

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a Meeting of the **South West College Governing Body**
held on Wednesday 24 June 2009 at 6.00 pm in Room MG04,
Enniskillen Campus, Fairview, 1 Dublin Road, Enniskillen

PRESENT: Mr Joseph Martin (Acting Chairman)
Mr Martin Groom
Mr Gerry Kingston
Mr Adrian McCreesh
Mr Gerard McDermott
Mr Joseph McFall
Councillor Thomas O'Reilly
Mr Victor Refaussé (Director)
Mrs Diane Stevenson
Ms Gwen Stevenson

IN ATTENDANCE: Mrs Elizabeth McSorley, Secretary to the Governing Body

APOLOGIES: Mrs Kate Courtenay
Dr Mark Kelly
Dr Nicholas O'Shiel
Councillor Dr Philip Weir

1.0 VISIT TO SKILLS CENTRE

The Acting Chairman, with reference to the visit to the new Skills Centre that had taken place immediately prior to the meeting, described it as an impressive facility and paid tribute to the Director for the part that he had played in getting the project off the ground.

2.0 MINUTES OF GOVERNING BODY MEETING HELD ON WEDNESDAY 27 MAY 2009

PREVIOUSLY CIRCULATED: to all members, minutes of a meeting of the Governing Body held on Wednesday 27 May 2009.

It was noted that the confidential section of the above minutes had not been circulated to staff members and would be dealt with under the confidential section of the Governing Body meeting.

AGREED: on the proposal of Ms Gwen Stevenson, seconded by Mrs Diane Stevenson, that the public section of the above minutes (Pages 1-8) be accepted as a true and accurate record. They were then signed by the Chairman.

3.0 MATTERS ARISING

3.1 Committee Vacancies

The Acting Chairman advised that this matter was progressing with approaches also being made to other professional accountancy bodies, namely, ACCA, CIMA and ICAI, in addition to CIPFA.

4.0 REPORT OF A MEETING OF THE STAFFING COMMITTEE HELD ON WEDNESDAY 10 JUNE 2009

PREVIOUSLY CIRCULATED: to all members, Report of a meeting of the Staffing Committee held on Wednesday 10 June 2009.

It was noted that the confidential section of the Staffing Committee report had not been circulated to staff members and would be dealt with under the confidential section of the Governing Body meeting.

Mr McDermott, in presenting the public section of the Staffing Committee report, highlighted the key issues and recommendations including the continuing focus on absenteeism, the proposed extension of the Carers' Policy, and the progress that was being made in the whole area of Health and Safety. In relation to the latter, he advised members that he had been invited to address a recent meeting of the College's Health, Safety and Wellbeing Committee and said that he had been extremely impressed by the level of engagement and by the programme of work that was being taken forward.

AGREED: on the proposal of Mr McDermott, seconded by Mr Groom, adoption of Pages 1-5 of the Staffing Committee Report.

5.0 REPORT OF A MEETING OF THE EDUCATION, QUALITY AND PERFORMANCE COMMITTEE HELD ON FRIDAY 12 JUNE 2009

PREVIOUSLY CIRCULATED: to all members, Report of a meeting of the Education, Quality and Performance Committee held on Friday 12 June 2009 together with:

- (a) Draft Learning Support Policy

The report of the Education, Quality and Performance Committee was commented on by Mr McCreesh, in the absence of the Committee Chairman, with particular reference to the ETI feedback on the inspection of Priority Skills Areas at Level 2, and the KPMG feedback on the HE scoping study. It was noted that other key issues and recommendations centred around provision of match funding for a Beacon Members' Initiative under the Big Lottery fund; payment for production of a design brief for the proposed CRIRS Centre and the taking of an option to acquire a site in the Enniskillen area; a sustainability bid on behalf of the FE sector led by the South West College; and the draft Learning Support Policy.

AGREED: on the proposal of Mr McCreesh, seconded by Councillor O'Reilly, adoption of the Report of the Education, Quality and Performance Committee.

6.0 REPORT OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 17 JUNE 2009

PREVIOUSLY CIRCULATED: to all members, by email, Report of a meeting of the Finance and General Purposes Committee held on Wednesday 17 June 2009, together with the following documents which, with the exception of item (a), had been issued by post:

- (a) Notes of Annual Review meeting (Dungannon and Omagh PFI Contracts) held on Wednesday 17 June 2009;
- (b) Financial Projections 2009/10 – 2011/12
- (c) Financial Highlights Report, May 2009
- (d) Planned Utilisation of Reserves

CIRCULATED: to those members present, a paper copy of the Finance and General Purposes Committee minutes together with notes of Annual Review meeting.

