

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **South West College Governing Body**
held on Wednesday 14 September 2016 at 5:40 pm
in the Boardroom, Dungannon Campus, Circular Road, Dungannon

PRESENT:

- Mr Joseph Martin (Chairman)
- Mr Malachy McAleer (Chief Executive)
- Mr Peter Archdale
- Councillor Robert Irvine
- Mr Wilbert Mayne
- Mrs Patricia McCaffrey
- Mr Seamus McCaffrey
- Mrs Monica McGearry
- Mr Michael McGuckin
- Mr Michael Skuce
- Mr Derek Weir

IN ATTENDANCE:

- Mrs Una Davey, Secretary to the Governing Body
- Mr Michael McAlister, Deputy Chief Executive
- Mr Sean O'Donnell, Acting Head of Finance (*Item 5 only*)

APOLOGIES:

- Mrs Margaret Martin
- Mr Wilson Matthews
- Mr Stephen Moss
- Mr Gerard O'Hanlon

1.0 WELCOME AND APOLOGIES

The Chair of the Governing Body, Mr Martin, welcomed all present and extended a particularly warm welcome to Councillor Irvine to this, his first, meeting of the Governing Body and confirmed to the meeting that Councillor Irvine was an Education Authority representative on the Governing Body.

He drew attention to the resignation of the staff governor, Ms Pritchard, noted that the student governor had left the College and a new student governor would be elected in due course and thanked Mr Skuce for chairing the final Governing Body meeting of the 2015/16 year.

Apologies were tendered on behalf of Mrs Martin, Mr Matthews, Mr Moss and Mr O'Hanlon.

2.0 CONFLICT OF INTEREST DECLARATIONS

Councillor Irvine advised the meeting of his position on the Planning Committee of the Fermanagh Omagh District Council.

No further conflicts of interest were declared.

3.0 MINUTES OF A MEETING OF THE GOVERNING BODY HELD ON WEDNESDAY 22 JUNE 2016

PREVIOUSLY ISSUED to all members:

- Paper 04 Minutes of a meeting of the Governing Body held on Wednesday 22 June 2016 (Pages 1 – 8).

AGREED: on the proposal of Mr Weir and seconded by Mr McCaffrey, that the public section of the above minutes (Pages 1 - 8) be accepted as a true and accurate record. This section of the minutes was subsequently signed by the Chairman.

4.0 MATTERS ARISING

Following queries from members, the Chief Executive apprised the meeting of the recommendations made as part of the Northern Ireland Audit Office (NIAO) report on Training Programmes; provided specific examples of positive findings of College performance within the report; shared the current recruitment figures and the impact these would have on the key strategic projects.

Mr O'Donnell joined the meeting at this juncture and was welcomed to the meeting.

5.0 BUDGET 2016/17

PREVIOUSLY ISSUED to all members:

- Paper 06.01 Budget Summary 2016-2019
- Paper 06.02 Budgetary Projections 2016-19

With the aid of a PowerPoint presentation, Mr O'Donnell advised the meeting that the draft budget had been created at the end of the previous academic year; explained the approach the College had taken to the income component of the budget; quantified the split between definite income and possible additional revenue; drew attention to the various strands of income; reported on the break even situation and how this was derived; highlighted the funds allocated to the Erne Campus project and how these may be moved to the 2017/18 budget; shared the progress made in school engagement as part of the Entitlement Framework and noted the Voluntary Exit Scheme (VES) savings had not been included in the initial budget which would reduce actual staff costs during the year.

Mr O' Donnell continued his presentation and, in considering the cost element of the budget, provided the meeting with an update on the increase in pensions and rates; alerted the meeting that depreciation had initially been estimated and was later increased as an index linked re-evaluation had subsequently been applied to College buildings; clarified the process in relation to any possible building services rebate; brought the Apprenticeship Levy costs to the attention of the meeting; commented on the need to add the costs of the key strategic projects to the budget; positioned the possibility of a revised budget later in the year and concluded that this would be brought to the Governing Body meeting prior to submission to the Department for the Economy (DfE).

