

**MINUTES OF A MEETING OF THE SOUTHERN REGIONAL COLLEGE GOVERNING BODY HELD ON TUESDAY 29 MAY 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  
Mr Raymond Sloan, Director of Client Services  
Mrs Ann Marie Hughes, Assistant Director Human Resources and Development  
Mrs Lorraine McKeown, Assistant Director Student Services and Marketing  
Mrs Catherine Shipman, Student Services  
Mr Donal Collins, Equality Commission  
Mr Ronan Welling, Student  
Miss Tanya Troughton, Student  
Mr Ruairi Lavery, Estates Project Director  
Mr Gary Young, Estates Project and Energy Manager  
Dr Gary Husband, Economic and Social Research Council  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.35.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Keith Kilpatrick.

**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.

Mr Weinkauff arrived at the meeting at 18.36.

**4. EQUALITY DIVERSITY (STUDENT) POLICY**

Mrs Saunders welcomed Mr Collins, Mrs Hughes, Mrs McKeown, Mrs Shipman and student representatives, Mr Welling and Miss Troughton. The parties made their introductions and Miss Troughton informed Members that she is the newly elected Student Governor.

Prof. O'Hare and Mrs Campbell arrived at the meeting at 18.38.

Mrs Hughes provided details of the survey outcome, that 85% of student respondents did not agree that the College should continue with its complete ban on all sports tops, bags and kit which are affiliated to a sporting club. Members noted that the number of respondents reflect approximately 10% of the student body.

The Governing Body noted that College management had considered all factors and their recommendation is to implement a temporary relaxation of the current position for the 2018-19 academic year which will permit students to wear sports tops and to use bags and kit which are affiliated to any sporting club, with the exception of Celtic and Rangers.

**ACTION  
by whom**

Mrs Shipman confirmed that a partial ban is widely regarded as a balanced view in discussions within the student union meetings.

Mr Collins stated that the Equality Commission supports a total ban in the workplace on emblems connected to conflict, however recognised that political opinions in the student body are not necessarily present and that the relaxation with the exception of Celtic and Rangers football tops was a sensible approach.

The student representatives voiced their desire for diversity and requested that the College trust the student body on the issue.

A detailed discussion took place with Members noting that a return to the total ban should be implemented should any conflict occur.

Mr Collins, Mrs Hughes, Mrs McKeown, Mrs Shipman, Mr Welling and Miss Troughton left the meeting at 19.03. Mr Saunders noted that Mrs Shipman will be leaving the College and on behalf on the Governing Body, wished her well on future endeavours.

Members debated the consequences of lifting the ban considering distinction across campuses and safeguarding responsibilities. Mr Doran stressed the need for significant engagement with staff and the student body through an education programme to ensure they are fully aware of the change to the policy and the need for respect of diversity.

Many Members stated that they noted the student representatives' request to trust them. A vote was cast and a temporary relaxation of the ban was approved on majority decision.

Mr Nugent left the room at 19.36 and returned at 19.38.

Dr Husband arrived at the meeting at 19.38.

### **3. ECONOMIC AND SOCIAL RESEARCH COUNCIL**

Mr Saunders welcomed Dr Husband to the meeting. Dr Husband provided a background to the submission of the research bid and the grant of £1m awarded in December 2017. He informed of collaboration between the Universities of Stirling, Cardiff and Birmingham, the appointment of a Project Manager and Research Fellows. Dr Husband stated that the Project is intended to develop a better understanding of how governance works and talked about the role of the Impact Group. Members noted that Mr Swail has agreed to represent the College in this regard. Dr Husband spoke about ethical consent and the process and policy of destroying data.

He presented the participant consent form and requested that Members complete and return to the Secretary to specify their approval. Members noted that they have the right to recuse themselves from the Project at any time and will have initial sight of any publication.

Dr Husband and Prof O'Hare left the meeting at 20.08.

Mr Lavery, Mr Young and Prof O'Hare arrived at the meeting at 20.11. Mrs Wilson left the meeting 20.11.

### **5 ESTATES PROJECT PRESENTATION**

Mr Lavery provided an update on the current position and progression of the new builds. He confirmed that progress on the Armagh build is encouraging and advised of a planned completion date of March 2020 and contract completion date of May 2020.

**Governors**

Mr Lavery reminded Members of confirmed funding allocation for the Banbridge new build project and advised on the formal tender process. He provided a forecast date for completion of the new build and demolition of the existing building in September 2020.

Mr Lavery informed Members of work ongoing on the Craigavon Estates Project, reminded Members of the planning permission submission in December 2017 and provided a forecast completion date of August 2021.

Members congratulated the Estates Team for winning the GO Awards (Government Opportunities) for being the overall UK winner in the 'Initiative of the Year' category for the new Armagh campus. Mr Lavery informed Members of work undertaken to preserve the old pavilion windows, an event organised to commemorate the sod cutting and hoarding to be erected around the site.

Mr Lavery informed that the College has been shortlisted as one of three finalists for the NEC Client of the Year awards.

Mr Young provided a detailed presentation on technical design and end user visualisation. He demonstrated a walk-through of the Armagh new build using software to record progress and a visual timeline of progression using drone footage.

Mr Young informed of College engagement, workshops and learning tools for students. He advised of collaboration to implement Buy Social clauses to engage apprentices and trainees.

Mr McCormick left the meeting at 20.59 and returned at 21.02.

Mr Lavery and Mr Young left the meeting at 21.00.

