

**MINUTES OF A MEETING OF THE SOUTHERN REGIONAL COLLEGE GOVERNING BODY HELD ON TUESDAY 3 SEPTEMBER 2019 AT 19.00 IN THE CANTEEN, KILLYLEA ROAD, ARMAGH CAMPUS.**

**PRESENT:**

Mr Andrew Saunders (Chair)  
Mr Brian Doran (SRC CEO)  
Mr Scott Alexander  
Mrs Teresa Campbell  
Mr Gordon Gough  
Mr John Nugent  
Prof Gregory O'Hare  
Mr Tom Redmond  
Dr Eileen Stewart  
Mr Kieran Swail  
Mr Matthew Turner  
Mrs Nicola Wilson

**IN ATTENDANCE:**

Mr Keith Kilpatrick, Director of Curriculum  
Mr Terry McGonigal, Director of Finance and Planning  
Mr Raymond Sloan, Director of Client Services  
Dr Gary Husband, ESRC Project  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 19.07.

At the commencement of the meeting Mr Saunders thanked the Estates Team and Governing Body Members for their attendance earlier to inspect the Armagh New Build and note the good progress to date.

Mr Saunders thanked Members for their attendance at the Corporate and Wellbeing Day and the HE Graduation celebrating the huge success of students, teaching and support staff. Mr Saunders personally extended his thanks to Mr Gough for representing the Governing Body and giving the Vote of Thanks address.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Arder Carson, Mr Aidan McCormick, Mrs Judith Thompson and Miss Tanya Troughton.

**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 as an employee of Armagh, Banbridge and Craigavon Borough Council and gave an undertaking to exclude herself from decisions that could potentially be perceived to cause conflict.

**3. MINUTES OF THE GOVERNING BODY MEETING HELD ON 18 JUNE 2019**

The minutes of the meeting of 18 June were reviewed for accuracy and unanimously approved on the proposal of Mrs Campbell and seconded by Mr Alexander.

**4. MATTERS ARISING**

Mr Doran informed Members of the close out and status of ongoing actions discussed at the meeting and recorded in the minutes of 18 June.

**5. CHAIRMAN'S BUSINESS**

Mr Saunders welcomed Members to the first meeting of the full Governing Body for the 2019-2020 academic term.

Mr Saunders advised that the previously matched Boardroom Apprentice has withdrawn from the programme and arrangements are in place to appoint a candidate from the reserve list.

**ACTION  
by whom**

## **6. LEVEL 1 BALANCE SCORECARD 2018-19 close out**

Mr Doran presented the Level 1 Balance Scorecard 2018-19 close out and agreed to communicate to responsible parties Members' recommended amendments addressing items carried over.

Mr Doran

Mr Doran stated that the College did not meet its fulltime enrolment target, however confirmed that overall enrolment was exceeded. He informed of the prioritisation plan to inform the new build set up and use of Project Based Learning space. Mr Doran updated Members on measures ongoing and carried over into the new academic year including the development of a regional skills plan with NMDC, outcome against enrolment target figures, the implementation of the STS learner management system and the management development programme for the wider management team.

Discussion took place regarding shared services provisions and Members were advised of further detail captured within the level 2 balance scorecards.

The Governing Body noted the report.

## **7. COLLEGE DEVELOPMENT PLANNING PROCESS 2020-21**

Mr McGonigal presented a paper setting out a revised approach to development planning that the Executive hoped to introduce for the 2020-21 year.

Mr McGonigal outlined the three different strategic planning frameworks SRC currently utilises and advised on the benefits of adopting a 'bottom up' approach to planning. He informed on difficulties that arise from reporting on two different financial reporting periods and advised on the complexity of various reporting deadlines.

Mr McGonigal stated that the purpose of the proposed model is to replace the overly complex planning frameworks with a simplified plan. He set out a proposed timeline for internal development work to begin culminating in the sectional plans being presented to the Governing Body in December.

A discussion took place with Members welcoming the approach and extending an invitation to the Heads of Faculty to attend the Planning Day in December to outline developments.

Members unanimously approved the scheme on the proposal of Mrs Campbell and seconded by Mr Turner.

## **8. DfE CIRCULARS**

- **FE02/19 Accounts Direction**
- **FE06/19 Additional Support Fund**

Members noted the FE02/19 Accounts Direction circular and the FE06/19 Additional Support Fund circular.

## **9. POLICY REVIEW**

- **Fees policy**

Mr McGonigal presented the Fees policy and referred Members to small inflationary changes to the Annual Schedule of Fees and Charges for 2020-21. Mr McGonigal stated that he is presenting the policy for approval to align with the earlier HE applications phase being introduced.

Discussion took place regarding subsidisation and the assortment of costs incurred over a variety courses. The policy was unanimously approved by Governing Body Members.

- **Safeguarding policy**

Mr Sloan presented the SRC Safeguarding policy revised in line with changes to legislation and ETI recommendations.

Mr Sloan referred Members to the new procedural note and advised of a sector Safeguarding policy currently being developed.

The policy was unanimously approved on the proposal of Dr Stewart and Mr Turner.

**10. ANY OTHER BUSINESS**

Miss Armstrong agreed to distribute the business cycle and schedule of standing agenda items for Governing Body and Committee meetings.

Miss Armstrong

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

The next meeting of the Governing Body is scheduled to take place on 22 October 2019 in Boardroom, Newry West campus.

The meeting concluded at 20.25.

A.P.S.A.

CHAIR

22/10/19.

DATE