approach to FE across Government Departments and CNI funding.

The Chairman thanked Mr Campbell for an informative talk.

37.2 Apologies

Apologies were received from Mrs K Collins, Mr S Davidson, Mrs R Handley and Rev T Jamieson, Mrs C Taylor and Ms A Rankin.

It was noted that Mrs U O'Kane and Rev T Jamieson's periods of office, as representatives of the North Eastern Education and Library Board on the Governing Body, terminate on 2 April 2012. This will be their last Governing Body meeting. The NEELB has nominated Mr James Brown and Mr James Currie as replacements and their names have been forwarded to the Department for approval.

37.3 Declaration of Interests

There were no declarations of interests.

37.4 Minutes of Last Meeting

The minutes of the last meeting of the Governing Body held 11 January 2012 were approved.

37.5 Matters Arising

37.5.1 Larne Adult Education Centre (minute 36.4.1).

It was noted that only one tender had been received regarding the College's search for a suitable tenant for the Larne Adult Education Centre. The tender, from Acceptable Enterprises (Larne) Ltd, was evaluated by a Panel and was deemed to meet NRC's specifications.

The Panel recommended and the Finance & General Purposes Committee (28 February 2012) agreed that the contract should be awarded to Acceptable Enterprises (Larne) Ltd subject to agreeing an appropriate leasing contract.

The Director stated that the College had had a meeting with Acceptable Enterprises earlier in the day and it was hoped that the organisation would be occupying the premises in the summer. A high profile event would be planned to launch the enterprise in September. It was noted that the project would have a positive financial impact for NRC.

In response to questions it was noted that Acceptable Enterprises would manage the whole building and lease rooms to the College. It would also be able to sub-let rooms to other organisations subject to approval by the College.

37.5.2 Colleges Northern Ireland's Response to the Dissolution of DEL (minute 36.6)

The Governing Body received a copy of Colleges Northern Ireland's response to the dissolution of DEL, which had been used for the CNI presentation to the Assembly's Education and Learning Committee. The Director advised that a decision was expected regarding the alignment of DEL in May 2012.

37.5.3 Shared Services (minute 36.6 a))

It was noted that the Sector, through CNI, had provided a formal response to the Minister's proposals for the development of Shared Services by the Colleges. The CNI paper outlined an approach and methodology based on the sector's progress to date with an accompanying timescale, which was considered appropriate and realistic. The next step will involve the establishment of a project management structure to take the matter forward.

37.5.4 Joint Ministerial Visit (minute 36.6 b))

The Director stated that there is concern that changes to the funding for collaborative activity in delivering the Entitlement Framework could jeopardise the volume of work, which Colleges are engaged in with Schools. A joint ministerial visit to the College has been proposed to see the range and quality of its collaboration work with schools. The Director stated that the visit was unlikely to take place in the foreseeable future as a result of the dissolution of DEL.

37.6 Chairman's Communications

The Chairman referred to the following events in his communications:

a) Appraisals. The Chairman said that he had met with the Director and had carried out his mid-term Appraisal. He had also completed appraisals for all Governors in the category 'Ten members from business, industry or professions'.

b) Meeting of Chairs of Committees. The Committee had discussed the Strategic Workshop, which had been held on 29 February 2012. The Committee had focused on the presentation from the Department on the Code of Governance and had highlighted a number of concerns. The Committee suggested that the Chairman should write to the Department drawing attention to the following concerns:

(i) Governors are alarmed at the levels of responsibility, which now appear to be demanded of them.

(ii) There is concern that the Code may be giving the Governing Body executive powers.

(iii) Despite the demands of the Department in relation to performance and effectiveness, Governing Bodies have a very limited input in the appointment of Governors

(iv) The Code has been developed to improve practice but there is no indication as to how such improvement will be measured.

(v) The Governing Body feels that the Review has been too protracted in nature and needs to be brought to a speedy conclusion.

The Governing Body considered a letter, highlighting these concern, for submission to the Department.

The Governing Body agreed that the letter be approved for submission to the Department by the Chairman.

c) Bi-lateral Meeting. The Chairman advised the Governing Body that he had attended a bi-lateral meeting of representatives from DEL and the College on 8 March 2012 to discuss the College's FLU Bid to determine the allocation of funding. It had been a very positive meeting.

