

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a **Special Meeting** of the **South West College Governing Body** held on Wednesday 25 February 2009 at 6.35 pm in the Boardroom, Dungannon Campus, Circular Road, Dungannon

PRESENT:

- Mr Joseph Martin (Presiding Chair)
- Mrs Kate Courtenay
- Mr Martin Groom
- Mr Gerry Kingston
- Mr Gerard McDermott
- Councillor Thomas O'Reilly
- Dr Nicholas O'Shiel
- Mr Victor Refaussé (Director)
- Mrs Diane Stevenson
- Ms Gwen Stevenson
- Councillor Dr Philip Weir

IN ATTENDANCE:

- Mr Leo Murphy, Head of Client Services
- Mr Malachy McAleer, Head of Curriculum and Business Development
- Mrs Celine McCartan, Head of Corporate Services
- Mrs Elizabeth McSorley, Secretary to the Governing Body

APOLOGIES:

- Dr Mark Kelly
- Mr Adrian McCreesh
- Mr Joe McFall

1.0 VERBAL REPORT FROM MEETING OF AUDIT COMMITTEE HELD ON WEDNESDAY 25 FEBRUARY 2009

Mrs Diane Stevenson, Audit Committee Chair, in commenting on the reasons for the continuing unavailability of the Annual Report and Financial Statements for the year ended 31 July 2009, together with associated reports, advised that the Northern Ireland Audit Office had given a commitment that the accounts would be with the College by Friday 13 March 2009 for advance issue and subsequent presentation to the Audit Committee and Governing Body respectively in accordance with the following timetable:

- Audit Committee – 4.00 pm on Wednesday 25 March 2009
- Governing Body – 6.00 pm on Wednesday 25 March 2009

She further advised that an extension of time to 31 March 2009 for submission of the accounts had been sought from DEL and that it was envisaged this would be approved.

Commenting on the internal audit situation, Mrs Stevenson advised that the programme of 2008/09 reviews had commenced and that PwC were confident they would deliver according to the agreed plan.

Councillor Dr Weir entered the meeting at this juncture.

The Head of Corporate Services, in response to comments and representations from members, advised that she would be:

- (a) presenting a report on the annual accounts to the March 2009 Finance and General Purposes Committee meeting; and
- (b) making a presentation on the annual accounts to the March 2009 Governing Body meeting which would include an explanation of the on balance sheet approach and its impact on the accounts.

Members asked that the above documents be issued in advance with the papers for both meetings.

2.0 COLLEGE DEVELOPMENT PLAN 2009 – 2012

PREVIOUSLY CIRCULATED: to all members, Draft College Development Plan 2009 – 2012, together with Appendices.

CIRCULATED: to those members present:

- schedule of CDP amendments/suggestions as at 24 February 2009;
- schedule of cross references to College and Department strategic objectives.

The Director advised that the College Development Plan had to be approved by the Governing Body, signed by the Acting Chairman, and submitted to the Department for Employment and Learning by Friday 27 February 2009.

The Head of Client Services, who it was noted had responsibility for co-ordinating the CDP process, took members through the schedule of suggestions submitted by governors over the previous week and the amendments that had been made to the document in response to some of these. Explanations in response to some of the queries raised during this preliminary consultation phase were also highlighted including the fact that an Executive Summary would be prepared following the close of consultation, and that the financial information which would underpin the Development Plan would be set out in the budget to be submitted to DEL six weeks after the Department had determined the College's bid for funding for the year ahead. With reference to the second document circulated, the Head of Client Services explained the linkages between the different strategic areas, the College strategic objectives, the Department strategic objectives, and areas of risk.

The Head of Curriculum and Business Development, the Head of Client Services, and the Head of Corporate Services then provided members with a

comprehensive overview of those sections of the document which came within their respective areas of responsibility following which the Acting Chairman invited feedback from members. This was given at two levels, as follows:

High Level Comments

Content good but:

- (a) The CDP is a high level strategic document and strategic and operational sections should not be intermeshed – separate within the document or include operational in the appendices.
- (b) Lack of consistency in that some parts of the document are strategic and some are a mixture of strategic and operational.
- (c) For prioritising and monitoring purposes, objectives should all be pulled together into one cohesive document/section and weighted in a critical path approach.
- (d) Hard to see what the key issues and targets are at present – these need to be upfront.
- (e) Objectives are aspirational rather than specific – not SMART. Either need to be firmed up or referred to as goals. SMART objectives are however needed for evaluation purposes.
- (f) Lack of coherence in terms of linking everything back to the College strategic objectives on Pages 5 and 6.
- (g) Need to improve the presentation and flow of the document – where are the threads that pull it together/the pathway through it – cumbersome/fragmented/not user friendly. Difficult to see the overall picture.
- (h) Include diagrammatic representation of the CDP process and the use of different coloured font sections.

Specific Comments

- (i) ILT referred to under Curriculum and Client Services. The CDP needs to clearly show where responsibility for embedding ILT into the curriculum sits. There should be no ambiguity.
- (j) Entitlement Framework – CDP must clearly show how non participating schools are to be encouraged to work with the College (not obvious at present). The College needs to address the relevance of its offer to schools.
- (k) Should provide for a strong spread of provision across the different College communities (Dungannon/Cookstown; Enniskillen; Omagh).

Mr McDermott entered the meeting during the feedback session.

AGREED: the following plan of action:

- (1) that the document would be reworked taking into account the above comments;**
- (2) that the revised document would be reissued electronically to all governors on Wednesday 4 March 2009 on a 24 turnaround basis for responses;**
- (3) that the Acting Chairman be given final sign off authority; and**
- (4) that the Director seek a one week extension from the Department to facilitate the above process.**

3.0 ANY OTHER RELEVANT BUSINESS

3.1 Bereavements

The Director reported that:

- (1) Mr Paul Peoples, a FAS plumbing student at the Enniskillen Skills Centre, had tragically lost his life as a result of a recent road traffic accident;
- (2) Ms Anita Maguire O'Brien, a member of staff at the Enniskillen Main Campus, had tragically lost her husband Paul as a result of a separate road traffic accident;

The Acting Chairman thanked the Director for communicating messages of sympathy to the bereaved on the Governing Body's behalf.

Ms Gwen Stevenson, Mr Kingston, and the three senior officers left the meeting at this juncture (8.15 pm) and the meeting then went into private session.

The meeting concluded at 10.10 pm

CHAIRMAN _____ DATE _____