In response to queries from members, Mr O'Donnell recapped on the Higher Level Apprenticeship income; reiterated the different categories of income, their sources and quantified each one; apprised the meeting of the process when managing projects where the funding offer is in Euros or another currency; summarised the process in relation to the staff cost profile and its monitoring; described the year on year trend on staffing and reported to the meeting that he had met with the Audit and Risk Committee Chair and Finance and General Purposes Committee Chair to review the draft end of year accounts for 2015/16.

In answer to further queries, Mr O'Donnell confirmed the procedure to follow should the College need to go beyond the DfE allowable variance; reinforced that this was the first year in which Whole of Governments accounts were submitted; positioned the number of cost centres within the College and how the presentation provided a high level summary of all cost centres; emphasised the ongoing work with the Human Resources department to ensure the staff database is kept up to date and, referring to paper 06.02, commented on the pay increases which had occurred in the previous year and the expectations for the current year.

Members acknowledged the prudent approach to the budget build, the low risk nature of this method, reflected on the systems which have been developed to ensure the College record, monitor and report on all aspects of financial transactions and noted the requirement within the Chief Executive's performance objectives regarding the financial wellbeing of the College.

Mrs Mc Caffrey momentarily left and re-entered the meeting during the above presentation.

Mr O'Donnell was thanked for his presentation and withdrew from the meeting at this juncture.

The meeting went on to reflect on the possible EU projects which the College are leading or partnering in and the value of each; note the risks associated with public sector salary increases and how these compared to private sector equivalents; discuss the expected savings under the Voluntary Exit Scheme (VES) and how the College had increased expenditure in staff development to ensure a pipeline of candidates to provide effective succession planning for senior leadership roles.

AGREED: adoption of the 2016/17 Budget and 2017/18 and 2018/19 Financial Projections.

6.0 REPORT ON ERNE CAMPUS PROJECT BOARD

PREVIOUSLY ISSUED to all members:

- Paper 07 Erne Campus Minutes 12 August 2016

The Chief Executive confirmed that there had been a number of milestones achieved and decisions made since the Governing Body meeting on 22 June 2016 including that the planning application had been submitted to the Planning department of the Fermanagh Omagh District Council for planning consent and that decisions to aim for PassivHaus Premium and BREEAM Outstanding standards and the extension to the current ICT contract in relation to additional design work had been made. He explained

that the tender document was in the process of being prepared for the provision of an Integrated Supply Team (IST); highlighted the impact the achievement of PassivHaus Premium and BREEAM Outstanding would have on the College and made mention of a previous building the ICT team had been responsible for designing.

In response to questions and comments following his update, the Chief Executive clarified the mechanical and electrical nature of the design to enable the PassivHaus Premium and BREEAM Outstanding standards to be met; shared the training and qualifications available to potential suppliers; emphasised the calibre of the PassivHaus Assessor appointed; reported that the design architects used Building Information Modelling (BIM) software to provide comprehensive designs which included maintenance considerations when the build is complete and expressed the learnings which had been taken from the CREST Centre.

The opportunity to use the design and construction for educational purposes was discussed by the meeting and the Chief Executive outlined the plans to enable this to happen and the members representing the Governing Body on the Erne Campus Project Board reiterated the discussion that had taken place in relation to risks as well as opportunities and the reassurance provided by the experts and their portfolios.

7.0 REVIEW OF SOUTH WEST COLLEGE VISION, MISSION STATEMENT AND VALUES

PREVIOUSLY ISSUED to all members:

- Paper 08.01 Vision Mission Statement and Values
- Paper 08.02 Vision Mission Statement and Values Summary of Changes.

The Chair of the Governing Body summarised that the College's Vision, Mission Statement and Values document is reviewed every four years and that the current revision reflected the continued commitment and intentions of the College leadership team.

AGREED: adoption of the proposed South West College Vision, Mission Statement and Values.

8.0 GOVERNANCE KEY PERFORMANCE INDICATORS

PREVIOUSLY ISSUED to all members:

- Paper 09.01 Review of Performance against 2015-16 Governance Key Performance Indicators
- Paper 09.02 Proposed 2016/17 Key Performance Indicators.

