

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **South West College Governing Body**
held on Wednesday 13 June 2018 at 4:05 pm
in the Boardroom, Omagh Campus, Mountjoy Road, Omagh

PRESENT: Mr Joseph Martin (Chairman)
Mr Michael McAlister (Chief Executive)
Mr Peter Archdale
Mrs Joanne Lucas
Mr Wilbert Mayne
Mrs Patricia McCaffrey
Mr Seamus McCaffrey
Mrs Monica McGeary
Mr Michael McGuckin
Mr Stephen Moss
Mr Gerard O'Hanlon
Mr Michael Skuce

IN ATTENDANCE: Dr Jill Cush, Deputy Chief Executive
Mrs Fiona McCauley, Secretary to the Governing Body
Mr Sean O'Donnell, Head of Finance (*Item 5.0 only*)

APOLOGIES: Mrs Margaret Martin
Mr Derek Weir

The meeting went into confidential session.

Mrs Lucas and Mr Moss joined the meeting on conclusion of the confidential session.

1.0 PRELIMINARIES AND APOLOGIES

Apologies were tendered on behalf of Mrs Martin and Mr Weir.

2.0 CONFLICT OF INTEREST DECLARATIONS

No conflict of interest declarations were made.

3.0 MINUTES OF GOVERNING BODY MEETING

PREVIOUSLY ISSUED to all members:

- Paper 03 Minutes of a meeting of the Governing Body held on Wednesday 25 April 2018 (Pages 1 – 8).

AGREED: on the proposal of Mr McGuckin and seconded by Mr Mayne, that the above minutes be accepted as a true and accurate record. This section of the minutes was subsequently signed by the Chairman.

4.0 MATTERS ARISING

There were no matters arising from the minutes.

5.0 REPORT OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 16 JUNE 2018

PREVIOUSLY ISSUED to all members:

- Paper 08.01 Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 6 June 2018
- Paper 08.02 Financial Management Report
- Paper 08.03 Report on Sectoral Value for Money Review
- Paper 08.04 Draft 2018/19 Budget and 2018-2021 Financial Projections
- Paper 08.05 Credit Control and Debt Management Policy
- Paper 08.06 Adjusted Budget 2018/19.

Mr O'Donnell, Head of Finance, joined the meeting at this juncture.

In commencing his report of the Finance & General Purposes Committee meeting held on Wednesday 6 June 2018, Mr McGuckin, Committee Chair, apprised members of the presentation received on the financial performance of the Industry & Training Department during which he noted the continued growth in the College's Training for Success and Apprenticeship NI provision, the analysis provided of pre- and post- VES costs and the progress made in reaching the virtual curriculum delivery target. He also reported on the update received from the Erne Project Sponsor, highlighting the agreed extensions to the pre-construction phase and the potential impact of this on the expenditure profile.

In relation to the Management Report received by the Committee, he informed members of the deficit recorded to 30 April 2018 and explained that the accelerated depreciation of the Fairview campus accounts for the majority of this deficit; of the further analysis to be undertaken on the net part-time lecturing paybill after associated income is accounted for; of the underfunding of the sector's Training for Success and Apprenticeship NI provision, as evidenced in the report of the sectoral Value for Money review, and of the significant impact of this on South West College, in particular, given its extensive provision in this field; of the Committee's discussions on the draft 2018/19 budget, which he noted could not be recommended to the Governing Body for approval given the deficit forecast; of the Committee's recommendation for approval of the Credit Control & Debt Management Policy; and of the 2018/19 capital funding allocation received, noting that this relates specifically to the Erne Project and that no allocation has been made for minor works projects. Mr McGuckin also noted the Committee's appreciation of Mr Matthews' contribution to the Committee on the occasion of his retirement.

Regarding the 2018/19 budget, the Chief Executive outlined the additional pressures contributing to the forecast deficit, highlighted the limited scope for cost reductions whilst protecting provision for the region, and explained that a number of measures have been proposed by the management team to reduce the deficit to an acceptable level. With reference to paper 08.06, the Head of Finance then provided detailed commentary on the six cost saving measures proposed and advised that the

Department for the Economy (DfE) would be lobbied for an increased allocation to mitigate the need for implementation of these measures.

