

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a Meeting of the **South West College Governing Body**
held on Wednesday 29 June 2011 at 5.30 pm in the Boardroom,
Dungannon Campus, Circular Road, Dungannon

PRESENT:

- Mr Joseph Martin (Chairman)
- Mr Malachy McAleer (Director)
- Mr Brendan Corr
- Dr Mark Kelly
- 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

APOLOGIES:

- Mrs Kate Courtenay
- Mr Gerry Kingston
- Mr Wilson Matthews
- Mr Wilbert Mayne

1.0 APOLOGIES

Apologies were tendered by the Secretary to the Governing Body on behalf of the above named governors. It was noted that in the case of Mr Mayne, his absence was due to the death of his sister-in-law in a tragic accident the previous day.

AGREED: that the Governing Body's sympathy be extended to Mr Mayne.

2.0 CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

3.0 MINUTES OF GOVERNING BODY MEETING HELD ON WEDNESDAY 25 MAY 2011

PREVIOUSLY CIRCULATED: minutes of a meeting of the Governing Body held on Wednesday 25 May 2011.

It was noted that the confidential section of the above minutes (Page 8) had not been circulated to the staff members and would be dealt with under the confidential section of the Governing Body meeting.

AGREED: on the proposal of Mrs Diane Stevenson, seconded by Mr McDermott, that the public section of the above minutes (Pages 1-7) be accepted as a true and accurate record. This section of the minutes was subsequently signed by the Chairman.

4.0 MATTERS ARISING

4.1 Report of a Meeting of Staffing Committee held on Wednesday 11 May 2011 – Flexible Retirement Policy – Page 3, Minute Ref 6.0

The Secretary to the Governing Body stated that it had subsequently been determined that the role of the Governing Body in relation to flexible retirement applications was clearly defined within the Flexible Retirement Policy and that no further amendment had been required.

5.0 REPORT OF A MEETING OF THE EDUCATION, QUALITY AND PERFORMANCE COMMITTEE HELD ON THURSDAY 2 JUNE 2011

PREVIOUSLY CIRCULATED: to all members, report of a meeting of the Education, Quality and Performance Committee held on Thursday 2 June 2011, together with copies of the following papers:

- (1) Draft E-Learning Strategy
- (2) CDP Interim Progress Report at 19 May 2011
- (3) CDP Strategic Projects Traffic Light Report at end of May 2011
- (4) Key Performance Indicators, May 2011
- (5) Draft Disability Policy for Students
- (6) Draft Student Attendance Policy
- (7) College Development Plan 2011-14 – Draft Narrative

It was noted that the confidential section of the Education, Quality and Performance Committee report (Page 9) had not been circulated to the staff members and would be dealt with under the confidential section of the Governing Body meeting.

The Committee Chair, Dr Kelly, in presenting the public section of the Committee report, made reference to the presentations that had been given by the MIS/Data Services Coordinator and the Technical Coordinator; drew attention to the Committee's decision to refer the renaming of the Client Services Department to the Management Team for determination; and highlighted the positive outcome to ETI's evaluation of the Blended Learning Pilots, new externally funded project activity, the College's bid for JBM accreditation for its Foundation Degree in Civil Engineering which, if successful, would make it the first college in the UK to have achieved such accreditation, and the fact that confirmation of funding for the InnoTech Centre under the next phase of the Innovation Fund was still outstanding. He further

highlighted the Committee's recommendation for endorsement of the E-Learning Strategy and adoption of the two draft student policies circulated with the papers for the meeting; commented on the impact of the third party legal challenge to DEL's Training for Success tendering process on one of the College's strategic projects, the College's FLU performance, and its summer marketing strategy; and drew attention to the draft narrative for the 2011-14 College Development Plan.

The Director, in responding to members' questions and comments during the discussion that followed, said that he had no update on the continuation of DEL funding for the InnoTech Centre but hoped that a letter of offer would be forthcoming for the start of the new academic year; said that given the number of applications for full time Higher Education courses currently exceeded the number of places available, selection would be by interview; and further stated that persons who were not offered a full time place would be directed towards part time Higher Education provision as an alternative. He undertook, in response to a suggestion, to have the amendment below (shown in underlined text) made to the Student Attendance Policy:

Paragraph 5.1, 3rd bullet point (if you have an appointment) - "If you need to leave College during timetabled classes because you have an appointment, you must inform your programme administrator or course tutor at the start of the day and at the time of leaving. As far as possible interrupted."

