

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **South West College Governing Body**
held on Wednesday 28 June 2017 at 5:45 pm
in the Glenavon House Hotel, Cookstown

PRESENT:

- Mr Joseph Martin (Chairman)
- Mr Malachy McAleer (Chief Executive) (*from item 2.0*)
- Mr Peter Archdale
- Mr Samuel Hodson (*from item 2.0*)
- Mrs Joanne Lucas (*from item 2.0*)
- Mrs Margaret Martin
- Mr Wilson Matthews
- Mr Wilbert Mayne
- Mrs Patricia McCaffrey
- Mr Seamus McCaffrey
- Mrs Monica McGeary
- Mr Michael McGuckin
- Mr Stephen Moss (*from item 2.0*)
- Mr Gerard O'Hanlon
- Mr Michael Skuce
- Mr Derek Weir

IN ATTENDANCE:

- Mr Michael McAlister, Deputy Chief Executive (*from item 2.0*)
- Mrs Fiona McCauley, Secretary to the Governing Body

1.0 CONFIDENTIAL BUSINESS

The meeting went into confidential session.

Mr Hodson, Mrs Lucas, Mr McAleer, Mr McAlister and Mr Moss joined the meeting on conclusion of the confidential business.

2.0 WELCOME, APOLOGIES AND PRELIMINARIES

The Chair of the Governing Body noted the full attendance of governors and welcomed all present. He then congratulated Mr McAlister on his appointment as Chief Executive Designate, subject to the approval of the Department for the Economy (DfE), and assured him of the Governing Body's full support. He also acknowledged Mr McAleer's final attendance at a Governing Body meeting in his capacity as Chief Executive and noted that his retirement would be raised later in the meeting.

3.0 CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4.0 MINUTES OF GOVERNING BODY MEETING

PREVIOUSLY ISSUED to all members:

- Paper 03 Minutes of a meeting of the Governing Body held on Wednesday 26 April 2017 (Pages 1 – 6).

AGREED: on the proposal of Mr McCaffrey and seconded by Mr Skuce, that the above minutes (Pages 1 - 6) be accepted as a true and accurate record. This section of the minutes was subsequently signed by the Chairman.

5.0 MATTERS ARISING

There were no matters arising.

6.0 REPORT OF A MEETING OF THE AUDIT & RISK COMMITTEE HELD ON WEDNESDAY 10 MAY 2017

PREVIOUSLY ISSUED to all members:

- Paper 05.01 Minutes of a meeting of the Audit & Risk Committee held on 10 May 2017
- Paper 05.02 Annual Corporate Risk Register Review Report
- Paper 05.03 Criminal Convictions Policy & Procedure
- Paper 05.04 Conflict of Interest Policy.

In presenting her report of the Audit & Risk Committee meeting held on Wednesday 10 May 2017, Mrs McCaffrey, Committee Chair, began my drawing attention to the withdrawal of mandated internal audit items in 2017/18 on the proposal of DfE and noting the Committee's support for this approach.

She went on to detail the main points arising from the presentations received on risk management in the Technology and Business Development sections; report the 'satisfactory' assurance ratings awarded following reviews of Fixed Assets and the Employer Support Programme; and provide an overview of the agreed strategy for the audit of the College's Annual Report & Financial Statements 2016/17. Referring to the Management Report, she then apprised the meeting of the Committee's scrutiny of the Corporate Risk Register, the End Year Assurance Statement, the Annual Procurement Report, the Annual Report on Freedom of Information and Data Protection Activity and the report on the latest data matching exercise. She also highlighted the Committee's recommendation for approval of the new Criminal Convictions Policy & Procedure as well as the revised Conflict of Interest Policy.

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

In response to a query from a member, the Chief Executive provided an update on the Systems, Technology & Services Project advising that it is expected that existing contracts will be extended by one year. The Governing Body was also made aware of its responsibilities under the new General Data Protection Regulation and it was suggested that the associated risk be included on the corporate risk register.

