

Minutes of a Meeting of the South West College Governing Body  
held on Wednesday 26 May 2010 at 5.30 pm in the Boardroom,  
Omagh Campus, 2 Mountjoy Road, Omagh

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**PRESENT:**

Mr Joseph Martin (Chairman)  
Mr Gerry Kingston  
Mr Malachy McAleer (Director)  
Mr Gerard McDermott  
Mr Joseph McFall  
Councillor Thomas O'Reilly  
Dr Nicholas O'Shiel  
Mrs Diane Stevenson  
Ms Gwen Stevenson

**IN ATTENDANCE:**

Mrs Elizabeth McSorley, Secretary to the Governing Body  
Mr Richard Kenny, Department for Employment and Learning

**APOLOGIES :**

Mr Brendan Corr  
Mrs Kate Courtenay  
Dr Mark Kelly  
Mr Adrian McCreesh

**1.0 APOLOGIES**

Apologies were recorded by the Secretary to the Governing Body on behalf of those governors listed above.

**2.0 CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

**3.0 MINUTES OF GOVERNING BODY MEETING HELD ON WEDNESDAY 31 MARCH 2010**

PREVIOUSLY CIRCULATED: minutes of a meeting of the Governing Body held on Wednesday 31 March 2010.

It was noted that the confidential section of the above minutes (Pages 11-12) had not been circulated to the staff or student members and would be dealt with under the confidential section of the Governing Body meeting.

of Councillor O'Reilly, seconded by Mr McFall, he above minutes (Pages 1-10) be accepted as a This section of the minutes was then signed by

#### 4.0 MATTERS ARISING

##### 4.1 Governing Body Co-Opted Vacancy ó Page 2, Minute Ref 4.1

The Secretary to the Governing Body advised that five expressions of interest in this vacancy had been received from CIMA (Chartered Institute of Management Accountants) members in response to the most recent trawl and that interviews were being programmed for Wednesday 2 June 2010.

##### 4.2 Financial Planning ó Wireless Technology ó Page 3, Minute Ref 6.1

The Director advised that the wireless project at the Omagh Campus was complete and that work at the Dungannon and Enniskillen Campuses was partially complete.

##### 4.3 Governor Attendance ó Page 9, Minute Ref 16.1

The Chairman reported that Mr Martin Groom and Councillor Dr Philip Weir respectively had tendered their resignation as members of the Governing Body earlier in the month and that DEL had been informed.

The Secretary to the Governing Body advised that DEL would not be proceeding with the recruitment of a replacement for Mr Groom until after the holiday period and that clarification was awaited in relation to the filling of the vacancy created by the resignation of Councillor Dr Philip Weir who was an ELB nominee.

#### 5.0 REPORT OF A MEETING OF THE EDUCATION, QUALITY AND PERFORMANCE COMMITTEE HELD ON FRIDAY 7 MAY 2010

PREVIOUSLY CIRCULATED: to all members, Report of a meeting of the Education, Quality and Performance Committee held on Friday 7 May 2010 together with copies of the following papers:

- (a) Strategic Projects óTraffic Light Reportó
- (b) Draft Higher Education Policies:
  - Submission of Course Work Policy
  - Accreditation of Prior Learning Policy
  - Assessment Policy
  - Assessment Appeals Procedure
  - Plagiarism Policy
  - Internal Moderation Policy

Quality and Performance Committee was presented of the Committee Chairman, Dr Kelly.

Dr O'Shiel, in presenting the report, advised that the outcome of DEL's MaSN review had been unknown as at the date of the meeting; highlighted the ongoing work which was being taken forward by the College in relation to preparations for applying for the new Training Quality Standard; referred to the scoping exercise that had been undertaken on the potential for the South West College offering a community youth work qualification; drew the Governing Body's attention to progress against the College Development Plan and proposals for commencing work on the new College Development Plan at the September meeting; highlighted the Committee's planned focus on marketing going forward; highlighted the largely positive feedback in relation to recent ETI inspections and the proposal that ETI be invited to make a presentation to the June Governing Body meeting on all inspections carried during the 2009/10 year; and said that the draft Higher Education policies were recommended to the Governing Body for adoption.