A lengthy discussion then followed during which members sought and received further information on the cost saving measures proposed, highlighted the risk associated with such stringent budget cuts, raised concerns regarding the impact of the increased pay pressures and reduced budget, and commented on the negative impact of the new funding model on the College's finances. In light of the requirement to approve a budget for the 2018/19 year, the Governing Body then, reluctantly, provided approval for the revised budget presented; instructed the Chief Executive to advise DfE of the Governing Body's concerns; and requested that lobbying for an increased allocation is continued.

AGREED: on the proposal of Mr McGuckin, seconded by Mr O'Hanlon, adoption of the minutes of the Finance & General Purposes Committee meeting and the recommendations therein, and adoption of the 2018/19 budget as presented.

Mr O'Donnell withdrew from the meeting at this juncture.

6.0 REPORT OF A MEETING OF THE AUDIT & RISK COMMITTEE HELD ON WEDNESDAY 9 MAY 2018

PREVIOUSLY ISSUED to all members:

- Paper 05.01 Minutes of a meeting of the Audit & Risk Committee held on Wednesday 9 May 2018
- Paper 05.02 Annual Corporate Risk Register Review Report
- Paper 05.03 Conflict of Interest Policy
- Paper 05.04 General Data Protection Regulation Policy.

In presenting her report of the Audit & Risk Committee meeting held on Wednesday 9 May 2018, Mrs McCaffrey, Committee Chair, reported that 'satisfactory' assurance had been awarded following internal audit reviews of Key Financial Controls and Budgetary Control & Financial Management, and drew attention to the potential for a sectoral internal audit review of Colleges' engagement with the Central Procurement Directorate's Properties Division.

She went on to inform the meeting of the Committee's review of the Corporate Risk Register as well as its acceptance of the Strategy for the Audit of the 2017/18 Financial Statements, and noted the identification of the Erne Campus development as a significant audit risk for close scrutiny by the external auditors.

Mrs McCaffrey also referred to the presentations received on risk management in the Economic Engagement, Technology and Health & Life Services departments; highlighted the Committee's recommendation for approval of the Conflict of Interest Policy and General Data Protection Regulation Policy; and noted the increased threat posed by cyber-crime.

In light of the impact of the financial constraints currently faced by the College, it was suggested that consideration is given to escalating the risk rating associated with the Financial Constraints risk.

AGREED: on the proposal of Mrs McCaffrey, seconded by Mr Mayne, adoption of the minutes of the Audit & Risk Committee meeting and the recommendations therein.

7.0 REPORT OF A MEETING OF THE EDUCATION, QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 16 MAY 2018

PREVIOUSLY ISSUED to all members:

- Paper 06.01 Minutes of a meeting of the Education, Quality & Performance Committee held on Wednesday 16 May 2018
- Paper 06.02 Impact on SWC of UK Withdrawal from the EU
- Paper 06.03 EU Withdrawal SWC Return
- Paper 06.04 Student Disciplinary Policy
- Paper 06.05 FE Personal Tutoring & Academic Support Policy.

Mrs Lucas, delivering the report of the Education, Quality & Performance meeting held on Wednesday 16 May 2018 on behalf of the Committee Chair, began by referring to the presentation received from the Head of Department (Business Services) on the performance and strategic plans of her department and by noting the engagements taking place with a view to addressing the sectoral underperformance in essential skills provision.

Moving on to the Management Report received by the Committee, Mrs Lucas informed the meeting of the professional development activities being undertaken by staff; of the favourable conclusion made by the Quality Assurance Agency following its recent quality review visit; of the official commencement of the SUSE+ project; of the achievement of students in external skills competitions; of the Summer provision planned to meet FLU targets; and of the College's position as lead delivery body in three of the actions in the Fermanagh & Omagh 2030 Community Plan.

She also advised of the potential for an alternative source of funding to support a feasibility study into the development of a Social Impact Bond, noted the Committee's review of its performance in 2017/18 and highlighted the Committee's recommendation for approval of the Student Disciplinary Policy and FE Personal Tutoring & Academic Support Policy.