The meeting expressed satisfaction at the recommendations made within paper 9.01 and noted its desire to maintain the objective of conducting business within a two hour timeframe.

AGREED: adoption of the proposed 2016/17 Governance Key Performance Indicators.

9.0 CHAIRMAN'S BUSINESS

The Chairman reported the following matters:

- **Assessment of Governors** – Thanks were extended to members in relation to feedback provided and, following a discussion on a suggestion from a member, it was agreed that horizon scanning was adequately covered within the Key Strategic Issues of the Governing Body Committees and any gap in expertise would be provided from external sources on an ad-hoc basis;
- **Appointment of Councillor Irvine to Committees** – Councillor Irvine will join the Finance and General Purposes Committee and the Education, Quality and Performance Committee;
- **Meeting of the Chairs of the Governing Bodies** – A meeting is scheduled to take place between the Chairs of the Governing Bodies of all six colleges in Northern Ireland and the Department for the Economy representatives on 13 October 2016.

10.0 CHIEF EXECUTIVE'S BUSINESS

PREVIOUSLY ISSUED to all members:

- Paper 11.01 Changes to Further Education Quality Assurance
- Paper 11.02a Health Check Report Issue 3
- Paper 11.02b Letter from DfE re Health Check Report Issue 3.

The Chief Executive reported the following matters:

- **Health Checks** – Due to the delay in time taken to produce the report, and the College's reporting functionality which enables updated reporting on a more frequent basis, the Health Check Reports will be available to governors from the Governance Documents tile on the College Gateway system;
- **BREXIT** – A letter was sent to the Minister for the Economy immediately following the outcome of the EU Referendum which highlighted the possible risks to the College during this period of economic uncertainty and a meeting has been arranged with the Permanent Secretary, Chief Executive and Chair of the Governing Body to discuss the matters raised.

The Deputy Chief Executive went on to apprise the meeting on the following matters:

- **Chinese Strategy** – Ongoing communication continues with Hubei University, China and a plan to visit specific schools in the region is under development. In addition, Invest Northern Ireland have provided the College with the opportunity to meet a Chinese delegation recently visiting the region;
- **2016/17 Recruitment** – The Further Education target was outlined and the meeting was made aware of the recruitment figures achieved to date;
- **SSE Scholarships** – The opportunity for students to avail of the SSE Scholarships was delineated and the value of the overall scholarships was quantified;

- **Investors in Innovation** – An assessment will take place on 7 October 2016 which will assess the College on its ability to achieve the Investors in Innovation accolade and an explanation of this advance from STEM Assured status was provided;
- **Mid Ulster Strategy Plan** – The College are continuing to work with regional partners to ensure the skills, education and infrastructure of the region is enhanced to provide the maximum opportunity for potential students in the region.

11.0 REGISTER OF INTERESTS 2016/17

PREVIOUSLY ISSUED to all members:

- Paper 12 Register of Governors' Interests.

With reference to the register of governors' interests contained in paper 12, the Secretary to the Governing Body requested timely notification of any changes in governors' interests during the 2016/17 year.

12.0 DECLARATION OF HOSPITALITY OR GIFTS RECEIVED OR OFFERED

No declarations were made under this heading.

13.0 CORRESPONDENCE

There was no correspondence to report.

14.0 ANY OTHER RELEVANT BUSINESS

It was highlighted to the meeting that Child Protection training will take place at 4.00 pm on Wednesday 16 November 2016 prior to the next Governing Body meeting.

No further business was raised.

15.0 DATE OF NEXT MEETING

Wednesday 16 November 2016 at 5:30 pm in the Omagh campus.

16.0 EVALUATION OF MEETING

PREVIOUSLY ISSUED to all members:

- Paper 16 Governing Body Meeting Evaluation Form.

Governors identified an issue with the equipment being used during the meeting. In terms of the proceedings of the meeting, governors conveyed their satisfaction with this aspect of the meeting.

The meeting then went into private session and concluded at 7.30 pm.

CONFIRMED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 16 NOVEMBER 2016

CHAIRMAN _____

DATE _____