AGREED: on the proposal of Dr Kelly, seconded by Dr O'Shiel, adoption of Pages 1-8 of the Education, Quality and Performance Committee report including the policy and strategy documents at (1), (5) and (6) above, subject to the foregoing amendment to the Student Attendance Policy.

6.0 REPORT OF A MEETING OF THE AUDIT COMMITTEE HELD ON WEDNESDAY 8 JUNE 2011

PREVIOUSLY CIRCULATED: report of a meeting of the Audit Committee held on Wednesday 8 June 2011, together with a copy of the following paper:

- (1) Corporate Risk Register, June 2011

It was noted that the confidential section of the Audit Committee report (Pages 10 and 11) had not been circulated to the staff members and would be dealt with under the confidential section of the Governing Body meeting.

The Committee Chair, Mrs Diane Stevenson, in presenting the public section of the Committee report, drew attention to the positive outcomes from the two internal audit reviews with particular reference to the findings from the heat, light and power value for money review; the appointment of Grant Thornton as sub contracted External Auditors to the College; the proposal for the six colleges to tender internal audit services as a joint procurement exercise; the updated Corporate Risk Register which was recommended for Governing Body approval; the requirement for governors to disclose any circumstances that might affect the College's Directors and Officers Liability Insurance cover; and the excellent progress made by the College in addressing data matching issues

under the National Fraud Initiative 2010/11. She also highlighted the College's procurement review and capability assessment with particular reference to the subject of single tender actions; presentation of three of the sectional risk registers; and finalisation of the DELTA project.

In concluding her presentation, the Audit Committee Chair asked the Director to convey congratulations to all associated with the positive findings from the 'value for money review with a focus on heat, light and power'; and, with reference to a 'Best Practice in Audit Committee' training event she had attended earlier in the day, undertook to address the Audit Committee on this at its next meeting.

The Director, with reference to the discussion that had taken place at the Audit Committee meeting on the subject of single tender actions, commented on some of the challenges which the College faced in demonstrating value for money, particularly in a single manufacturer/provider situation.

AGREED: on the proposal of Mrs Diane Stevenson, seconded by Ms Gwen Stevenson, adoption of Pages 1-9 of the Audit Committee Report incorporating adoption of the Corporate Risk Register.

7.0 REPORT OF A MEETING OF THE STAFFING COMMITTEE HELD ON WEDNESDAY 15 JUNE 2011

PREVIOUSLY CIRCULATED: report of a meeting of the Staffing Committee held on Wednesday 15 June 2011, together with a copy of the following paper:

(1) Draft Equality Scheme

It was noted that the confidential section of the Staffing Committee report (Pages 6-7) had not been circulated to the staff members and would be dealt with under the confidential section of the Governing Body meeting.

The Committee Chair, Mr McDermott, in presenting the public section of the Committee report, paid tribute to the College's success in the British Safety Council International Safety Awards which he described as a prestigious achievement; highlighted the Committee's recommendation for Governing Body approval of the draft Equality Scheme circulated with the meeting papers; drew attention to the potential redundancy update, the various recommendations in relation to resourcing matters including delegation of authority to the Director over the summer months to confirm appointments, and the College's very impressive performance in terms of sickness absence management with particular reference to the Enniskillen Campus; and further highlighted developments at sector level aimed at progressing industrial relations matters.

The Director, by way of additional business under this heading, sought approval for the appointment of a Motor Vehicle Lecturer at the Dungannon Campus subject to the College securing the Training for Success contract.

Arising from the positive reference to the Enniskillen Campus from a sickness absence management perspective, it was suggested by a member that in an effort

to further counteract the historical negative image attached to that particular campus, that the College maintain a stream of 'good news stories' to the Fermanagh press.