AGREED: on the proposal of Mrs Lucas, seconded by Mr Archdale, adoption of the minutes of the Education, Quality & Performance Committee meeting and the recommendations therein.

8.0 REPORT OF A MEETING OF THE STAFFING COMMITTEE HELD ON WEDNESDAY 30 MAY 2018

PREVIOUSLY ISSUED to all members:

- Paper 07.01 Minutes of a meeting of the Staffing Committee held on Wednesday 30 May 2018
- Paper 07.02 Equality Progress Report
- Paper 07.03 Staff Resource Report
- Paper 07.04 Proposal re LSW Terms and Conditions.
- Paper 07.05 Fixed Term Contracts Report
- Paper 07.06 Alcohol and Substance Misuse Policy

- Paper 07.07 Section 75 Non-Compliance Complaints Policy
- Paper 07.08 Workforce Development Policy
- Paper 07.09 Additional Ratifications.

Mr Skuce, who had presided over the Staffing Committee meeting held on Wednesday 30 May 2018 in the absence of the Committee Chair, apprised the meeting of the presentation received from the Head of Department (Health & Life Services) on resource planning and workforce development in her department and of the updates received from her on Voluntary Exit Scheme savings, enrolment and FLU performance, part-time lecturer utilization and the challenges faced in recruiting to certain posts.

He then informed members of the tragic death of a student whilst on work placement and advised that further details will be available upon release of the report by the Health & Safety Executive.

He went on to draw attention to a decrease in sickness absence levels and comment on the rigorous application of return to work interviews; report positive feedback on the new recruitment portal; and note the recommendation to withdraw from print advertising, in most instances. He added that collaboration on the new Learner Management System through the Systems, Technology and Services (STS) Project is progressing well and that ongoing engagement is taking place with the Public Sector Shared Services Project. He also highlighted the Committee's recommendation for approval of the Equality Progress Report 2017/18, the Alcohol & Substance Misuse Policy, the Section 75 Non-Compliance Complaints Policy and the Workforce Development Policy as well as the Chair of the Governing Body's ratification of the appointments, staff requests, fixed term contract recommendations and other resource issues detailed in the minutes.

With reference to paper 07.09, the Chief Executive provided details of the additional items for which the Governing Body's approval is sought.

AGREED: on the proposal of Mr Skuce, seconded by Mrs McCaffrey, adoption of the minutes of the Staffing Committee meeting (pages 1 – 7) and the recommendations therein as well as approval for the additional items listed in paper 07.09.

9.0 COLLEGE DEVELOPMENT PLAN 2018-21

PREVIOUSLY ISSUED to all members:

- Paper 09 College Development Plan 2018-21 Outline.

With reference to paper 09, the Deputy Chief Executive provided an overview of the framework for the 2018-21 College Development Plan highlighting the College's unchanged Mission, Vision and Values; the incorporation of the Outcomes Based Accountability monitoring model; the alignment with the United Nations Sustainable Development Goals; the six strategic objectives identified; the delivery milestones; and the delivery and monitoring structure.

Members commented favourably on the content of the document and commended the Deputy Chief Executive on its visionary nature. It was noted that the College Development Plan 2018-21 would be presented to the next Governing Body meeting for approval.

10.0 ARTICLES AND INSTRUMENT OF GOVERNMENT

PREVIOUSLY ISSUED to all members:

- Paper 10.01 Cover Note on Model Articles and Instrument of Government
- Paper 10.02 Model Articles of Government
- Paper 10.03 Model Instrument of Government.

The Chairman apprised the meeting of the reason for the revision to the model Articles and Instrument of Government by DfE and alerted members to the need for clarity on the ability of the Governing Body to delegate responsibility for the negotiation of the pay and conditions of service of staff.

AGREED: on the proposal of Mr McCaffrey, seconded by Mr Archdale, to adopt, in principle, the draft model Articles and Instrument of Government, subject to an amendment to Article 7d of the revised draft Articles of Government concerning the delegation by the Governing Body of negotiation of pay and conditions of service for staff to a body or bodies established for this purpose on behalf of colleges generally.

