

# **Northern Regional College**

## **Governing Body**

Minutes of the meeting of the Governing Body held on Thursday, 26 May 2016 at the Farm Lodge Ballymena Campus **commencing at 5.30 pm and concluding at 7.20 pm.**

### **Present:**

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

### **In Attendance:**

Mr M Higgins, Dr S Brankin, Professor M McKinney, Mr D Hewitt, Mrs R Bell and Mr N Roddy.

## **UNRESERVED BUSINESS**

### **70.1 Apologies & Membership**

Apologies were received from Mr B Hutchinson, Mr H Crossey, Mr M Murray, Ms K Reilly, and Mr R Bradley

#### **70.1.1**

The Principal noted that the Student Council Constitution is under review to reflect changes within the College. An updated proposal for consideration would be brought to the next GB meeting.

### **70.2 Declaration of Interests**

There were no declarations of interests.

### **70.3 Minutes of Last Meeting**

The minutes of the last meeting held on 24 February, 2016 were approved. In relation to Minute 69.8, Mr R Jay requested that going forward, explicit detail of the RAG colour coding system is included.

### **70.4 Matters Arising**

There were no matters arising.

### **70.5 Communications from the Chair**

- a) Department for the Economy – New personnel noted. The Principal noted that there were no immediate events requiring ministerial profile.
- b) Event to mark departure of Dr Stephen Farry. The Chair attended along with Mrs J Eve.

- c) CNI New Terms & Conditions. This item was discussed under reserved business.
- d) Apprenticeship Roadshow: The Principal noted that Mrs Clare O'Neill and Mr Sean McAleese would be attending the regional events.

## **70.6 Principal's Report**

The Principal welcomed Professor Martin McKinney as the new Vice-Principal, Teaching and Learning and noted his role as sponsor for the Student Experience and Curriculum Planning and Delivery workstreams within the Change Programme.

The Principal noted the following:

- Recruitment is on-going to complete the restructuring programme with over 70 vacancies filled to date.
- An advertisement to fill positions is scheduled for the 27 May 2016 which includes the re-advertisement of the Head of IT position.
- Interim arrangements are being progressed to provide support for IT and Finance.
- The Principal acknowledged the work of the HR Department in the timely management of recruitment. A meeting took place with the new senior representatives from the Department for Economy and it was agreed to share the presentation with Governors.
- The financial position to 31 March'16 and 30<sup>th</sup> April was outlined along with the programme of expenditure to ensure the College remained within tolerance levels. The Governors noted the position.

Action: **To share the Department for Economy Presentation with Governors**

## **70.7 Correspondence**

- a) EA Nomination. The Chair congratulated Councillor James Brown and Mr Andrew Kennedy on their re-appointment to the Board.
- b) FE Recurrent Budget. Mr Higgins outlined that the budget for 2016/17 is broadly in line with the current budget for 2015/16. The Department is seeking access to End Year Flexibility (EYF) for all Colleges to reduce the impact of efficiencies in 2016/17.

Dr D Lennox requested clarity on the breakdown of FLU/MaSN across Colleges. The Principal explained that the figure includes both FT and PT enrolments.

Mrs J Eve questioned if MaSN is ring-fenced between the Universities and FE Colleges. The Principal explained that allocations are made by the Department to each university and the six FE colleges.

The Principal noted that the increase of 24 places to the NRC MaSN are 'new' and have not been re-allocated from the sector. The College will continue to champion the need to secure further MaSN with the new Minister.

- c) EU Referendum. The Board noted this correspondence for information.

## **70.8 Monitoring Report**

**KPI 1.** The Principal noted that the College has met its overall FLU target. The Principal further noted that all Colleges were impacted by the request from DEL to assign courses normally funded through FLU allocation to the new Youth Training Pilots.

Dr S Brankin noted that the College Essential Skills FLU numbers have increased slightly due to on-going enrolment from the Michelin and JTI staff.

**KPI 5.** Mr M Higgins noted that Staff Costs are 1% behind target due to lower part time lecturer costs, In addition a number of recruitment competitions did not progress as originally planned as it was necessary to allow the new senior team to reconsider their individual staffing requirements for their areas of responsibility.

Mr Higgins further noted that operating Expenses are 1.9% ahead of budget as a number of projects in the area of IT equipment, maintenance and classroom furniture have been accelerated to maximise spend in 2015/16.

**KPI 9.** The Principal noted that the College is researching meaningful measures of local needs to ensure that KPI 9 is more targeted. At the April DEL Improvement Process Meeting, a new year-end SIP target-setting was agreed.

The Principal further noted that the Work & Scheduling function of KPI 9 is amber as the Curriculum Plan for 2016/2017 is still in progress and work is ongoing on Student Targets.