37.7 Director's Report

The Director in presenting his Report made reference to:

a) Iraqi Deans/Assistant Deans. The recent one-week placement in the UK for 23 Iraqi Deans and Assistant Deans had proved very successful. The Director participated in the evaluation event in London at the conclusion of the placement where the three NRC visitors joined the remainder of their colleagues, who had been placed in 7 Colleges in England. The feedback from the NRC group confirmed that they had found their time with NRC to be a very useful learning experience and they were very appreciative of the attention and support, which the College provided.

b) Soccer Academy. The College has joined forces with Michael Hughes to establish a Soccer Academy allowing students to progress their studies, while specialising in football-related training programmes. The Academy will host NRC-endorsed Level 2 or 3 courses and is due to recruit its first students for the new term in September 2012. The Director advised that the Sports Academy would be launched on 16 March 2012.

c) Babble Magazine. The Director congratulated Student Services on the high quality of the 4th edition of Babble. He drew attention to the cover picture of Emma McQuilken, a former NRC student. Emma, who is now studying architecture at the Queen's University Belfast, has been awarded a JP McManus All Ireland Scholarship, which offers financial support of £5,500 per annum. It is intended to invite Emma to a forthcoming meeting of the Governing Body to meet Governors.

d) Robotics. The Director informed the Governing Body that the College would be hosting a Robotics Seminar on 22 March 2012 at Ballymena. Governors were invited to attend.

The Governing Body also noted the following topics included in the Director's Report:

a) Graduation. On 21 February 2012 the College held a special Graduation Ceremony for those students, who were the first to complete the Foundation Degree in Retail Management.

b) Living and Learning Together Project. The Living and Learning Together Project continues to make a significant impact in Magherafelt and Antrim. On 20 February 2012 St Mary's Grammar School in Magherafelt hosted two major conferences in Autism. The first conference was attended by over 400 post-primary teachers from schools in the area while a further evening event had a large attendance of parents, health professionals and support groups.

On 29 February 2012 the Project held a formal dress event in the Old Courthouse in Antrim to launch a DVD called "Our Time in Care", which was created by young people from the Northern Trust's Residential Care Units.

c) Study USA 2012/13. Neil Craig, a student on the HND Electrical & Electronic Engineering course has been successful in securing a place on the prestigious SUSA programme. This programme, sponsored by the British Council and DEL, offers undergraduates the opportunity to study for one year at a College in America. Students will undertake management and business modules.

d) Significant Events and Meetings Attended. The Director provided details of several significant events and meetings he had attended since the last meeting.

37.8 Correspondence

The Governing Body received a copy of correspondence from DEL, dated 1 February 2012, indicating that the Department is planning to organise an Induction Seminar for new governors on 26 April 2012.

37.9 Audit Committee

The Governing Body received the minutes of the meeting of the Audit Committee held on 15 February 2012. In presenting the minutes, in the absence of the Chairperson, Mr Goldsworthy drew attention to:

a) Cheque Fraud. The Committee noted that the Management Accounting Technician had detected a difference between the value of a cheque being debited to the bank account and the value that was recorded on Agresso, while carrying out the weekly reconciliation of bank statements. It was noted that the full amount of the fraudulent cheque had been credited back into the College's account and PSNI/ Metropolitan Police are investigating the matter.

b) Internal Audit Reviews. The Committee received the following Internal Reviews completed since the last Audit Committee meeting: Review of Risk Management (substantial assurance), Review of Procurement (satisfactory assurance) and Review of Operating Expenses (substantial assurance).

c) Appointment of College Bankers. The Committee noted that the Evaluation Panel for the joint procurement of banking had proposed the appointment of First Trust Bank as the College Bankers. The Committee agreed that the First Trust Bank be appointed as the College's Bankers with effect from 1 May 2012. The Governing Body noted the appointment of First Trust Bank as the College's Bankers.

The Governing Body also noted the following issues included in the Audit Committee minutes:

a) Departmental Risk Register. The Committee received a presentation from Mr S Walls, Head of IT Infrastructure, regarding his Departmental Risk Register.

b) Terms of Reference. The Committee approved its revised Terms of Reference.

c) Correspondence. The Committee received the following correspondence:

(i) The Annual Theft and Fraud Report 2010/2011, which provides details of actual, suspected and attempted theft and fraud within Northern Ireland Departments and arm's length bodies;

(ii) Fraud Alert Correspondence from DFP relating to an emerging fraud threat, where fraudulent requests are made seeking to amend bank details of existing suppliers. The Director of Finance confirmed that the College had appropriate procedures in place for authenticating and approving such requests.

