

**MINUTES OF A MEETING OF THE SOUTHERN REGIONAL COLLEGE GOVERNING BODY HELD ON TUESDAY 27 FEBRUARY 2018 AT 18.30 IN THE ORACLE RESTAURANT, PORTADOWN CAMPUS.**

**PRESENT:**

Mr Andrew Saunders (Chair)  
Mr Brian Doran, CEO  
Mr Scott Alexander  
Mrs Teresa Campbell  
Mr Arder Carson  
Mr Gordon Gough  
Mr Aidan McCormick  
Mr John Nugent  
Prof Gregory O'Hare  
Mr Tom Redmond  
Dr Eileen Stewart  
Mr Kieran Swail  
Mrs Judith Thompson  
Mr Matthew Turner  
Mr Jonasz Weinkauff  
Mrs Nicola Wilson

**IN ATTENDANCE:**

Mr Terry McGonigal, Director of Finance and Planning  
Mrs Ann Marie Hughes, Assistant Director Human Resources and Development  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.40.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Keith Kilpatrick and Mr Raymond Sloan.

**2. DECLARATION OF INTERESTS**

The Chair reminded those present to declare at the commencement of the meeting any conflict of interests held in matters to be discussed. Mrs Wilson declared an interest in the Estates Project due to her role as employee of Armagh City, Banbridge and Craigavon Borough Council. The interest was noted and Mrs Wilson gave an undertaking to exclude herself from any business involving decisions that could potentially conflict with her role in the Council.

The standard meeting of the Governing Body meeting reconvened at 19.46. Matters discussed during this time are recorded within the confidential minutes.

**8. GDPR PREPARATIONS**

Mrs Hughes presented the FE College Sector Implementation Plan and informed of GDPR preparations to date and audits undertaken.

Mr McCormick left the meeting at 19.40 and returned at 19.43.

She advised of a high level overview on action points including staff training, identification of data collection and the creation of specific privacy notices. Mrs Hughes advised that the sector are developing guidance on identification of areas of consent.

Mr Nugent informed that GDPR is listed as a risk item in the Corporate Risk Register and regularly reviewed by the Audit Committee.

Mr Doran advised that the College will be appointing a data information manager with direct responsibility for ensuring GDPR compliance in the coming weeks.

**ACTION  
by whom**

Mrs Hughes advised Members of good policies and practices already in place regarding data protection.

Mr Carson recommended a restructuring of operational factors considering risk allocation and time compliance. Discussion took place regarding the expunging of emails and areas of potential risk.

The Governing Body recommended that Mrs Hughes arrange a meeting with Mr Carson to review practices with the view to convening an extraordinary Governing Body meeting, if required.

Mr Carson, Mrs Hughes, Prof. O'Hare and Mr Nugent left the meeting at 20.21.

Mr Saunders left the meeting at 20.24 and returned at 20.27.

Mr Nugent returned to the meeting at 20.25. Prof. O'Hare returned to the meeting at 20.27.

## **9. CORPORATE PLAN 2018-21**

Mr Doran advised Members of the DfE commissioning note of 19 January requesting the development of a single Sector Corporate Plan for the period 2018-21 and a further commissioning note setting out the requirements for individual annual College Development Plans underpinning the corporate plan. He referred to the previously circulated draft Corporate Plan developed by the sector Policy and Planning Group and advised that the draft had been reviewed by the Chairs and Principals on 26 February. He stated that this review had recommended some further presentational changes but the direction and content was agreed. He stated that the draft was to be submitted to the FE Director by 28 February but reminded Members that the challenging timeline had been set in the anticipation of a Minister being in office.

Mr Doran advised Members that the sector working group would continue to revise the document over the next month following feedback from Governing Bodies. Members were asked to forward any comments to the Secretary and Mr Doran stated that the final draft of the plan would be shared with Members and that the plan would be brought back to the Governing Body for final approval later in the year.

## **COLLEGE DEVELOPMENT PLANNING 2018-19**

Mr Doran informed Members of a DfE Commissioning Note requesting the submission of a CDP to the Department by 16 March 2018 together with an outline resource requirement. He explained that this plan was being developed in the absence of budget information and therefore contained a number of assumptions. Any plan issued to DfE would most likely require further refinement following confirmation of budget for 2018-19.

A detailed discussion took place with Members considering budget challenges and commitment to the student body, duty to social inclusion and the importance of delivering excellent learning experiences to all. Governors discussed accountability report cards and qualification outcome.

Mr Doran stated that the final CDP would be presented back to the Governing Body at the June meeting for approval.

The Governing Body noted the report.

Mr Carson returned to the meeting at 20.37.

**3. MINUTES OF THE GOVERNING BODY MEETING HELD 14 NOVEMBER 2017**

Mr Saunders thanked Mrs Campbell for chairing the Governing Body meeting of 14 November.

The minutes of the meeting were reviewed for accuracy and unanimously approved on the proposal of Mr Turner and seconded by Mr Nugent.

**4. MATTERS ARISING**

None.

**5. CHAIRMAN'S BUSINESS**

Mr Saunders welcomed Mr McGonigal to his first meeting of the full Governing Body.

Mr Saunders informed that in line with the Standing Orders, the Governing Body shall elect a Vice Chair and Committee Chairs from eligible members at the beginning of each two year term of office. He stated that he was seeking expressions of interest from eligible members, that selection will be by means of a secret ballot and only eligible members may vote.

Mr Saunders stated that the vote will take place at the June meeting with nominated parties expected to take up duties in the next academic year.

