

## The Governing Body of Southern Regional College

Meeting of the Education Committee of the Governing Body scheduled for  
**Tuesday 21 October 2025 at 17.30 in the Boardroom, Banbridge Campus.**

Item No	Item	Papers	Action	Presenter	TOR
1.	Apologies for Absence	Verbal	Noting	Secretary	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of the meeting 03 June 2025	Enclosed	Approval	Chair	
4.	Matters Arising a) Action Sheet	Enclosed	Noting	Chair	
5.	Chair's Business	Verbal	Noting	Chair	
6.	Education Committee Annual Report	Enclosed	Noting	Chair	1-10
7.	Education Committee Terms of Reference	Enclosed	Approval	Chair	
8.	Policy Review a) Word Processor Policy b) Disciplinary (Students) c) Course Approval d) Hardship Fund (Discretionary) e) CSR Quality Procedures Manual f) CSR Policy-Quality Policy Manual	Enclosed	Approval	Ms Shackels	9
9.	Curriculum Update  b) CDP Close Out 24-25 o Faculty Action Plans Close out 24-25 o Student Achievement for 24-25  c) CDP Update 25-26 o Final Enrolment position for 25-26	Enclosed          Verbal	Noting          Noting	Ms Shackels /Assistant Directors/Heads of Faculty          Ms Shackels	
10.	Whole College Quality Improvement Plan Action Plan Update 2025-2026 a) Traineeship Action Plan 25-26 b) Essential Skills Action Plan 25-26	Enclosed	Noting	Ms Shackels Assistant Directors	1, 2, 4, 6, 7
11.	Curriculum Directors Working Group • Sector Priority Areas 25-26	Verbal	Noting	Ms Shackels	1, 2, 4, 8
12.	Circulars • FE01/25 Traineeship Programme Guidance	Enclosed	Noting	Ms Shackels	
13.	Any other business • EOI Curriculum Working Group				
14.	Review of Meeting				
<b>Date and Time of Next Meeting – Tuesday 27 January 2026 at 17.30 via TEAM's</b>					

**Distribution List:**

**Members:** Mr Stuart Harper (Chair), Mrs Lee Campbell (Principal/Chief Executive), Dr Laura Milner, Dr Thomas Moore (Governing Body Chair), Mrs Hilary Singleton, Mrs Angela Whiteside, Dr Liz Finnigan and Celine-Maria Corhea (Student Governor).

**Attendees:** Ms Libby Shackels (Director of Curriculum), Mrs Fiona Bradley (Assistant Director FE and Training), Mrs Elaine Nesbitt (Acting Assistant Director HE and Quality), Mr Gary Mackin (HoF BUTE), Mr Stephen Rogan (HoF CDAC), Mrs Carmel Murray (HoF HESC), Mr Matthew Turner (Acting HoF PRSE), and Mrs Emma Foster (Acting Secretary to the Governing Body).

## **TERMS OF REFERENCE**

The Education Committee is responsible for overseeing the colleges curricular provision, especially the nature, quality and performance of the provision and the extent to which it meets the needs of the community the College seeks to serve.

The responsibilities of the Education Committee are to:

1. Ensure that the College educational and training mission at all levels [FE, HE etc] is appropriate to the needs of its students and the community;
2. Ensure that the nature, range, accessibility and quality of the College curriculum provision is appropriate to students and employers;
3. Ensure that separately funded and contracted programmes are effectively delivered and monitored;
4. Monitor the impact of DfE strategic proposals, the broader educational environment and current issues in the educational environment on current and future curricular provision;
5. Review the systems used to monitor the quality and effectiveness of teaching and learning;
6. Review the quality of provision of student services including support services, career guidance and learning resources;
7. Review and evaluate students' outcomes including enrolment, retention and achievement rates through the College Self Evaluation Process;
8. Evaluate the relevance of the curriculum to the educational and vocational needs of all of its students including those students with special educational needs;
9. Review and approve local policies that fall within the remit of the Committee;
10. Provide assurances to the Governing Body on the College's higher education provision.