7.0 REPORT OF A MEETING OF THE EDUCATION, QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 17 MAY 2017

PREVIOUSLY ISSUED to all members:

- Paper 06.01 Minutes of a meeting of the Education, Quality & Performance Committee held on 17 May 2017
- Paper 06.02 FE Sector Health Check Report
- Paper 06.03 Careers Education, Information and Guidance Policy & Procedure
- Paper 06.04 Renewable Engine Presentation.

Mrs Martin, Chair of the Education, Quality & Performance Committee commenced her report of the committee meeting held on Wednesday 17 May 2017 by referring to the presentation received from the Head of Business Services on the performance and strategic plans of the Business Services department and highlighting in particular the effect of the change in assessment method for essential skills, the reduction in demand for part-time higher education courses in favour of Higher Level Apprenticeships and the establishment of a Business Change Committee to plan for the move from the Fairview campus to the Erne campus.

She also apprised the meeting of the plans for the enrolment of Chinese students in the Autumn; the minimal impact expected in the 2017/18 year from the change to requirements under the Entitlement Framework; the probability of a South West College lead on an Engineering and Advanced Manufacturing sectoral specialism; the 10% virtual curriculum delivery target in 2017/18; the research to be undertaken on the status of student unions in other colleges; and the Committee's recommendation for approval of the amended Careers Education, Information, Advice and Guidance Policy and Procedure.

Referring to the presentation received on the Renewable Engine project, she then commented on the significance of the partnership with the Catapult Centres, the importance placed on the recruitment of high calibre staff and on quality research outcomes and the plans to pursue funding for a capital build to house an Engineering Centre of Excellence to complement the work being undertaken by the project and to catalyse future industrial and college growth.

In concluding her report of the committee meeting, Mrs Martin commended the Head of Curriculum, the Head of Business Services, the Head of Business Development and the Renewable Engine Research & Innovation Co-ordinator for their presentations to the Committee.

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

8.0 REPORT OF A MEETING OF THE STAFFING COMMITTEE HELD ON WEDNESDAY 31 MAY 2017

PREVIOUSLY ISSUED to all members:

- Paper 07.01 Minutes of a meeting of the Staffing Committee held on

Wednesday 31 May 2017 (Pages 1 – 7)

- Paper 07.02 Fixed Term Contracts Report
- Paper 07.03 Staff Resource Report
- Paper 07.04 InnoTech Staff Salary Review Business Case
- Paper 07.05 Finance Team Review
- Paper 07.06 Associate Lecturer Appointments
- Paper 07.07 Backfill for Year 3 VES Leavers
- Paper 07.08 Equality Progress Report 2016/17.

In delivering her report of the Staffing Committee meeting held on Wednesday 31 May 2017, Mrs McGeary, Chair of the Staffing Committee, drew attention to the backfill arrangements for staff leaving the employment of the College under the 2017/18 tranche of the Voluntary Exit Scheme (VES), the Committee's request for early notification of expressions of interest from management in future tranches of the scheme, the business cases presented in relation to reviews of the finance and business development teams, and the re-introduction of the remuneration report, which, she noted, would be further scrutinized at the next Committee meeting.

She also highlighted the Committee's recommendation for approval of the 2016/17 Equality Progress Report as well as the Chair of the Governing Body's ratification of the appointments, staff requests, fixed term contract recommendations, VES backfill arrangements and other resource issues detailed in the minutes including the Finance and Business Development Team reviews and the Associate Lecturer appointments.

In relation to the Committee's recommendation for authority to be delegated to the Chief Executive to ratify routine appointments over the Summer months, it was agreed that this authority be extended to the Chief Executive Designate also.

AGREED: on the proposal of Mrs McGeary, seconded by Mr Skuce, adoption of the minutes of the Staffing Committee meeting (pages 1 – 7) and the recommendations therein.

9.0 REPORT OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 7 JUNE 2017

PREVIOUSLY ISSUED to all members:

- Paper 08.01 Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 7 June 2017
- Paper 08.02 Financial Management Report
- Paper 08.03 Draft Financial Projections 2017/18
- Paper 08.04 Investment Policy
- Paper 08.05 Fees & Charges Policy 2017/18.