The Governing Body stated how impressed they are with Project Team members' enthusiasm and commitment to maximising the project for the benefit of students.

Members considered it prudent to schedule a site visit in due course.

Mr Sloan informed Members of considerations ongoing concerning the Newry estates and advised of a business case currently being considered.

Members noted the information.

## **6. MINUTES OF THE GOVERNING BODY MEETING HELD 27 FEBRUARY 2018**

The minutes of the meeting were reviewed for accuracy and unanimously approved, subject to minor spelling amendments, on the proposal of Mr Turner and seconded by Mr Alexander.

## **7. MATTERS ARISING**

None.

## **8. CHAIRMAN'S BUSINESS**

Mr Saunders referred to the previously circulated correspondence inviting participation in the Boardroom Apprentice scheme. Members unanimously authorised contribution in the Project. Mr Saunders confirmed he will be attending an event in June to meet with the applicant matched to the SRC Board.

## 9. COMMITTEE MEETING MINUTES

### • **Audit Committee 7 February 2018**

Mr Nugent gave an overview of discussions at the Audit Committee of 7 February and informed of a review of the Estates Management and Health and Safety audit reports due to an overlapping of recommendations within the two reports. Mr Nugent advised of a considered alternative route to the reporting of HASMAP outcomes. Mr Sloan reported on the intention to invite Walter Marks attendance to evaluate progression.

Mr Sloan informed of continued concerns over Properties Division's performance for the completion of remedial works and cyclical maintenance. He stated that it is fundamental to set up a SLA and informed Members that planned meetings with PD have not transpired. Mr Saunders advised of similar overall sector concerns and actions taken by NIFON to develop a business case to consider alternative options.

Members offered their full support for Mr Doran and Mr Sloan to take steps to ensure that statutory compliance checks are carried out and remedial action taken. Governors voiced their desire for the College to have direct access to contractors.

Mr Nugent stated that the Audit Committee had agreed that Grant Thornton conduct a sector review of the Hardship Fund, ASF and Care to Learn. He advised that Members had scrutinised the Corporate Risk Register and approved the Risk Management policy.

Mr Nugent stated that some concerns have been raised across the sector regarding the internal auditor's timely production of reports and informed that as a consequence of this, the scheduled Audit Committee meeting has been deferred for three weeks.

The Governing Body noted that Members have since been briefed on GDPR preparations at their meeting in February 2018 and will be informed of further developments as necessary.

Mr McGonigal confirmed that an internal audit report into data protection will be presented to the next committee meeting.

### • **Finance and General Purposes Committee 6 March 2018**

Mrs Campbell summarised the matters discussed at the Finance and General Purposes Committee on 6 March. She confirmed that Members had reviewed the DfE Reclassification Returns and were informed of an increase to staff costs associated with the delivery of part time programmes, sickness and maternity cover.

Mrs Campbell confirmed that the Committee had reviewed a summary of minor works spend, the credit card payments report, aged debtors report, aged creditors report, prompt payment report, investment summary, complaints and compliments report and approved a change of signatories to the bank mandate.

### • **Education Committee 21 March 2018**

Mr Gough provided an overview of discussions at the Education Committee of 21 March. He stated that Members were provided with a detailed presentation on quality assurance developments, informed of the KPI report and discussions taking place at the Curriculum Directors working group.

Mr Gough stated that Members had reviewed the Quality Improvement Plan and draft College Development Plan and approved several policies.

### • **Staffing Committee 2 May 2018**

Mr Alexander gave an overview of matters discussed at the Staffing Committee of 2 May. He confirmed that Members had reviewed the Health and Safety training and development report and had requested a more detailed analysis.

Mr Alexander advised that the Committee had reviewed the Annual Fair Employment report, career break requests, ongoing developments in Investors in People and the draft Employee Development Plan.

The Governing Body unanimously adopted the committee minutes on the proposal of Mr Nugent and seconded by Mrs Campbell.

Mr Nugent left the meeting at 21.22 and returned at 21.24.

#### 10. CEO UPDATE

Mr Doran advised that he will present the College Development Plan to the next meeting of the Governing Body.

#### 11. QAA REVIEW

Mr Doran advised that a review by the Quality Assurance Agency had taken place w/c 23 April and that the QAA report would be issued to DfE in July. He explained that following this the paper would be published and issued to the College.

Mr McCormick extended his thanks to Mrs Davison, Mrs Shipman and Miss Sullivan for their assistance to him in his role as HE Governor.

#### 12. LEVEL 1 BALANCE SCORECARD

Members noted the May review of the balance scorecard and outcomes against measured objectives.

#### 13. ALUMNI ASSOCIATION

Mr Sloan informed the Board of ongoing developments to the Alumni Association.

#### 14. GOVERNING BODY MEETING SCHEDULE 2018-19

Mr Doran presented the proposed Governing Body meeting schedule for the 2018-19 academic year and requested Members to inform the Secretary of any conflicts.

#### 15. ANY OTHER BUSINESS

Mr Sloan thanked Mr Gough for his time and assistance in safeguarding responsibilities in his role as ETI Governor.

#### 16. DATE AND TIME OF NEXT MEETING

The next Governing Body meeting will take place on **Tuesday 19 June 2018 at 18.30 in the Boardroom, Newry West Campus.**

The meeting concluded at 21.39.

**Governors**

A.P.S. [Signature]  
CHAIR

19/06/18  
DATE

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