AGREED: on the proposal of Mr McDermott, seconded by Ms Stevenson, adoption of Pages 1-5 of the Staffing Committee Report incorporating adoption of the draft Equality Scheme and the additional staff request reported by the Director.

The Governing Body Chairman thanked Mr McDermott for his contribution to the work of the Staffing Committee over the previous four years and, in particular, his professional input to the development and oversight of strategic initiatives in the areas of health and safety and sickness absence management.

8.0 REPORT OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 22 JUNE 2011

PREVIOUSLY CIRCULATED: to all members, report of a meeting of the Finance and General Purposes Committee held on Wednesday 22 June 2011 together with copies of the following papers:

- (1) Financial Highlights Report, May 2011
- (2) Financial Projections 2011 – 2014

The Committee Chair, Ms Gwen Stevenson, in presenting the Committee report, highlighted the anticipated deficit out-turn position of £630k for the 2010/11 year; the proposed bad debt write off of £9k and the recommendation that the Head of Corporate Services be given delegated authority to determine which debts should be the subject of legal action; the recommendation for adoption of the 2011-14 budget projections including the 2011/12 breakeven operating position and provision for exceptional expenditure of £750k; the recommendation that the £1m to be moved from the First Trust Bank be invested with Barclays rather than Santander as had been agreed at the previous meeting; and the proposed amendment to the 2011/12 fees and charges also agreed at the previous meeting.

AGREED: on the proposal of Ms Stevenson, seconded by Dr O'Shiel, adoption of the Report of the Finance and General Purposes Committee including the 2011-14 financial projections.

The Governing Body Chairman reflected briefly on the work of the Finance and General Purposes Committee in addressing the financial challenges of the past four years and on the healthy financial position which the College currently enjoyed. He thanked Ms Stevenson for her strong personal contribution in this regard.

9.0 CHAIRMAN'S BUSINESS

The Chairman, with reference to his attendance at the recent Omagh Campus prizegiving event for school links students, paid tribute to the range and quality of provision that was being delivered by the College.

10.0 DIRECTOR'S BUSINESS

The Director reflected on some of the key challenges and successes of the past couple of years and thanked the Governing Body for the part which it had played, especially through the robust work of its committees, in providing strong strategic direction and support.

11.0 REGISTER OF INTERESTS

There were no amendments to the Register of Interests.

12.0 DECLARATION OF ANY HOSPITALITY OR GIFTS RECEIVED OR OFFERED

No declarations were made.

13.0 DRAFT PROGRAMME OF MEETINGS 2011/12

PREVIOUSLY CIRCULATED: to all members, Draft Programme of Governing Body Meetings for 2011/12.

The Secretary to the Governing Body advised that the draft programme would have to be agreed by the reconstituted Governing Body but sought approval to proceed with the calling of a meeting on Wednesday 31 August 2011 for the purposes of election of the committees and other preliminary Governing Body business.

AGREED: that the first meeting of the new Governing Body term be held on Wednesday 31 August 2011 at 5.30 pm in the Omagh Campus.

14.0 CORRESPONDENCE

The Secretary to the Governing Body reported receipt of the following correspondence:

- (1) DEL Circular No FE 12/11 dated 24 June 2011 advising of an increase in the mileage rate payable to governors from 40p to 45p per mile with effect from 6 April 2011; and
- (2) Letter dated 23 June 2011 from DEL enclosing a copy of the 2010/11 Quarter 2 Health Check Report for the South West College.

The Chairman, with reference to the latter document, said that it provided information on the College's performance across a whole range of indicators and would be issued to the Governing Body for review at the beginning of the new term.

It was noted that DEL would be issuing these new health check reports on a quarterly basis going forward.

15.0 ANY OTHER RELEVANT BUSINESS

15.1 Travel Claims

The Secretary to the Governing Body asked that travel claims up to the financial year end be submitted as quickly as possible.

16.0 EVALUATION OF MEETING

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

There were no issues raised under this heading.

Mr McFall, staff member, left the meeting at this juncture (6.40 pm).

The meeting then went into private session and ended at 6.52 pm.

CHAIRMAN _____ DATE _____