

## **NORTHERN REGIONAL COLLEGE**

### **GOVERNING BODY**

Minutes of the meeting of the Governing Body held on Wednesday 25 November 2015 at the Newtownabbey Campus commencing at 5.30 pm.

Present Ms C McKinney (Chair), Professor T Scott (Principal). Mrs I Allison, Councillor J Brown, Mr K Chambers, Mr H Crossey, Mrs J Eve, Mr B Hutchinson, Mr R Jay, Mr A Kennedy, Dr D Lennox, Mrs G McConnell, Mr B McCluggage, Ms Y Mallon, Mr M Murray, Mr K Nelson. Ms K Reilly

In Attendance Mrs C Moore, Dr C O'Mullan and Mr J Hunter

### **UNRESERVED BUSINESS**

#### **66.1 Apologies & Membership**

An apology was received from Mr Bradley.

The Chair stated that it was necessary to appoint Vice Chairs to committees. **The Governing Body agreed the following appointments: Audit & Risk Committee (Mrs Eve); Resources Committee (Mrs McConnell); and Education Committee (Mr Nelson).**

#### **66.2 Declaration of Interests**

There were no declarations of interests. Ms Mallon stated that mention was made of her employers, RLC Engineering, in the Principal's Report and questioned whether there was any conflict of interest. It was agreed that there was no conflict of interest.

#### **66.3 Minutes of Last Meeting**

The minutes of the last meeting held on 21 October 2015 were approved subject to a number of typographical adjustments

#### **66.4 Matters Arising**

There were no matters arising from the minutes of the last meeting.

#### **66.5 Communication from Chair**

The Chair drew attention to the following:

a) Accountability Meeting. The Chair indicated that the Accountability Meeting between DEL representatives and the Chair & Principal has been postponed on two occasions and a new date is awaited.

b) Christmas Dinner. It has not been possible to organise a Christmas Dinner at the Ballymoney Campus.

c) Calendar of Meetings. The Training Session scheduled for 9 December 2015 has been cancelled as DEL had organised a similar course recently at SW College.

d) Remuneration. The Department has provided an update in relation to remuneration for college chairs and governing body members from January 2016

e) Forthcoming events. The Chair provided details of the following training events:

3 December 2015	Governors Council CNI Hilton Templepatrick 6.00 pm – 9.15 pm
9 December 2015	CIPFA Lessons from Audit - Breakfast briefing 8.00 am
16 December 2015	Graduation NRC- Tullyglass House Hotel 10.30 am and 2.30 pm

## 65.6 Principal's Report

The Principal referred to the following issues contained in her Report:

- a) Strategic Improvement Plan and Change Programme. The Governing Body noted that good progress is being made in line with the Change Programme PID
- b) Restructuring. Recruitment to Assistant Head of Departments is underway. The VP Teaching & Learning and the HR & CPD manager posts will be recruited in early December 2015
- c) VES. Offer letters have been sent to 54 staff (38.4 FTEs) with a leaving date on or before 31 March 2016. 43 staff have accepted the offer.
- d) Campus Development. The OBC has been approved by the DEL Permanent Secretary and the Case is now with the DEL Minister.
- e) Stakeholder Engagement. The Minister received an update from the Principal regarding the Michelin factory closure. Councillor Brown expressed his appreciation regarding the assistance being provided by the College to the local communities during a time of employment difficulties. The Governing Body noted that the Minister had launched the first CNC Milling Academy at the Farm Lodge Campus.
- f) Student Success. Catering students from the Ballymoney Campus took first prize in a celebrity-backed cook-off during Seafood Week in October. Teams from all six Colleges took part. The Governing Body congratulated Ms P McIntyre and her team on the success.
- g) Meetings & Events. The Principal detailed the meetings and events she had attended since the last meeting.

## 66.7 Correspondence

There was no correspondence to report

## 66.8 Annual Report & Financial Statements 2014/2015

The Audit & Risk Committee (18 and 25 November 2015) received a copy of the draft Annual Report and Financial Statements 2014/2015, which indicate that the College has generated an historic cost outturn surplus of £29k compared with the College's original planned outturn, as per the College Development Plan, of a £0.4k surplus.