(iii) Correspondence from DFP in relation to the introduction of the UK Bribery Act 2010, which came into effect on 1 July 2011. The Director of Finance stated that the College's recent Risk Management Policy encompassed the guidance provided by DFP.

d) Risk Management Group. The Committee received the minutes of the meeting of the Risk Management Group held on 6 February 2012, when the Group discussed Risk Management Training, the Revised College Risk Register and Departmental Risk Registers.

e) Outstanding Internal Audit Recommendations. The Committee received a progress report regarding outstanding Internal Audit recommendations.

f) Internal Audit Service Progress against Key Performance Indicators 2011/2012 (minute 23.11). The Committee received a Progress Report, which had been prepared to review PwC's performance for the year up to 1 February 2012. It was noted that all seven KPIs reviewed were on target.

g) Financial Audit & Support Team (FAST) Report. It was noted that FAST had undertaken an audit inspection of NRC on 8 & 9 November 2011 to provide an assurance on the propriety of DEL funding made in relation to the College's financial administration of the Hardship Fund (Discretionary) for the period 1 August 2010 – 31 July 2011. Based on the work completed, FAST has provided a satisfactory assurance on the College's administration of the Hardship Fund.

h) International Financial Reporting Standards. The Committee received a paper regarding proposals to align financial reporting standards on a global basis. It was noted that the first set of College Accounts to be prepared under the new standards would be for the year 2014/2015; a set of shadow accounts will be required for 2013/2014.

37.10 Finance and General Purposes Committee

The Governing Body received the minutes of the meetings of the Finance and General Purposes Committee held on 31 January 2012 and 28 February 2012. Dr Lennox, presenting the minutes in the absence of the Chairperson, highlighted the following issues:

Meeting 31 January 2012

a) Recurrent Block Grant 2011/2012. The Department has secured an additional £900k for allocation to FE Colleges through the recurrent block grant. NRC has been allocated £332,169, which represents a 38% share of the £900k. The Director advised the Committee that the College's allocation had been based on its part-time delivery of HE, which had been higher than planned.

- b) Equality Scheme. The Equality Commission has approved the College's Equality Scheme.
- c) Monthly Management Accounts. The Monthly Management Accounts for the period up to 31 December 2011 indicate that the College has an historic cost deficit of £135k, which is £103k behind budget. The Bank Balance as at 31 December 2011 was £ 3.0 million.
- d) Fees 2012/2013. The Committee endorsed the College's Fees Policy and Regulations for 2012/2013 and forwarded them to the Governing Body for approval.

The Governing Body approved the College's Fees Policy and Regulations for 2012/2013

- e) Catering Services. The Committee noted that a request for proposals on the feasibility of outsourcing Catering Services had been sent to organisations that currently supply outsourced catering services to the FE sector in Northern Ireland. A Panel evaluated proposals, received from three suppliers, on 26 January 2012. None of the proposals was able to offer the service requested at zero net cost.

The Panel concluded that the outsourcing of catering services would be financially attractive compared to the current cost of delivering the NRC catering provision in-house. In order to compare a proposed outsourcing service against a comparable in-house service the Panel recommended and the Committee agreed that a further analysis of a revised in-house service should be undertaken.

- f) Single Action Procurement. The Committee received a Report providing an update regarding single action procurements during November 2011 and December 2011. It noted single action procurements in excess of £5,000 approved by the Director during this period.

28 February 2012

- a) Monthly Management Accounts. The Committee received the Monthly Management Accounts for the period up to 31 January 2012. The Accounts indicate that the College has an historic cost surplus of £467k, which is £23k more than budget. It was noted that the Bank Balance as at 31 January 2012 was £ 2.8 million.

A Governor commented on the marked turn-around between the December and January accounts and was advised that the differences were attributable to profiling of budget. By the end of January 2012 the College had returned to its budgetary forecast.