The Principal acknowledged that the College is in a positive position and made reference to the establishment of the Project Monitoring Officer and the embedding of processes to monitor progress

## **70.9 Audit and Risk Committee**

The Board received the draft minutes of the meeting held on 6 April, 2016. Dr D Lennox noted the following highlights:

- The Committee received a presentation of Health & Safety and will continue to monitor health and safety aspects;
- Members of the Committee attending a Departmental audit training event in January'16. A number of areas identified at this training will be monitored and reviewed by the audit committee, in particular FOI requests and hospitality.;
- A number of internal reports were presented to the Committee with substantial and satisfactory opinions noted.

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## **70.10 Resources Committee**

The Board received the draft minutes of the meeting held on 21 March, 2016.

- Mr Higgins gave an outline on the key matters discussed by the Resources Committee, in particular the spend to date.
- Mr R Jay asked the Principal who the College was corresponding with regarding the preferred option location in Coleraine. The Principal noted that correspondence was ongoing with the Rector and the Secretary to the Select Vestry. Previously the Principal had met with the Bishop's Advisor.
- Mr W McCluggage suggested a re-wording to the last paragraph in section 3.8 to clarify the position of the Project Director.

## **70.11 College Risk Register**

M Higgins highlighted the outcome of the Risk Workshop and noted the positive contribution of all staff. Dr David Lennox confirmed that for the next academic year the register will be reviewed at each A&R Committee and recommended that the Register is brought to the Governing Body once a year.

The Governors voted and **agreed** that the report will be addressed annually by the Governing Body.

Mr K Chambers endorsed the use of an Issues Register. Mr M Higgins noted that Issue Logs are utilised at an operational level.

Mrs J Eve recommended that reputation is addressed independently in the Risk Register and Dr S Brankin highlighted the need for the College Brand to be considered. Mr M Higgins noted that this will be addressed at the next Audit and Risk Committee meeting.

The Governors commended all staff involved on a very meaningful document.

## **70.12 Articles of Government**

Mr Higgins noted that the Articles of Government had been updated by DEL to reflect the Governors' remuneration and highlighted that these were standard changes across the sector. Mr M Higgins noted that the Chair has signed the updated Articles of Government. Governors to note the documents and a copy will be placed on the College website.

Mr M Higgins presented an additional update to the Articles of Government that reflects the College's new Committee structures and requested the Board's formal approval.

Mrs I Allison proposed the amendments regarding the Committee structure; Mr W McCluggage seconded.

Mr K Nelson sought clarification with regard to the joint role of Office Manager for the Principal and the Secretary to the Governing Body. The Principal advised that this was an interim arrangement arising from the current vacancy for the Secretary.

Mr Ken Nelson left at 7.00 pm.

## **70.13 Estates Capital Project**

### **70.13.1 Update on the Estates /OBC Progress**

The Principal noted that SIB had taken forward the recruitment for the Project Director and the position had been offered to a candidate. In response to a query, Mr M Higgins noted that the CPD fees and sponsor costs have been approved as expenditure in 2016/17.

The Principal informed the Governors that Mark Lennox has been recruited as the new Head of Estates and had taken up post.

Mr M Higgins noted the support and cooperation from SRC

### **70.13.2 To Consider Proposals for an Estate's Project Board**

The Governors considered the paper in relation to the project governance arrangements and were content to establish the Project Board to take forward the Estate's Capital Project. Proposed by Alderman J Brown, seconded Mrs J Eve.

Mr Bill McCluggage was nominated to represent the Governors on the Project Board. This was proposed by Mrs G McConnell and seconded by Mr K Chambers.

Mr K Chambers noted the governance arrangements complies with Achieving Excellence in Construction.

#### **70.14 FE College Health Check**

The College Health Check was noted by the Governors. The Principal highlighted the following:

- The document is a historical record with an overview of sector data;
- The Department has been requested to consider the timeframe for issue of the report.

Mr R Jay questioned if the feedback provided by the Governing Body had been submitted to DEL. Mr M Higgins confirmed that the views had been submitted.

#### **70.15 Proposed Calendar of Meetings 2016/2017**

The Governors considered the proposed calendar and agreed the calendar for the Governing Body meetings, graduation and Governors' workshops. The Principal requested agreement from the Board to proceed with discussion with the Committee Chairs regarding dates for 2016/2017 Committee meetings.

The Board **agreed** the Calendar of meetings.

**Action: Committee Chairs to agree dates for respective meetings.**

#### **70.16 Any Other Notified Business**

There was no other notified business.

#### **70.16 Next Meeting**

The Chair reminded the Governors that the next meeting of the Governing Body will take place at **5:30 pm on Thursday 30 June, 2016** at the **Newtownabbey Campus**.

The meeting will be proceeded by a **Governors' Self- Assessment Workshop at 2:00 pm** on the same campus.

As there was no other notified business, the unreserved meeting concluded at 7.20 pm.

Mrs G McConnell left at the conclusion of the unreserved meeting.