11.0 SYSTEMS, TECHNOLOGY & SERVICES PROJECT SERVICE LEVEL AGREEMENT

PREVIOUSLY ISSUED to all members:

- Paper 11 Sectoral Collaboration Service Level Agreement.

Referring to paper 11, the Chairman advised that, in light of the winding down of Colleges NI, the Sectoral Collaboration Service Level Agreement had been drawn up to set out a framework to support the implementation of collaborative projects, including the STS Project, within the FE Sector.

AGREED: on the proposal of Mrs McGeary, seconded by Mr Skuce, to adopt, in principle, the Sectoral Collaboration Service Level Agreement.

12.0 ERNE CAMPUS DEVELOPMENT UPDATE

The Chief Executive reported that a further extension to the pre-construction phase of the Erne Campus development has been granted to the Integrated Supply Team to ensure that the final design incorporates all college requirements and that the Construction Notice will be issued thereafter.

13.0 CHAIRMAN'S BUSINESS

In acknowledgement of the forthcoming end of his term of office as Chair of the Governing Body Mr Martin spoke of his fond memories of his tenure with the College and expressed his appreciation and gratitude to governors for their support throughout his Chairmanship.

14.0 CHIEF EXECUTIVE'S BUSINESS

The Chief Executive took the opportunity to express his gratitude to Mr Martin for the invaluable guidance which he had offered to him personally since his appointment to the Chief Executive position.

15.0 GOVERNING BODY AND COMMITTEE MEMBERSHIP

PREVIOUSLY ISSUED to all members:

- Paper 15 Governing Body and Committee Membership Briefing Paper.

With reference to paper 15, the Secretary to the Governing Body apprised the meeting of the implications of the recent and forthcoming loss of governors as a result of the end of their terms of office. She then drew attention to the recommendation to co-opt an additional two members to the Governing Body and sought expressions of interest from members to join an additional committee.

AGREED: on the proposal of Mr Skuce and seconded by Mr McCaffrey:

- that Mr Archdale be appointed to the Audit & Risk Committee and that Mr McGuckin be appointed to the Education, Quality & Performance Committee;
- that the Chairman, Vice-Chairman, Chief Executive and Secretary to the Governing Body work together to identify additional skills that would be beneficial in realising the College's strategic objectives with a view to co-opting additional members with these skills; and
- that a panel comprising the Chairman, Vice-Chairman and the four Committee Chairs is established to recommend additional members to the Governing Body for co-option.

16.0 REVIEW OF PROCEDURE FOR THE ELECTION OF STUDENT GOVERNOR 2018/19

PREVIOUSLY ISSUED to all members:

- Paper 16 Procedure for the Election of Student Governor 2018/19.

AGREED: on the proposal of Mr Archdale and seconded by Mr Moss, approval of the Procedure for the Election of a Student Governor for 2018/19.

17.0 SCHEDULE OF MEETINGS 2018/19

PREVIOUSLY ISSUED to all members:

- Paper 17 Schedule of Meetings 2018/19.

AGREED: acceptance of the proposed Schedule of Governing Body and Committee Meetings 2018/19.

18.0 DECLARATION OF HOSPITALITY OR GIFTS RECEIVED OR OFFERED

No declarations were made under this heading.

19.0 CORRESPONDENCE

It was noted that there was no correspondence to report.

20.0 ANY OTHER RELEVANT BUSINESS

Mr Skuce, Vice Chair of the Governing Body, on behalf of the Governing Body extended his appreciation to Mr Martin for the leadership that he has provided during his tenure of office and wished him well in his forthcoming retirement.

21.0 DATE OF NEXT MEETING

Wednesday 19 September 2018 at 5:30 pm in the Omagh campus.

22.0 EVALUATION OF MEETING

PREVIOUSLY ISSUED to all members:

- Paper 21 Governing Body Meeting Evaluation Form.

Members commented favourably on the proceedings of the meeting and provided feedback on the new video conferencing equipment.

Mrs Lucas, Mrs Martin, Mr Matthews and Mr Moss withdrew from the meeting at this juncture. The meeting then went into private session and concluded at 6:15 pm.

CONFIRMED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2018

VICE- CHAIR _____

DATE _____