- b) Estate Issues. The Committee received an update regarding the following estate issues:
 - i) Outline Business Case. It was anticipated that consultants would be in place by the end of April and the Business Case would be completed by the December deadline.
 - ii) Antrim Campus. It was noted that the disposal process has commenced.
 - iii) Property at Portrush. It was noted that there has been no further progress since the meetings of the Land Disposal Committee on 4 January and 10 January 2012.
 - iv) Land at Station Road, Newtownabbey. It was noted that there has been no further progress since the meetings of the Land Disposal Committee on 4 January and 10 January 2012.
 - v) Maintenance Matters. The Committee noted that there is no funding available in respect of the bid for capital funds.

- c) Single Action Procurements. The Committee received a report, which provided details of Single Action Procurements less than £5,000 and Single Action Procurements in excess of £5,000 during January 2012.

d) Catering Services. In order to compare a proposed outsourced catering service against a comparable in-house service, the Catering Review Panel had requested a further analysis of a revised in-house service to be undertaken.

The in-house proposal was submitted to and evaluated by the Catering Review Panel on 27 February 2012. As the proposal projected a positive financial contribution to the College the Panel recommended and the Committee agreed that:

i) A detailed business case for in-house provision should be prepared for submission to the meeting of the Finance and General Purposes Committee on 26 June 2012;

ii) An independent consultant should be employed to complete the business case in order to provide an independent challenge;

iii) In order to allow sufficient time for the preparation of the business case it would be necessary to tender for the outsourcing of the catering service at the Newtownabbey Campus on a short-term basis.

A Governor commented that the Catering Review Panel had taken a lengthy period in reaching a decision as to the future provision of Catering Services. He was informed that it could take another academic year to have a standardised service in place. In the meantime there had been a number of actions taken which would lead to a significant improvement in the finances of Catering Services.

e) Equality Action Plan. The Committee received a progress report in relation to the Equality Action Plan for 2011/2012. The Committee noted a number of pleasing developments during the period up to 12 February 2012.

f) Membership of Governing Body. The Committee noted forthcoming changes to the membership of the Governing Body in the following categories:

Category a) Ten members from business, industry or professions.

Mr P McCudden has tendered his resignation with effect from 31 July 2012 and a replacement will be required. The Chairperson advised that it was hoped to have a replacement with a construction background.

Category c) Two elected members of staff

There is a vacancy for an elected member of the teaching staff. Nominations have been sought on two previous occasions (September 2011 and January 2012 without success. It is proposed to seek nominations in May 2012

Category d) Elected student member

A replacement is required for Ms S Cassidy, whose period of office terminates at the end of the academic year on 31 July 2012.

Category e) Two members nominated by NEELB

Rev T Jamieson and Mrs U O'Kane were appointed by the NEELB for a period of 4 years. Their period of appointment expires on 2 April 2012. NEELB has considered this matter at its meeting on 28 February 2012 and has nominated two new representatives to the Department.

g) Funded Learning Units. The Committee approved the College's FLU bid for 2012/2013 and beyond, which had been forwarded to DEL to meet a 24 February 2012 deadline. It noted that a bi-lateral meeting of representatives from DEL and the College would take place on 8 March 2012 to discuss the bid and to determine the allocation of funding.

Referring to FE the Director stated that the College had achieved a strong performance against targets in 2011/2012 with a projected outcome of 5,200 to 5,300 FLUs against a target of 5,403 FLUs. The Director advised that the College was seeking an increase in its MaSN allocation of 30 additional HE places in both 2012/2013 and 2013/2014. The College is also projecting a further increase in part-time HE as more students have difficulty finding local full-time classes.

37.11 Staffing Committee

The Governing Body received the minutes of the meeting of the Staffing Committee held on 31 January 2012. In presenting the minutes Mr Jay, the Vice-Chairman of the Staffing Committee, drew attention to the following topics:

a) Investors In People. The Committee received a progress Report in respect of the IIP Action Plan, which had been drawn up to address the development areas specified by the IIP Assessor. The Committee noted the action being taken by the Quality Improvement Unit to provide managers with information, such as the full costs of internal and external staff development, to address the development areas. The Governing Body noted that the IIP reassessment would be on 14 May 2012.

b) Staff Appraisal. The Committee noted that the College had three schemes in operation: the scheme for non-teaching staff agreed by the Non-Teaching Staff Negotiating Committee in 2005; the scheme for academic staff up to Head of Department grade agreed by the Lecturers' Negotiating Committee in 2009; and a local appraisal process for the Director and Deputy Directors. The scheme for academic staff appraisal included observation of one lesson in the classroom during a two-year period.