The Committee noted two adjustments, which had been made to the document:

- £649k originally classified as assets has been reclassified as other operating expenditure as NIAO judged that it did not meet the current definition of assets. These assets were funded from capital grant from DEL. This grant will be paid back to DEL between November 2015 and March 2016. This accounting adjustment has reduced the historic cost surplus to £29k for the year ended 31 July 2015. A Governor expressed concern regarding this situation; it was noted that NIFON has been giving consideration to the treatment of assets.
- Land & Property Services. The valuation of buildings has been increased by approximately £8m to include VAT on the valuation received from Land & Property Services. This adjustment has no net impact on the income and expenditure account.

The Committee has expressed its satisfaction with the content of the Annual Report and Financial Statements and has **recommended to the Governing Body that the document be submitted to NIAO on 26 November 2015.**

## 66.9 Report To Those Charged With Governance (RTTCWG)

The Governing Body noted the Annual Report and Financial Statements 2014/2015, which indicate that the College has generated an historic cost outturn surplus of £29k compared with the College's original planned outturn, as per the College Development Plan, of a £0.4k surplus.

The Audit & Risk Committee (18 and 25 November 2015) has scrutinised, expressed its satisfaction with the content of and **recommended the document to the Governing Body for adoption and submission to the NIAO/Department.**

## 66.10 Audit & Risk Committee Annual Report 2014/2015

The Audit & Risk Committee (18 and 25 November 2015) considered this Report, expressed satisfaction with the content and recommended that it be signed by the Chair of the Audit Committee for submission to the Department.

## 66.11 Monitoring Report Implementation of Strategic Improvement Plan

The Principal presented the Monitoring Report as at 25 November 2015. She highlighted the following sections:

a) KPI Reporting Schedule. The Governing Body is required to monitor the following KPIs at each meeting: KPI 1 (Recruitment); KPI 5 (Financial Sustainability) and KPI 11 (Diversifying Income). Over the course of the academic year the Governing Body will monitor the remaining 9 KPIs; at the current meeting the Governing Body is required to monitor KPI 8 (Quality Learning Environment). Mr Crossey suggested that some indication was necessary to indicate how these KPIs related to the College's key risks.

b) Progress in Achieving KPIs. Good progress was recorded in respect of KPI 1 (status Amber), KPI 5 (Green) and KPI 11 (Green). Dr Lennox requested that the Report should include a definition of the colour coding system.

c) Actions to be taken to Address Deviations in Achievement of KPI Targets were noted. This section provides details of slippage, proposed actions to address slippage, timescale for mitigating actions and the person responsible.

d) Change Programme RAG Summary. All workstreams are on target to deliver the projects within their remit

## 65.12 Audit & Risk Committee

Dr Lennox presented the minutes of the meetings of the Audit & Risk Committee held on 18 and 25 November 2015. He highlighted the following issues considered by the Committee:

a) Membership. Dr Lennox noted that the Committee had noted that membership did not include a qualified accountant. He added that it was possible to invite a person with accounting experience to attend meetings for a period of up to one year. Mr Lynn, the NIAO representative supported this initiative. Mr Crossey suggested that it would also be highly desirable to have an accountant on the Resources Committee. **It was agreed that Dr Lennox, Mr Crossey and the Principal should identify and invite appropriate persons to serve on the Audit & Risk Committee and the Resources Committee for a one-year period (in the first instance).**

b) Risk Register. Dr Lennox indicated that the College was planning to organise a half-day Risk Register Workshop in January 2016 with a view to aligning the College's current Corporate Risk Register with the Strategic Improvement Plan (SIP). This session would also assist HODs to develop their own Departmental Risk Registers and help to embed risk throughout the College. He said that the Corporate Risk Register would be forwarded to every meeting of the Audit Committee and quarterly to the Governing Body.

c) Internal Audit Reports. The Internal Auditors have issued a 'Substantial' assurance for Bank & Cash/Treasury Management (with one Priority 3 recommendation) and a 'Satisfactory' assurance for Month-End & Close Protection (with two Priority 3 recommendations).

