

Northern Regional College

SIP Committee

Minutes of the meeting of the SIP Committee held on 27 June 2016 at the Farm Lodge Ballymena Campus **commencing at 4.00 pm.**

Present Mrs C McKinney (by Lync); Mr A Kennedy; Mrs I Allison; Professor T Scott

In Attendance Dr S Brankin, Mr M Higgins, Mr M McKinney, Mr D Hewitt; Mr F McGrogan and Mrs R Bell

4.1 Membership and Apologies

There were no apologies.

4.2 Declaration of Interests

There were no declarations of interests.

4.3 Minutes of the Last Meeting

These were approved.

4.4 Matters Arising

There were no matters arising.

4.5 Correspondence

Minutes of DfE Improvement meeting and following correspondence with FE Director and the Principal were discussed. Professor Scott highlighted the communication with DfE regarding the reporting format and frequency of reporting. Professor Scott further highlighted the communication from Beverley Harrison, dated 26 May 2016, confirming that DfE continue to require the detailed report quarterly. Mr Kennedy sought and received clarification on some issues within the letters from DfE.

All Members confirmed they are content with the format and detail of the report presented to the Committee. The Chair enquired if there was any feedback from other Colleges? Professor Scott confirmed that as we are the only College currently operating this specific reporting system and level of accountability (arising from legacy issues and the external Efficiency Review carried out in 2014). Mr Kennedy noted that the report was good and user-friendly; the Chair and members agreed that they were all very content with the detail provided via monitoring and reporting; further clarification when sought was always given and the reporting was very satisfactory.

4.6 SIP

Governors had previously been circulated with the following Documents: SIP Change Team Review Workshop, highlighting targets for Year 2; SIP KPI Report for Governors; Full KPI report.

With regard to the SIP KPI Report, there are 6 at amber and 6 at green. Professor Scott outlined to the Committee the level of progress and planned actions to be taken.. Mr Kennedy felt that there had been good progress with regard to the KPIs.

All members were content with paper presented.

With regard to the Full KPI Report, containing 78 actions, Professor Scott advised members that this had been an immense piece of work; every one of the actions has been reviewed by the Change Team and SLT. 87% of the targets have been achieved. Mrs Allison commented that this has been a very good achievement. Professor Scott gave credit to the College Change Team and SLT, the comprehensive report is evidence-based and the contribution from the Project Monitoring Officer, who has compiled the information, was acknowledged Professor Scott advised that the SLT are comfortable with level of scrutiny and supporting evidence.

Members examined each KPI in turn. In the new structure, the Corporate Challenge Unit takes over some of the responsibilities of the former quality section with a renewed focus on assurance; quality improvement of curriculum now lies with Professor McKinney, VP for Teaching and Learning. Professor Scott led the members through the salient points of each of the KPIs. Detailed discussions took place and comments relating to evidence were updated on the 'live' document.

A number of changes were made as follows: 3.7 (Amber), this is incomplete due to resourcing issues with staff.

KPI 4, student satisfaction: it was acknowledged that there was much work to do in this area, and discussion is ongoing with other colleges to develop a sector wide approach.

KPI 8 providing a high quality learning environment: the structure is still being recruited to; a key part of which is the IT systems, this has been delayed due to the non-appointment of an IT manager.

It was noted that curriculum staff will be returning earlier in August this year and that CPD activities would take place before the new academic year.

KPI 10, It is planned to introduce an account manager type role.

KPI 11.1, Mr Kennedy suggested that this should be changed to amber. This was considered appropriate and agreed.

Members were content to approve the paper presented.

Members addressed the Change Team Workshop Review paper

Proposed revisions were highlighted; members agreed to support the change: KPI 10 and 11 should be updated to include more useful and up to date metrics.

30.7 Risk Register – Change Programme

Professor Scott reported that the weekly monitoring by the Change team and revised reporting via sharepoint have proved very reassuring. Mr Higgins advised that there was ongoing monitoring of information to agree with DfE on the new format. Governors acknowledged the progress made and the clarity of information. Members were hopeful that the College would gain DfE agreement on Friday. The Risk Register demonstrates a satisfactory level of confidence. Furthermore, a new budget process has been implemented; there has also been one to one training for new budget holders. Resources have been allocated to the change team and the new staff structure for business and transformation is being populated. The new partnership arrangement with DfE is reflected in document.

Mr Higgins reported that the internal auditors are reviewing the SIP and governance arrangements as part of the Annual audit programme for 2016/17. A wrap meeting was scheduled for 28th June but due to unavailability of key Internal Audit staff this meeting has been rescheduled to late July'16 to accommodate annual leave commitments.

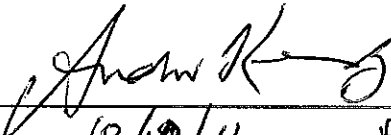
4.8 AOB

None


The Chair acknowledged the huge amount of work covered in the last year; this has been the result of a tremendous commitment from the Principal and the SLT and credit is given to them.

Professor Scott thanked the Chair for her comments.

The meeting ended at 5.35 pm.



10/10/16 Acting Chair



Secretary