In response to a query from a Governor, the Director stressed the need for classroom observation; he said that the College was attempting to establish classroom observation, on a voluntary basis, as part of the Improving Quality process. The criteria used for classroom observation were the same as used by ETI.

c) Staff Absenteeism. The Committee received a copy of the Staff Absentee Report providing sickness absence statistics for the College for 2010/2011. It was noted that sickness absence statistics showed an improvement for 2010/2011 compared with 2009/2010. For 2010/2011 the average percentage days lost per employee at NRC was 3.21% and 8.37 average days lost compared with the sector average of 3.48% and 9.10 days.

It was also noted that the three most common reasons for long-term absences in 2010/2011 were: stress, hospitalisation and limb injury. Long-term absences made a major contribution to the overall cost of sickness absence during 2010/2011, when the direct staffing cost to the College amounted to £626,800.

The Head of Human Resources explained that the College had significantly reduced its sickness absence figures during 2010/2011 and said that improved targets had been set for 2011/2012 at 7.7 days lost per employee or 3% working days lost as a % of days available. A Governor queried why targets should be set for absenteeism and asked if staff were being encouraged to take an appropriate numbers of days off each year. He was informed that targets had been set in an attempt to improve performance and to ensure the College's procedures were in place for dealing with absenteeism.

The Governing Body agreed that the Secretary should circulate the Staff Absentee Report to Governors in order to provide additional information particularly in relation to long-term absenteeism.

37.12 Student Council Annual Report and Action Plan

Ms Cassidy, the Student President, presented the Student Council Annual Report 2010/2011, which provided details of the following developments:

- a) Deputy Presidents for all seven campuses were elected and the overall President Mr J Cromie, was elected from the Deputy Presidents;
- b) Student Education and Welfare Officers were appointed to a number of positions. Training was offered to all officers;
- c) A copy of the NRC Student Services Guide was given to every prospective student at his or her interview;
- d) Improving student facilities has been one of the main focuses of the Student Council over the year. Ms Cassidy referred to recent improvements at Trostan Avenue, Newtownabbey and Ballymoney.
- e) A new Sexual Health Clinic opened in January 2011. Since its opening the Clinic has had 150 clients;
- f) In association with local churches, a Christian Union was set up in the Ballymena Campus; and
- g) The College organised a very successful Freshers' event at the start of term.

The Governing Body noted the Student Council Action Plan 2011/12, which provides details of targets, dates and progress in relation to student activities during 2011/2012. The Action Plan highlights a number of new ventures for 2011/2012 including plans for a student conference.

Ms Cassidy informed the Governing Body that the theme for the conference would be 'Respect'. The conference would include workshops, live performances and panels. It was noted that the Chairman of the Governing Body and the Director had been asked to participate at the event.

The Student President assured a Governor that details of student events were featured on the student intranet and that the external web site was being developed to attract potential students to the College.

37.13 Balanced Scorecard

The Director of Finance gave a presentation on Balanced Scorecards as a follow-up to the session devoted to this topic at the Strategic Workshop on 29 February 2012. She said that the balanced scorecard was a planning and management tool used to align College activities to the strategy of the College.

She explained that Governors and Senior Managers had identified the following domains at the Strategic Workshop: Finance; Student Experience; Staffing; College Operations; and Relationships. She presented these scorecard domains in pictorial form.

The Director of Finance linked the KPIs proposed at the Workshop to the scorecard domains, which in-turn had been linked to the current strategic objectives. Each KPI had been expanded to indicate the type of measure and the suggested target, which could be utilised to properly assess the scorecard areas. These KPI were then assessed using a Red/Amber/Green (RAG) status to indicate the level of achievement.

Several observations were made regarding the balanced scorecard. It was suggested that the College's Strategic Objectives should be aligned more closely with domains; the Code of Governance requirements may need to be taken into consideration; it may be necessary to

revise the measures utilised; the scorecard should be presented in a different format with domains broken down to include KPIs as in the Tesco cart-wheel model; some KPIs may need to be transferred to alternative domains or in some instances removed.

The Governing Body agreed that the Executive Management Team should give further consideration to the balanced scorecard and bring a revised version to a future meeting.

