The Governing Body of Southern Regional College

Meeting of the Education Committee of the Governing Body scheduled for
Tuesday 19 May 2026 at 17.30 via TEAMs

Item No	Item	Papers	Action	Presenter	TOR
1.	Welcome and Apologies for Absence No comment	Verbal	Noting	Secretary	
2.	Declaration of Interests No comment	Verbal	Noting	Chair	
3.	Minutes of meeting 24 March 2026 No comment	Enclosed	Approval	Chair	
4.	Matters Arising • Action Sheet	Enclosed	Noting	Chair	
5.	Chair's Business No comment	Verbal	Noting	Chair	
6.	FE Fit for Future Update	Verbal	Noting	Chair	
7.	Policy Review a) Student Criminal Convictions Policy and Procedure b) Learning Resources Centre & Libraries Loans c) Examinations Support d) Admissions Criteria e) Admissions Policy	Enclosed	Approval	Ms Shackels	9
8.	Safeguarding Update No comment	Verbal	Noting	Mrs L McKeown	6
9.	Hardship Update No comment	Enclosed	Noting	Mrs L McKeown	6
10.	Student Council Summary Report 2025-2026 No comment	Enclosed	Noting	Mrs L McKeown	2,6,7
11.	Directors Update on Theme • Retention and Intervention Strategies Retention TookKit has been be in place since 2017 and is refreshed annually to ensure it is still fit for purpose. Retention of a student is often a complex issue influenced by the students individual, social and economic situation primarily. Obviously, retention is the ability of the college to keep students enrolled from one semester to the next and from year to year until they achieve their programme. It is a vital metric or KPI in measuring academic success and to ensure we do keep as many students engaged in their programme of study this toolkit and the interventions contained within are important. Again, curriculum does not undertake this task	Enclosed	Noting	Ms Shackels	1-8

	in a siloed manner but is reliant not only in a top down / bottom-up approach between HoF and CAM/Tutors but also through cross college collaboration with marketing, campus services, students' services etc and even finance and planning. Our focus is on reducing dropout rates and demonstrating to stakeholders such as Governors and others such as QAA, ETI and DfE that we have effective processes in place. Good retention rates reflect robust and rigorous processes in place, stable enrolment and positive students experience.				
12.	Curriculum Planning Cycle • Curriculum Development Governors this presentation has been drafted to provide you with an overview of the College Curriculum Planning Process and to illustrate how that process is undertaken, not in isolation but cognisant of other strategic and operational priorities and that it is undertaken in both a responsible and accountable manner. Go through the presentation highlighting in particular the HE and FE Curriculum Roadmaps, Principles of Curriculum Approval, policies that underpin Curriculum planning and the links to risk. Focus on the fact that everything we do around Curriculum Planning is student focused and focused on attracting and keeping students in the college. Highlight that Curriculum is not siloed but works in partnership with Student Services, Campus Services, MIS, Exams and also BEE.	Enclosed	Noting	Ms Shackels	1-8
13.	Whole College Quality Improvement Plan Update 25-26/Feedback 26-27 • Traineeship Action Plan • Essential Skills Action Plan Three Action Plans have been presented along with a summary report which has been drafted to highlight progress against each Area for Improvement. In summary: **SRC Quality Improvement Plan 2025–26** is structured around 10 Areas for Improvement (AFIs) and the college is broadly on track or ahead of target across most areas as of May 2026. Key highlights include strong performance in international engagement, widening participation, and employer engagement, where targets have been exceeded. The main areas requiring continued attention are Full-Time Higher Education enrolment, and retention and achievement in specific underperforming programmes. The **Traineeship Action Plan** is also progressing well, with recruitment targets broadly met, robust KPI monitoring in place for retention, attendance and achievement, and	Enclosed	Noting	Ms Shackels	1-8

	teaching and learning development advancing ahead of the August 2026 Curriculum Conference. Employability and work placement remain active development areas, with a transition to a centralised placement structure underway and final achievement outcomes still to be confirmed at year-end. The **Essential Skills Action Plan** reflects steady incremental progress across all five AFIs, with governance, reporting and monitoring structures firmly embedded across the college. Attendance remains the primary challenge GCSE Maths sits at 72.5% and ES Literacy at 70%, both below the 80% target, however, targeted interventions are in place and the college is on track for summer 2026 assessments, with planning for 2026–27 already underway.				
14.	Any other business				
15.	Review of Meeting				
Date and Time of Next Meeting – **Tuesday 06 October 2026 at 17.30 in Boardroom Banbridge Campus.**					

Distribution List:
Members: Mr Stuart Harper (Chair), Mrs Lee Campbell (Principal/Chief Executive), Dr Thomas Moore (Governing Body Chair), Mrs Hilary Singleton, Mrs Angela Whiteside, Dr Liz Finnigan and Ms Celine Maria Corhea.

Attendees: Ms Libby Shackels (Director of Curriculum), Mrs Fiona Bradley (Assistant Director FE and Training), Mrs Elaine Nesbitt (Acting Assistant Director HE and Quality), Mrs Lorraine McKeown (Assistant Director of Student Services and Marketing) and Mrs Emma Foster (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.