The Director, with reference to the MaSN issue, advised that the College had since received verbal notification of its overall budget allocation for 2010/11 and that a £1m increase on the previous year would indicate that the College had achieved a significant increase of around 100 places in its MaSN allocation. He advised, at a later stage in the meeting, that a major recruitment drive in respect of Higher Education courses would commence later in the week.

The Chairman, on behalf of the wider Governing Body, paid tribute to the Director and the members of the Education, Quality and Performance Committee for their sterling work in pursuing and securing additional MaSN places for the College.

*Mr McDermott and Mrs Diane Stevenson entered the meeting during presentation of the Education, Quality and Performance Committee report.*

**AGREED: (1) on the proposal of Dr O'Shiel, seconded by Councillor O'Reilly, adoption of the report of the Education, Quality and Performance Committee including the draft Higher Education Policies and the proposal for inviting ETI to the June Governing Body meeting.**

**AGREED: (2) in relation to the ETI presentation, that a total of 30 minutes be allocated to this agenda item.**

## **6.0 REPORT OF A MEETING OF THE STAFFING COMMITTEE HELD ON WEDNESDAY 12 MAY 2010**

PREVIOUSLY CIRCULATED: Report of a meeting of the Staffing Committee held on Wednesday 12 May 2010.

It was noted that the confidential section of the Staffing Committee report (Pages 6-9) had not been circulated to staff or student members and would be dealt with under the confidential section of the Governing Body meeting.

Mr McDermott, in presenting the public section of the presentations which had been made by the four implementation of the new lecturing contract; commented on the new management reporting structure which had been well received by the Committee; highlighted the Committee's recommendations in relation to new posts/ongoing recruitment and the nine applications for Associate Lecturer status; highlighted the review of requests to work beyond 65 which the Committee had asked management to undertake; commented on the College's current sickness absence performance and the fact it was edging closer to the 3% target; and again complimented all concerned with having achieved IIP status for the Dungannon, Enniskillen and Cookstown Campuses.

The Director, in response to a comment, undertook to ensure ongoing communication of sickness absence statistics to all staff.

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

## **7.0 REPORT OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 19 MAY 2010**

PREVIOUSLY CIRCULATED: to all members, Report of a meeting of the Finance and General Purposes Committee held on Wednesday 19 May 2010 together with copies of the following:

- (a) Notes of annual review meeting held with representatives of Belfast Educational Services (BES) re Dungannon and Omagh PFI Contracts
- (b) Financial Management Report to 30 April 2010

CIRCULATED: by the Director, to those members present, copies of the following:

- (c) Investment Proposals ó Progress Report ó 6 May 2010
- (d) Update Report on Investment Plan ó Minor Works Projects ó 26 May 2010

The Committee Chair, Ms Gwen Stevenson, in presenting the report of the Finance and General Purposes Committee, stated that the Committee was satisfied that there was a good working partnership arrangement between the College and BES and that there were no issues that needed to be brought to the Governing Body's attention; highlighted the College's actual trading position against its projected position as at 30 April 2010; and also commented favourably on the new management reporting structure. She then invited the Director to update the Governing Body on budgeting and investment plan matters.

***Mr Richard Kenny, DEL, entered the meeting during the Chair's report. It was noted that his attendance was for the purposes of the annual assessment***

and that he was taking the place of Dr Mary  
e present.

The Governing Body Chairman welcomed Mr Kenny to the meeting.

Updates to the report of the Finance and General Purposes Committee meeting were then provided by the Director as follows:

- (1) **Minute Ref 5.1** ó the College's budget allocation for 2010/11 had been confirmed at £15,949,465 which represented an increase of £1m on the 2009/10 allocation of £14,984,600. Work would commence immediately on preparation of the College's 2010/11 budget.
- (2) **Minute Ref 5.2** ó the Investment Plan Update provided details of indicative prices and estimates for projects at the Dungannon, Omagh and Enniskillen Campuses and in respect of leased premises at Killybrack Road, Omagh.