37.14 Corporate Targets 2011/2012

The Governing Body received a Report providing progress at 7 March 2012, against the Corporate Targets 2011/2012, as detailed in the College Development Plan. It was noted that satisfactory progress had been made in respect of all targets. The Chairman stressed the need for Committees to monitor progress against targets.

37.15 Self Evaluation Review

The Governing Body at its meeting on 5 October 2011 undertook a Self Evaluation Review (SER) on the performance of the Governing Body during 2010/2011. During the Review the Governing Body selected the under-mentioned key priority areas for Quality Improvement during 2011/2012:

- a) Ensuring the achievement of Investor in People Award;
- b) Receiving feed-back from Student Surveys and creating opportunities to hear the voice of students;
- c) Analysing and Monitoring KPIs relating to student drop-out and retention;
- d) Continuing the pursuit of improved working relationships with DEL; and
- e) Reviewing SER targets at the mid-year point

Mrs Suzanne Kennedy, Head of Quality Improvement, reviewed progress made in regard to the targets set at the SER. It was noted that:

- a) The Staffing Committee received a copy of the IIP Action Plan at its meeting on 12 December 2011 and reported this matter to the Governing Body on 11 January 2012. The IIP Final Assessment is scheduled for 14 May 2012.
- b) The Student President had presented the Student Council Annual Report and Action Plan to the current meeting of the Governing Body and Members of the Student Council had met Governors prior to the meeting of the Governing Body.
- c) Since the Review the Governing Body and its Committees have given consideration to Governance Health Checks 3rd and 4th Quarters 2010/2011 and monitored KPIs in relation to retention, achievement and success rates. The Governance Health Check for 1st Quarter 2011/2012 will be considered by the Education Committee at its meeting on 15 March 2012.

The Education Committee has received a presentation from the Faculty of Well Being and Lifelong Learning regarding the derivation and monitoring of enrolments and the monitoring of achievement in the Faculty. The Committee also received a report in December 2011 regarding the monitoring of performance including retention, achievement and success rates.

- d) The Chairperson and Director have frequent contact with the Department. Representatives of the Department attended the College's Strategic Workshop on 29 February 2012 and gave a presentation on the Code of Governance. This allowed DEL representatives to meet Governors informally over a light lunch prior to the Workshop.

Ms Kennedy said that the Governing Body was making good progress in regard to its targets for Quality Improvement

37.16 Calendar of Meetings 2012/2013

The Governing Body received a copy of the Calendar of Meetings for 2012/2013. It was noted that the document had been widely circulated before submission to the Governing Body and had been scrutinised by the Chairman, Director, Chairs of Committees and Members of the Executive Management Team

The Calendar follows the format of previous years with 6 scheduled meetings of the Governing Body. The Committees of the Governing Body will meet as follows: Audit Committee (5 occasions); Education Committee (4 occasions); Finance & General Purposes Committee (6 occasions); and Staffing Committee (5 occasions). Meetings of the Chairs' Committee have also been scheduled.

The Governing Body agreed that the Calendar of Meetings for 2012/2013 be approved.

37.17 Any Other Notified Business

37.17.1 FE College Health Check Report

The Governing received a copy of the FE College Health Check Report for Quarter 1 of 2011/2012. It was noted that detailed consideration would be given to the Report at the meeting of the Education Committee on 14 March 2012

37.17.2 Retirement of Governors

The Chairman reminded Governors that Mrs O'Kane and Rev Jamieson's period of appointment as NEELB representatives on the Governing Body terminates on 2 April 2012 and this would be their last meeting. He thanked them both for their contribution to the Governing Body. He said that Mrs O'Kane brought considerable expertise to proceedings of the Governing Body and the Education Committee, which she chaired.

The Director stated that Mrs O'Kane had achieved the balance between challenge and support during her appointment and epitomised the qualities required of a good governor. Both the Chairman and the Director made presentations to Mrs O'Kane and stated that they would visit Rev Jamieson, who was ill, to thank him for his contribution and to make a small presentation. Mrs O'Kane, in thanking the Governing Body, said that she had enjoyed her time as a Governor and had gained an insight into not only governance but also FE and HE.

37.18 Date of the Next Meeting

The Chairman reminded Governors that the next meeting of the Governing Body is scheduled for 5.30 pm **Wednesday 18 April 2012** at the Farm Lodge, Ballymena Campus.