**7. CEO UPDATE**

Mr Doran referred Members to the Governing Body's decision to participate in a research project funded by the Economic and Social Research Council and lead by the Universities of Stirling, Birmingham and Cardiff. He advised Members that he and the Secretary had a meeting with the project coordinators Prof Cate Watson and Dr Gary Husband on 21 February.

Mr Doran informed that the project has secured funding and will commence their research project on the processes and practices of governing in FE colleges across the UK which aims to increase knowledge about the relationship between college governance and the strategic direction of the institution.

Mr Doran advised that there are eight participating colleges, two from each of the four UK nations and SRC and SWC are the two colleges contributing from Northern Ireland. He stated that the data collection phase will run through 2019 and the research group are asking each college to nominate a representative for the Impact Group which will meet three times over the course of the project.

The Governing Body agreed to engage with the project and requested that an invitation be extended to Dr Gary Husband to attend the next meeting of the Governing Body.

Mr Doran advised that following the introduction of a new regulator for HE provision in England, the current quality assurance arrangements for HE in NI would be potentially impacted. He explained that DfE had advised of interim arrangements through to 2019 with QAA continuing to carry out its responsibilities in the interim. Members discussed the impact on NI of policy changes in mainland Britain.

Mr McGonigal left the meeting at 21.04.

**Governors**

**Governors**

**Secretary**

## 6. COMMITTEE MEETING MINUTES

- **Audit Committee 7 February 2018**

Mr Nugent gave an overview of discussions at the Audit Committee of 7 February and advised that he was not seeking adoption of the minutes as they will be subject to further amendment following engagement with Grant Thornton and review of internal audit reports.

Mr McGonigal returned to the meeting at 21.06.

Mr Doran informed Members of a positive engagement that college management had with Properties Division and the commitment to develop a Service Level Agreement following their move to CDP. Mr Doran advised that PD have agreed to supply assurance of health and safety checks in the absence of certification, which was not necessarily a contractual obligation.

Mrs Thompson left the meeting at 21.06.

- **Education Committee 28 November 2017**

Mr Gough referred to the minutes of the Education Committee of 28 November. He confirmed that Mr McCormick has agreed to act as HE Governor and that Members had reviewed student performance, FLU position and TfS intake.

Mr Gough informed that Mrs Grant presented the Whole College Quality Improvement Plan 2016-17 close out and Whole College Improvement Plan 2017-18 detailing professional development programmes.

He stated that Mrs Davison provided a detailed presentation on higher education provision giving an overview on quality standards, provision and student services.

Mr Gough confirmed that the Education Committee were informed that the College has successfully obtained the Matrix Quality Award for student services, the first NI college to achieve the full award for the information, advice and guidance provided to students in Student Service and Marketing areas.

Mr Doran confirmed that all policy amendments recommended by Committee Members have been actioned.

Mr McCormick, as HE Governor confirmed that he attended a meeting on 19 February with representatives of the student body in preparation for the QAA. Mr McCormick stated he was very impressed with the engagement of students and commended Mrs Davison and Mr McCourt, stating they were both real assets to the College.

- **Finance and General Purposes Committee 24 January 2018**

Mrs Campbell referred to the Finance Committee minutes of 24 January. She confirmed that Members had reviewed the DfE Reclassification Returns, noted minor amendments and approved the Annual Schedule of Fees and Charges, Fees Policy, Fees Refund policy and Complaints and Compliments policy.

Mrs Campbell confirmed the Committee were informed of the Estates Project Bank Account, DoF Pay Remit Approval Process and Guidance and reviewed the Complaints and Compliments register.

Mrs Thompson returned to the meeting at 21.14.

• **Staffing Committee 31 January 2018**

Mr Alexander gave an overview of matters discussed at the Staffing Committee of 31 January. He informed that Members recommended the Secretary hold a separate action sheet on activities arising from meetings.

Mr Alexander advised that Members were apprised of KPIs and informed that overall sickness absence remains below target at 2.69%. He confirmed that the Committee were provided with an update on IIP and Employee Development Activities. He stated that Members reviewed the Mandatory Online Training report and the Article 55 report, and considered that differentials in reported data is reflective of catchment areas.

The Governing Body unanimously adopted the minutes.

**10. LEVEL 1 BALANCED SCORECARD**

Mr Saunders invited any commentary on the Level 1 Balanced Scorecard.

The Governing Body noted the report and progress made against actions.

**11. ANY OTHER BUSINESS**

Mr Doran advised that continued consideration of the equality and diversity policy will take place at the May meeting following a further student survey.

Mr Nugent stated that he and Mr Redmond had attended the NASA Space School presentation and congratulated in College in continuing relationships with ex alumni. Mr Nugent suggested that further discussion was needed to examine how the College could develop an even more effective alumni association. It was agreed that this would be discussed at the next Governing Body meeting.

Mrs Wilson left the meeting at 21.22 and returned at 21.24.

Mr Redmond informed that he attended a meeting on 13 December as Hardship Committee Governor and was very impressed with the positive impact that the financial support was having on student performance and provided assurance to Members on the controls in place to manage the fund.

Members discussed the financial barriers to education and commended the efforts of the Hardship team, the passion and dedication of staff members.

**12. DATE AND TIME OF NEXT MEETING**

The next Governing Body meeting will take place on **Tuesday 29 May 2018 at 18.30 in the Oracle Restaurant, Portadown Campus.**

The meeting concluded at 21.30.

A. S. [Signature]  
CHAIR

29/05/18  
DATE

