

MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 03 JUNE 2025 AT 18.30 IN BOARDROOM PORTADOWN CAMPUS AND via TEAMS

Present:

Mr Stuart Harper (Chair)
Mrs Lee Campbell (Principal / Chief Executive)
Dr Thomas Moore (Chair of the Governing Body)
Dr Laura Milner (via TEAMS)
Mrs Hilary Singleton
Mrs Angela Whiteside
Dr Liz Finnigan

In Attendance:

Ms Libby Shackels, Director of Curriculum
Mrs Elaine Nesbitt, (Acting Assistant Director HE and Quality) (via TEAMS)
Mrs Fiona Bradley (Assistant Director FE and Training) (via TEAMS)
Mr Stephen Rogan (Head of Faculty CDAC) (via TEAMS)
Ms Carmel Murray (Head of Faculty HESC) (via TEAMS)
Mr Gary Mackin (Head of Faculty BUTE) (via TEAMS)
Mr Matt Turner (Head of Faculty PRSE) (via TEAMS)
Mr Gary McMurray (Chair of Staffing Committee) (via TEAMS)
Mrs Lorraine McKeown (Director of Students Services) (via TEAMS)
Mrs Emma Foster, Acting Secretary to the Governing Body

The meeting convened at 18.31.

**Action by
whom**

A01. APOLOGIES FOR ABSENCE

There were apologies for absence from Mr James Hutchinson.

The Chair welcomed everyone to the meeting.

A02. DECLARATION OF INTERESTS

The Chair reminded those present to declare at the commencement of the meeting interests held in any matter to be discussed. No interests were declared.

A03. MINUTES OF THE MEETING 11 MARCH 2025

The Chair referred Members to the minutes of the last meeting held on 11 March 2025 and were reviewed for accuracy and unanimously approved as an accurate record on proposal from Dr Moore and seconded by Dr Finnigan.

A04. MATTERS ARISING

The Chair drew members attention to the action log and confirmed the actions were complete.

Ms Shackels updated members on progress on AI within the College. Ms Shackels confirmed an internal AI working group had been established to understand how AI

will be used within the college. This work will include a staff survey. Outcomes from this working group will support the development of mandatory training modules for staff and students.

Mrs Campbell joined the meeting at 18.47.

A05. CHAIR'S BUSINESS

The Chair informed members this meeting's theme will be in relation to quality standards, achievement and retention per the Education Committee's Terms of Reference.

The Chair informed members he will be attending the College's upcoming Higher Education Graduation Ceremony in August, to be held in Armagh City Hotel. He also recently attended the College's Celebration of Success Event which took place in the Canal Court Hotel.

A08. HARDSHIP UPDATE

This agenda item was brought forward in the meeting. Mrs McKeown drew members attention to the update. It was reported that over 42,000 students availed of free breakfast and lunch during a recent six week 'Educational Eats' initiative delivered across all campuses.

Mrs Mc Keown said the college continues to promote the funding options available to students via email, upon registration and during the induction period.

Mrs McKeown answered any questions the members had after taking members through the report.

Mr McMurray who is the designated governor assigned to the hardship fund thanked Mrs McKeown for her and her teams hard work in this area.

The Chair seconded this.

Mr McMurray left the meeting at 19.05.

A06. POLICY APPROVAL

The Chair drew members attention to the policies enclosed. Within the policies provided, the Chair outlined that there were some small updates to each however there was no new policies brought to this Committee.

The policies were approved by the committee following proposal from Dr Moore and seconded by Mrs Whiteside.

A07. FACULTY ACTION PLANS

Each Heads of Faculty provided members with a Faculty update which included their progress and achievements throughout the year, and their plans for the year ahead including recruitment, new courses and skills competitions.

Ms Shackels drew members attention to how quality standards are promoted internally. Advising this process provides the Principal/CEO and the Governing Body with a level of assurance that data is being used appropriately to promote standards such as retention and achievement.

Ms Shackels answered questions that the members had.

Dr Moore thanked the Heads of Faculty and Ms Shackels for their work.

Mr Rogan, Ms Murray, Mr Mackin and Mr Turner left the meeting at 20.15.

A08. HARSHIP UPDATE

This agenda item was brought forward to the start of the meeting.

A09. SAFEGUARDING UPDATE

Mrs McKeown gave a verbal update on Safeguarding within the college, including the number of Safeguarding Officers across the College. Mrs McKeown confirmed the number of 'Causes for concern' had reduced against the prior year.

Mrs McKeown updated members on College engagement with the Police Service of Northern Ireland (Operation Encompass).

Mrs McKeown advised members a recent Internal Audit Safeguarding provided a Satisfactory assurance.

Mrs McKeown confirmed safeguarding training is completed by the Safeguarding and Deputy Safeguarding Officer on a regular basis, and her staff attend regular sector safeguarding training. The college Student Engagement Team organise a number of events annually for students to promote the services provided by the college and where to seek help if required.

Dr Milner the designated Safeguarding Governor for the College thanked Mrs McKeown and her team for their hard work.

A10. STUDENT COUNCIL SUMMARY REPORT 2024-2025

Mrs McKeown drew members attention to the report. She assured members that all issues raised are responded to and reported back to the Student Council. There has been a decrease in issues raised compared to the previous year.

The Chair thanked Mrs McKeown for the detailed report.

A11. QUALITY IMPROVEMENT PLAN ACTIONS PLANS

Members noted the document.

A12. CURRICULUM DIRECTORS WORKING GROUP (CDWG)

Ms Shackels gave a brief report on the work the CDWG undertake. Ms Shackels informed the meeting she will be taking on the role of Chair of the Curriculum Directors Working Group for a period of two years.

A13. ANY OTHER BUSINESS

The Chair gave a verbal update on a recent letter received by the college regarding an Education and Training Inspectorate (ETI) visit to evaluate the provision for learners with Special Educational Needs across all campuses. Mr Harper advised an initial scoping meeting is scheduled for 17th June 2025.

A14. REVIEW OF THE MEETING

Dr Moore said the meeting was well executed and informative. He thanked Mr Harper for chairing the meeting. Finally, Dr Moore thanked all staff for their work.

DATE AND TIME OF NEXT MEETING

The Chair thanked Members for their attendance.

The next meeting of the Education Committee is scheduled for Tuesday 21 October 2025 at 17.30 in Boardroom Banbridge Campus.

Dr Finnigan, Mrs Bradley, Mrs Nesbitt, Mrs McKeown left the meeting at 20.43.

The meeting concluded at 20.43.



25th November 2025
DATE