Ms Gwen Stevenson, in presenting the report of the Finance and General Purposes Committee, highlighted the key issues and recommendations with particular reference to the continuing value for money discussions between the College and BES in relation to the cost of additional works and alterations required under the PFI contract; the planned deficit of £404k on continuing operations in 2009/10 and the importance of the College gaining a significant increase in its MaSN allocation in terms of its future financial health; projected capital expenditure proposals totaling £495k in 2009/10 with the possibility of some escalation into the current financial year; planned utilisation of £3.845m of the College's reserves over the next three years; and proposals for writing off £18k (gross) of bad debt.

The Director, in response to an enquiry relating to the latter, pointed out that the debt comprised training and sponsor debt and said that some of the debtors had gone out of business. In relation to bad debt generally, he undertook to have a bad debt policy brought to the next Finance and General Purposes Committee meeting.

AGREED: on the proposal of Ms Gwen Stevenson, seconded by Councillor O'Reilly, adoption of the Report of the Finance and General Purposes Committee.

7.0 REPORT OF A MEETING OF THE AUDIT COMMITTEE HELD ON WEDNESDAY 17 JUNE 2009

PREVIOUSLY CIRCULATED: to all members, by email, Report of a meeting of the Audit Committee held on Wednesday 17 June 2009, together with a copy of the Corporate Risk Register which had been issued by post.

CIRCULATED: to those members present, a paper copy of the Audit Committee minutes.

Mrs Diane Stevenson, in presenting the report of the Audit Committee, highlighted the key issues and recommendations with particular reference to the substantial assurance rating on the two internal audit reviews, namely, Corporate Governance and Budgetary Control, and Financial Controls; proposals for the 2009/10 Internal Audit Plan; the presentation of the 2008/09 External Audit Strategy by the External Auditors; the development of Key Performance Indicators for the external audit service; revisions to the Corporate Risk Register; and the presentation of two Departmental Risk Registers by their respective owners.

AGREED: on the proposal of Mrs Diane Stevenson, seconded by Mr Kingston, adoption of the report of the Audit Committee.

8.0 ACTING CHAIRMAN'S BUSINESS

The Acting Chairman, with reference to sectoral discussions, sought members' views on the attendance of a DEL representative at Audit Committee meetings.

AGREED: that this was a useful element of the accountability process.

9.0 DIRECTOR'S BUSINESS

The Director reported on the following issues:

- (1) **Public Accounts Committee hearing** – the report of the Public Accounts Committee was scheduled for publication on 2 July 2009. Copies would be made available to all members.
- (2) **Name of new Skills Centre** – the name proposed was the South West College Technology and Skills Centre.
- (3) **UK Skillbuild Competition** – Trevor Woods, a young apprentice from Lack, had won the UK Skillbuild competition in joinery and would now be representing the UK in the World Skills competition in Calgary, Canada, in August 2009. He would be the only student from Northern Ireland on the UK team which was a tremendous achievement.

Finally, the Director thanked the Governing Body for the event held in his honour on 5 June 2009, and for its gifts.

10.0 REGISTER OF INTERESTS

There were no amendments to the Register of Interests.

11.0 DECLARATION OF ANY HOSPITALITY OR GIFTS RECEIVED OR OFFERED

No declarations were made.

12.0 CORRESPONDENCE

There was no correspondence to report.

13.0 ANY OTHER RELEVANT BUSINESS

13.1 2009 Governance Healthcheck

The Secretary to the Governing Body advised that the 2009 Governance Healthcheck would be an online process and that she would endeavour to have it carried out immediately prior to the September Governing Body meeting.

13.2 Other Issues

The Secretary to the Governing Body advised that:

- (a) A number of South West College bags, which would be useful for carrying Governing Body papers, were available to interested members and could be collected at the end of the meeting; and
- (b) Travel and Expenses claim forms, which were also available, should be completed and submitted for processing prior to the financial year end.

13.3 Final Tribute to Director

The Acting Chairman extended the Governing Body's sincere appreciation to Mr Victor Refaussé for his outstanding work and leadership as Director of the South West College and wished him well in his retirement.

The Director thanked the Acting Chairman for his kind words.

14.0 SCHEDULE OF GOVERNING BODY MEETINGS

PREVIOUSLY CIRCULATED: to all members, proposed Schedule of Governing Body Meetings for 2009/10.

AGREED: that the proposed schedule be approved.

The staff representatives, Mr Kingston and Mr McFall, left the meeting at this juncture. The meeting then went into private session.

The meeting concluded at 7.00 pm

CHAIRMAN _____ **DATE** _____