

**MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 21 OCTOBER 2025 AT 17.30 in BOARDROOM BANBRIDGE CAMPUS**

**Present:**

Mr Stuart Harper (Chair)  
Mrs Lee Campbell (Principal / Chief Executive)  
Dr Laura Milner  
Dr Thomas Moore (Chair of Governing Body)  
Mrs Hilary Singleton (via TEAMs)  
Mrs Angela Whiteside  
Miss Celine-Maria Corhea (Student Governor)

**In Attendance:**

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

The meeting convened at 17:30

**A01. APOLOGIES FOR ABSENCE**

There were apologies for absence from Dr Liz Finnigan.

**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.

Mr Harper welcomed Miss Corhea to the meeting as the new Student Governor for 2025-2026.

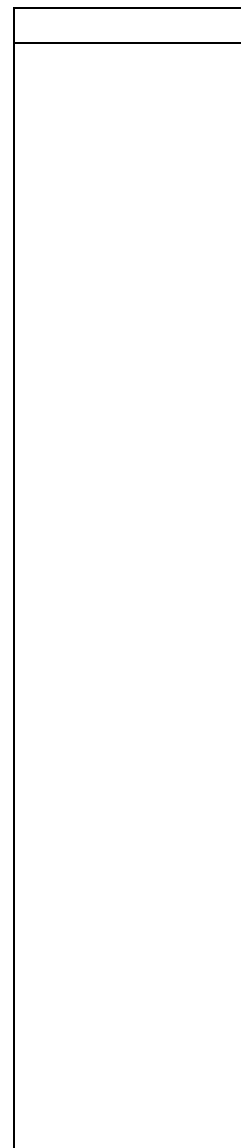
**A03. MINUTES OF THE MEETING 03 JUNE 2025**

The Chair referred Members to the minutes of the meeting held on Tuesday 03 June 2025. These were checked for accuracy and unanimously approved as an accurate record of the meeting on proposal from Mrs Whiteside and seconded by Dr Milner.

**A04. MATTERS ARISING**

Members noted these. It was agreed that action point four Faculty infographics is now closed off.

**A05. CHAIRMAN'S BUSINESS**



Mr Harper informed members that this would be Dr Milner's final meeting before her tenure ends in January. He thanked her for all her time and contributions given as a committee member.

Two themes will be covered in this meeting i.e. recruitment and attainment.

Mr Harper recently attended the college's Celebration of Success event held in Canal Court Newry, the Higher Education Graduation Ceremony in Armagh City Hotel and an information workshop organised by the Department for the Economy (DfE) regarding proposed 16-18 legislation.

Dr Moore had been informed that a workshop on 16-18 legislation will take place for Governors which will be organised by DfE. Mrs Bradley informed members that a sector Task Group has been established.

#### **A06. EDUCATION COMMITTEE ANNUAL REPORT**

Members agreed the report subject to some minor amendments.

#### **A07. EDUCATION COMMITTEE TERMS OF REFERENCE**

Mr Harper and Mrs Whiteside approved these Terms of Reference subject to some minor wording amendments.

#### **A08. POLICY APPROVAL**

- **Word Processor Policy**
- **Disciplinary (Students)**
- **Couse Approval**
- **Hardship Fund**
- **CSR Quality Procedures Manual**
- **CSR Policy-Quality Policy Manual**

Members noted minor updated amendments to the policies. These were highlighted as track changes. Members approved the policies without change.

Mr Harper and Dr Milner approved these policies subject to minor amendments.

#### **A09. CDP CLOSE OUT 24-25**

Each Head of Faculty gave a presentation on their respective Faculty for 2024-25 which detailed the closing position against targets per the College CDP 24/25, and progress against current planned CDP targets for 25/26.

Each Head of Faculty also provided members with updates on current cohorts and courses including actions undertaken to increase recruitment, retention and achievement within their faculties.

Each Head of Faculty also updated members on recent successes including Skills and WorldSkills competitions and successes, Staff award nominations and Stakeholder Engagement events.

The Heads of Faculty each gave an update on the in-year position and plans going forward. Each of these Faculty Reports evidenced the co design of courses with employers, and the efforts to ensure triangulation of staffing expertise, resources and approaches to teaching and learning, so as to underpin and promote the quality of delivery. This lies behind college efforts to improve retention and promote student progression. This was discussed at length during each presentation.

Mr Harper and Dr Moore thanked the Heads of Faculty for presenting their reports and congratulated them and their teams on their hard work and achievements.

Ms Shackels also thanked the Heads of Faculty and their staff for their ongoing hard work.

The Heads of Faculty left the meeting at 19:10.

### **CDP UPDATE 25-26**

Mrs Bradley gave an update on the current enrolment position for 2025-2026 and informed members that applications have increased this year by 16.6%. Recruitment across a number of courses had fallen from previous years, and the contributing factors were discussed with the members.

Additional support is being put in place for students that are deemed 'at risk'. Many now attending the college started secondary education during the Covid-19 pandemic and therefore additional support will be necessary to ensure good retention, achievement and progression.

It was reported that in regard to Apprenticeships, the rise in the National Insurance contributions and National Minimum Wage had created an additional burden that employers had to consider when taking on new Apprentices and this had resulted in a slower recruitment uptake for 25-26.

Dr Moore thanked Mrs Bradley for her report.

### **A10. WHOLE COLLEGE QUALITY IMPROVEMENT PLAN ACTION PLAN UPDATE 25-26.**

- **TRAINEESHIP ACTION PLAN 25-26**
- **ESSENTIAL SKILLS ACTION PLAN 25-26**

Mrs Nesbitt took members through the action plans and answered any questions the members had. Discussions took place and members noted the action plans.

### **A11.CURRICULUM DIRECTORS WORKING GROUP**

Ms Shackels informed members she has recently taken up the role of Chair for this working group for the next two years. Further updates will be provided at the next committee meeting.

**A12. CIRCULARS**

- **FE01/25 Traineeship Programme Guidance**

Members noted the circular

**A13. ANY OTHER BUSINESS**

- **EXPRESSION OF INTEREST (EOI) Curriculum Working Group**

Ms Shackels confirmed a Task Group has been set up for the proposed 16-18 year old legislation and updated members on the EOI.

**A14. REVIEW OF THE MEETING**

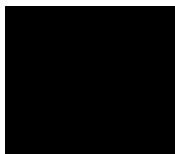
Dr Moore thanked everyone for their time and the reports and the work being done. Mrs Singleton suggested that a 'Challenges' section should be included in the Faculty Reports going forward.

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Education Committee is scheduled for Tuesday 27 January 2026 at 17.30 via TEAMS

The meeting concluded at 19.52

CHAIR



DATE 14.04.26