

NORTHERN REGIONAL COLLEGE

STRATEGIC IMPROVEMENT COMMITTEE

Minutes of the meeting of the Strategic Improvement Committee held on Monday 5 October 2015 at the Farm Lodge Ballymena Campus commencing at 5.00 pm.

Present Ms C McKinney (Chair), Professor Scott (Principal), Mrs I Allison and Mr A Kennedy

In Attendance Ms J Small and Mr J Hunter

1.1 Membership

The Chair welcomed Members to the first meeting of the Committee. It was noted that membership of the Committee consisted of the Chair of the Governing Body, the Principal and two Governors. It was agreed that the Committee may, if it considers it necessary, have in attendance Governors with particular expertise. In addition non-Governors may be co-opted by the Governing Body to provide specialist knowledge.

Action: Secretary to note

1.2 Terms of Reference

The Committee considered draft Terms of Reference. It was agreed that the Terms should be adjusted by the Chair and Principal and forwarded for approval to the Governing Body (see Annex 1).

Action: Chair and Principal

1.3 Project Initiation Document

In June 2015, Northern Regional College (NRC) presented a Strategic Improvement Plan (SIP) to its Board of Governors and the Department for Employment & Learning (DEL). The Plan outlines the 'roadmap' for the College for the period 2015-2018 and how the College will implement change and achieve sustainability and success.

The Committee received a presentation from Ms Small regarding the SIP. She said that in order to achieve the strategic priorities and KPIs outlined in the SIP, NRC needs to engage in a fundamental Programme of Change. She stated that a Project Initiation Document (PID) had been developed, the purpose of which is to:

- outline programme governance arrangements and the stakeholder engagement plan detailing how the Change Programme will be led and gather momentum;
- detail the overall scope of the Change Programme and how it links to the agreed strategic priorities and KPI;
- articulate the delivery strategy
- develop a project plan outlining the main milestones over the period

She emphasised that this is a "live" document and that it will be updated at key milestones throughout the Programme lifecycle. It will be primarily used by the Principal, Senior Leadership Team and the Strategic Improvement Committee to monitor detailed progress of the Change Programme.

Ms Small described the structure of the Change Programme showing workstreams relating to student provision, internal resources and external stakeholders and cross cutting themes including Governance & Accountability. She said that Project Managers are in the process of developing detailed project plans for each workstream.

She drew attention to the bodies/officers responsible for the management of the Programme such as: the Strategic Improvement Committee (SIC) responsible for overseeing the implementation of the SIP; the Senior Leadership Team (SLT) advising the SIC on progress being made; Workstream Lead accountable to the SLT for the delivery of the workstream; and Project Managers responsible for the day to day management of Projects. She said that the due regard would be given in the development of the Programme to issues such as quality, cost, benefits and risk

Ms Small provided details of the KPI Reporting Schedule, which would be submitted to meetings of the Governing Body. The KPIs included in the Schedule relate to the SIP recommendations. She provided examples of the reporting format, which would be diagrammatic and colour coded. She also drew attention to a 'Slippage in Achievement' pro forma indicating actions to be taken to address underachievement of targets.

The group considered the format of the report and annexes designed to monitor the current status of the Change Programme and actions to be taken to address slippage in the Change Programme.

Following detailed discussion the Committee agreed that:

a) The Project Initiation Document, subject to minor adjustments, should be endorsed and submitted to the Department;

Action: Principal

b) A condensed version of the Presentation Notes should be forwarded to the next meeting of the Governing Body (17 October), when Professor Scott would brief Governors in regard to the Change Programme and the related Project Initiation Document

Action: Principal

c) The Change Team would be responsible for preparing the KPI Reporting Schedule for submission to Governing Body meetings

Action: Principal to inform Change Team

The Chair thanked Ms Small for an informative presentation.

1.4.1 Next meeting

It was noted that the next meeting of the Strategic Improvement Committee would be held at the Newtownabbey Campus on Wednesday 25 November at 4.00 pm