

Northern Regional College

Governing Body – Unreserved Business

Minutes of the Unreserved Meeting of the Governing Body held on Wednesday 30 January 2019 in Newtownabbey campus, commencing at 5.30 pm.

Present: Ms J Allen, Mrs I Allison, Mr K Chambers, Mr H Crossey (Chair), Ms A Dynes, Mr R Jay, Mr D Lennox, Dr K McCambridge, Mrs G McConnell, Mr I Murphy and Prof T Scott.

In Attendance: Dr S Brankin, Mr M Higgins and Mr V Taggart.

Mrs K Wallace, Secretary.

86.1 Welcome and Apologies

The Chair welcomed Ms Joy Allen, Governing Body Chair, to her first meeting. Members introduced themselves and noted that Ms Allen would take over the Chair at Governing Body meetings from the March meeting onwards.

Apologies were received for Ms Duff, Mrs Eve, Mr Hutchinson and Ms Mallon. Arrangements for Mr McCluggage to join the meeting by Skype had proved unsuccessful and apologies were also recorded on his behalf.

The Chair and members expressed deep sadness at the sudden passing of the late Des Hewitt and extended their condolences to his wife and family.

86.2 Declarations of Interest

None.

86.3 Minutes of Previous Meeting

The minutes of the meeting held on 14 November 2018 were approved.

Proposed: Dr McCambridge

Seconded: Mr Murphy

86.4 Matters Arising

Members noted the amended Articles and Instrument. The College would continue with the current documents until all colleges had approved the revisions.

All other matters arising had been included on appropriate agendas or had been resolved.

Options for a Governing Body strategy day had been issued via an online poll, these would be updated with new dates.

ACTION: The Secretary would circulate an update via online poll.

86.5 Chair's Communication

The Chair referred to the success of the Staff Recognition Awards and the Graduation events, noting excellent attendance and appreciation of recipients.

The Chair updated members on a meeting with the Department to discuss the outcome of the Tribal report, which had been attended by Ms Allen, Prof Scott and himself. Feedback from the

College had been put forward at the meeting along with an action plan developed by the College.

Members noted that the annual accountability will be scheduled shortly with the Department.

The Chair had attended an introductory meeting of the Departmental Audit and Risk Committee, on behalf of the Audit & Risk Committee Chair and reported on key issues discussed including the escalation of the whistleblowing programme for all departments and ALBs.

ACTION: The College action plan arising from the Tribal report would be circulated to members.

86.6 Correspondence

Members noted 2 items of correspondence in relation to the revised Articles and Instruments and the successful outcome of the College's application for Entrepreneurship Hub status. Mr Taggart thanked the Chair and Mr Murphy for their support in achieving the successful outcome and informed the Governing Body that an associated action plan had now been submitted to the Department.

86.7 Principal's Report

The Principal's Report was taken as read.

Prof Scott extended thanks to Mr McCluggage for attending the Secretary of State's visit to the College and highlighted the College's upcoming Open Days. Members were encouraged to promote attendance at Open Days.

86.8 Audit & Risk Committee

The draft minutes of the meeting held on 8 November 2018 were noted and Mr Higgins summarised the key issues discussed. Members referred to the need for clarity of terminology in relation to the Data Breach Register and an increase in vigilance in relation to cyber security in light of the Brexit issue.

The Chair reported that planning for Brexit had been a key issue discussed at the Chairs' meeting with the Department in December 2018.

ACTION: The Chair would circulate an outline of issues discussed at the December Chairs' meeting in advance of the upcoming strategy day.

86.9 Resources Committee

Mr Chambers gave a verbal summary of issues considered at the Resources Committee meeting held on 14 January 2019 including an update to the 2018/19 budget, the Annual Report of the Resources Committee and disposal of surplus building at Portrush.

Following clarification on a number of issues, the Governing Body approved the transfer of the surplus building to the Education Authority to facilitate its disposal.

Proposed: Mrs Allison Seconded: Mrs McConnell

Mr Lennox acknowledged the work of staff in bringing the transfer issue to a conclusion.

Mr Chambers advised that, as Ms Allen had taken up appointment as Chair of the Governing Body, Mr Crossey would revert to the role of Chair of the Resources Committee. He thanked governors and officers for their help and support during his term as Chair.

86.10 Education Committee

Members noted the minutes of the Education Committee meeting held on 12 November 2018 and Mr Lennox thanked staff for their work in getting the SER/QIP submitted by the 3 December deadline.

86.11 Management Accounts 2018/19

Mr Higgins took members through the accounts for 2018/19 and advised that the College is operating within Department budget tolerances to 31st March 2019. He noted the variance between the College end of year position and the Department year-end. Members noted pressure in relation to cost of staff recruited and currently in post. The case for baseline of funding would be raised at the accountability meeting and bi-lateral meeting in February.

86.12 New Build Project Update

Mr Higgins updated the Governing Body on the current position with the planning applications for the Coleraine and Ballymena sites and advised on progress with Ballymena application. The College will seek to progress both applications as quickly as possible with the statutory bodies.

Members were advised that the procurement route is being considered for the New Build and that the Director of CPD would update the Project Board accordingly on routes for procurement prior to a recommended decision.

The Chair congratulated the project team on achieving the process to date, to timetable and within budget.

86.13 Shared Services Update

Dr Brankin updated members on the current position of the LMS and highlighted the recent delay of User Acceptance Testing (UAT). He outlined key issues to be considered at the meeting on 15 February, for which an options paper would be drawn up, and noted that the risk profile for the project had been escalated to red.

ACTION: Dr Brankin would keep the Governing Body updated on preferred options and associated costs.

86.14 Scorecard 2018/19

Mr Higgins took members through the financial scorecard for November and noted that the budget would be within 1% tolerance following the securing of reinstating funding from the Department.

Mr Taggart outlined issues resulting in HE full time numbers not achieving target, a position being reflected across the sector. Members noted that, given the current market environment, any growth in HE provision would come from part time courses.

ACTION: Prof Scott would look at available analysis for circulation to governors in advance of the strategy day.

86.15 Any Other Business

None.

86.16 Dates and Times of Meetings

The next meeting of the Governing Body will take place on 20 March 2019 in Farm Lodge, Ballymena, commencing at 5.15pm.

The meeting ended at 6.40pm.



Mr H Crossey _____

(Chair)

20/03/2019

Date _____

20 March 2019



Mrs K Wallace _____

(Secretary)