Approval was sought for the Chair, Vice Chair, and Director to be given delegated authority for the awarding of contracts over the summer months related to the investment proposals.

- (3) **Minute Ref 5.6** ó funding for the Innotech and Carbon Zero projects had been confirmed at £1.12m which superseded the figure of £1.3m reported to the Finance and General Purposes Committee.
- (4) **Minute Ref 5.7.1** ó Mrs Diane Stevenson, a member of the Enniskillen Development Working Group, and himself, would be representing the College on the forthcoming visit with representatives of the PSNI and Fermanagh District Council to view a shared services facility at Livingston, Scotland.

**AGREED: on the proposal of Ms Gwen Stevenson, seconded by Dr O'Shiel, adoption of the Report of the Finance and General Purposes Committee together with the investment papers at (c) and (d) above; the granting of delegated authority as requested at (2) above; and approval for the Director and Mrs Stevenson to participate in the Livingston visit.**

Mr Kenny, in response to an enquiry at this stage in the meeting, said that it was not yet known what impact government cuts would have on the funding of further and higher education but was hopeful it would not suffer unduly.

## **8.0 CHAIRMAN'S BUSINESS**

The Chairman had no business to report.

## **9.0 DIRECTOR'S BUSINESS**

The Director reported on various issues, as follows:

had hosted Mr Ed Tweedie, North Carolina Community College Association, during the month. The visit had been arranged by ANIC.

- (b) The Enniskillen Campus was currently hosting a group of German and American visitors. A reception in their honour was being held the following evening and would be attended by Ms Arlene Foster, Minister for the Department of Enterprise, Trade and Investment.
- (c) Ten Travel and Tourism students had been on a week long trip to Majorca. Their return home had been delayed due to the volcanic ash cloud.
- (d) An Innotech technician attending a conference in Kuala Lumpur had similarly been delayed.

(2) **Competitions:**

- (e) The South West College had gained 11 medals in the Skillbuild NI National Finals 2010 competition and was awaiting confirmation of qualifiers for the UK competition.
- (f) A catering student had come first in Northern Ireland in a competition for 14-16 year olds.
- (g) Another student had achieved a gold in hairdressing.

(3) **Estates:**

- (h) The College continued to engage in meetings with the Department for Social Development Northern Ireland (DSD), Strategic Investment Board (SIB), and the Omagh Enterprise Company regarding the 'Education 2 Enterprise' proposal for the St Lucia site. The masterplan for the site, which would include this proposal, was currently awaited.

(4) **Industry:**

- (i) Five presentations had been made to staff within the Quinn Group on options available to them in the event of redundancy, eg, Steps to Work, Rapid Response NI, foundation degrees.
- (j) The launch of the Foundation Degree in Civil Engineering and Transport would take place at the Omagh Campus on Friday 11 June 2010 at 10.30 am and would be attended by Sir Reg Empey, Minister for the Department for Employment and Learning.

**AGREED: that due to the unavailability of both the Chair and Vice Chair on that date, the Governing Body be**

by Dr O'Shiel, a member of the Education,  
Performance Committee.

#### 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

##### 12.1 Access NI Checks ó Enhanced Disclosure Certificates

The Secretary to the Governing Body reported receipt of DEL Circular No FE 05/10 advising that as a result of clarification of the legislation, an Enhanced Disclosure Certificate would not be required for appointments to college governing bodies with effect from 1 April 2010.

#### 13.0 ANY OTHER RELEVANT BUSINESS

There were no matters raised under this heading.

#### 14.0 EVALUATION OF MEETING

PREVIOUSLY CIRCULATED: to all members, copy of meeting evaluation form.

Completion of the form was conducted on a collective basis with positive responses to all questions.

*Mr Kingston and Mr McFall, staff members, left the meeting at this juncture (6.15 pm). Councillor O'Reilly also left the meeting.*

*The meeting then went into private session and ended at 7.10 pm.*

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_