### **66.13 Education Committee**

Mr Jay presented the minutes of the meeting of the Education Committee held on 11 November 2015. He highlighted the following issues considered by the Committee:

a) Terms of Reference. The Chair was liaising with the Director of Curriculum to update the Terms of Reference to dovetail with the Strategic Improvement Plan.

b) Support for Student President. It was noted that Student Services would provide support for the Student President in relation to meetings; Mrs McConnell had agreed to act as a mentor.

c) ETI Inspection Work-Based Learning. The Report indicates that the overall effectiveness of the work-based provision inspected in June 2015, is 'good'.

d) FLU Element CDP. It is highly unlikely that the Department will be able to reinvest back to the Sector any budget reductions for under-delivery or quality performance.

e) Strategic Improvement Plan. The Committee gave consideration to KPI 1 and noted good progress in relation to recruitment and student survey targets

f) School Challenge Sessions. The first round of School Challenge Sessions has taken place. These have examined recruitment, course viability, class size and staff utilisation

g) Syrian Refugees. DEL has drawn attention to the potential for an increased level of ESOL enrolments from January in respect of Syrian refugees

### **66.14 Resources Committee**

Mr Crossey presented the minutes of the meeting of the Resources Committee held on 16 November 2015. He highlighted the following issues considered by the Committee:

a) Resources Committee Terms of Reference. **The Governing Body approved the Terms of Reference recommended by the Resources Committee**

b) Rescheduled Meetings. Meetings have been rescheduled as follows: 25 January 2016 (Ballymena); 21 March 2016 (Newtownabbey) and 20 June 2016 (Ballymena).

c) KPI Reporting Schedule. The Committee monitored progress in relation to the following KPIs; KPI 5 (Financial Sustainability), KPI 7 (Staff), KP 8 (Learning Environment) and KPI 11 (Diversifying Income).

### **65.15 Strategic Improvement Committee**

The Chair provided a verbal report of the meeting of the Strategic Improvement Committee held just before the Governing Body meeting on 25 November 2015. She indicated that the Committee had given detailed consideration to the Monitoring Report. She highlighted a number of issues that had arisen during the meeting:

a) Reporting Schedule. Responsible Officers (Vice Principal Teaching & Learning, Vice Principal Business Development & Transformation and Chief Operating Officer) would report to and attend Governing Body and Committee meetings;

b) Committees to Review KPIs. The Committee discussed Committee responsibility for reviewing KPIs; the Governing Body received a paper detailing committee responsibilities;

c) Recruitment of Head of Corporate Challenge. It was noted that the College was seeking a secondee to fill this position. It would be open to both academic and support staff, who would retain their current conditions of service

#### **66.16 Student Services Annual Report 2014/2015**

The Governing Body received the Student Services Annual Report, which highlighted the following issues;

a) Earmarked DEL Funds. It was noted that there had been less expenditure from earmarked funds than in previous years as students had not met the necessary criteria for grants.

b) Safeguarding. Details were provided of designated Safeguarding Officers. It was noted that Mr Jay was the Safeguarding Governor. He confirmed that he was willing to continue to serve in this capacity. There has been mandatory training for all safeguarding staff during 2014/2015. The Principal stated that online safeguarding training had been explored with Legal Island during 2014/2015.

**The Governing Body agreed that:**

**a) The Safeguarding Policy Statement should be uploaded to the documents section of MPad; and**

**b) Mr McCartney, Head of Student Support Services, should be invited to give a presentation regarding the training programme.**

#### **66.17 Any Other Business**

66.17.1 Appointment Title. The Principal stated that the title of the Vice Principal Innovation & Engagement had been changed to Vice Principal Development and Transformation. **The Governing Body endorsed the change.**

66.18.1 Retirement. The Chair informed the Governing Body that this was Mrs Moore's last meeting. She thanked Ms Moore for her work on behalf of the Governing Body, its Committees and the College; she wished her well.

#### **66.18 Next Meeting**

The Chair reminded Governors that the next meeting of the Governing Body is scheduled for Wednesday 27 January 2016 at 5.30 pm at the Farm Lodge Ballymena Campus.