Mr McGuckin, Chair of the Finance & General Purposes Committee, explained that the Committee had been informed that the business case for funding to undertake a feasibility study into the development of a Social Bond is awaiting Department of Finance (DoF) approval and that external expertise may be sourced to manage the College's two PFI contracts following a number of unsuccessful attempts to recruit a PFI Contracts Manager. With reference to the presentation received by the Committee on the financial performance of the Industry & Training department, he went on to highlight the expectation that income targets will be met by the year end,

the focus on industry relevant training and the receipt of a contract for the delivery of the Training for Success and Apprenticeship NI programmes for a further two years.

Moving on to the Management Report presented to the Committee, he then reported the College's on-target financial performance; the measures taken to control expenditure on part-time lecturing costs; the 0.19% variance against the Delegated Expenditure Limit in the 1 April 2016 to 31 March 2017 year; the draft nature of the financial projections presented in the absence of a confirmed grant allocation from DfE; the exit cost and annual savings associated with the fourteen 2017/18 VES leavers; and the Committee's recommendation for approval of the Investment Policy and the Fees & Charges Policy 2017/18.

A brief discussion then ensued on the College's PFI contracts during which it was confirmed that the College will take ownership of the Dungannon and Omagh campuses at the end of their PFI contract terms.

AGREED: on the proposal of Mr McGuckin, seconded by Mr Matthews, adoption of the minutes of the Finance & General Purposes Committee meeting and the recommendations therein.

10.0 ERNE CAMPUS DEVELOPMENT UPDATE

The Chief Executive reported that funding had been released by DfE for the construction of the Erne Campus and that the procurement process for the appointment of an integrated Supply Team would therefore commence forthwith.

The Chair of the Governing Body reminded the meeting of the background to and history of the project and commended the Chief Executive for his vision, effort and achievement in bringing it to the current state of readiness to tender.

11.0 CHAIRMAN'S BUSINESS

In paying tribute to the Chief Executive on the occasion of his retirement, the Chair of the Governing Body spoke of Mr McAleer's many attributes commenting in particular on his visionary leadership which has brought the College to the position which it currently enjoys offering top quality services to all in the community. He then expressed his gratitude to Mr McAleer for his service to the College and wished him every success in his retirement. Mr McAleer responded by thanking the Chair and the Governing Body for their support during his tenure as Chief Executive.

12.0 CHIEF EXECUTIVE'S BUSINESS

The Chief Executive confirmed that five strategic projects would progress into the 2017/18 year following an assessment by the Project Board. Members then commented favourably on the developmental opportunity offered to staff through the strategic projects as well as on the leadership potential evidenced during the assessments.

With regard to changeover arrangements, the Chief Executive then explained that it is anticipated that he will work alongside the Chief Executive Designate during the

month of August and will formally retire on 31 August 2017. The Chair of the Governing Body noted that he plans to attend the staff Welcome Back Day in mid-August to formally introduce Mr McAlister as Chief Executive.

The Chief Executive concluded by wishing Mr McAlister well in his new role and by thanking the Secretary to the Governing Body for her support and guidance.

13.0 SCHEDULE OF MEETINGS 2017/18

PREVIOUSLY ISSUED to all members:

- Paper 12 Schedule of Meetings 2017/18.

The schedule of meetings for 2017/18 was noted by the Governing Body.

14.0 DECLARATION OF HOSPITALITY OR GIFTS RECEIVED OR OFFERED

No declarations were made under this heading.

15.0 CORRESPONDENCE

No correspondence was reported.

16.0 ANY OTHER RELEVANT BUSINESS

No further business was raised.

17.0 DATE OF NEXT MEETING

Wednesday 13 September 2017 at 5:30 pm in the Omagh campus.

18.0 EVALUATION OF MEETING

PREVIOUSLY ISSUED to all members:

- Paper 16 Governing Body Meeting Evaluation Form.

An evaluation of the meeting was carried out on a collective basis with no issues raised.

Mrs Lucas, Mr Hodson and Mr Moss withdrew from the meeting at this juncture. The meeting then went into confidential session and concluded at 7.00 pm.

CONFIRMED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 13 SEPTEMBER 2017

CHAIRMAN _____

DATE _____