

**MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 2 OCTOBER 2018 AT 18.30 IN THE BOARDROOM, PORTADOWN.**

**Present:**

Mr Gordon Gough (Chair)  
Mr Brian Doran  
Mr Aidan McCormick  
Prof. Gregory O'Hare  
Mr Andrew Saunders  
Miss Tanya Troughton  
Mr Matthew Turner  
Mrs Nicola Wilson

**In Attendance:**

Mr Keith Kilpatrick, Director of Curriculum  
Mrs Carla Shields, Boardroom Apprentice  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.29.

ACTION BY WHOM

**1. APOLOGIES**

No apologies for absence were received.

Mr Gough welcomed Mrs Shields, Miss Troughton and Mrs Wilson to their first meeting of the Education Committee.

**2. DECLARATION OF INTEREST**

The Chair reminded those present to declare at the commencement of the meeting interests held in any matter to be discussed.

Mr McCormick declared an interest as employee of the Education Authority. Mrs Wilson declared an interest in her role as employee of Armagh City, Banbridge and Craigavon Borough Council. The interests were noted and both parties gave an undertaking to exclude themselves from any business involving decisions that could potentially conflict with their substantive employment.

**3. MINUTES OF MEETING OF 6 JUNE 2018**

The Chair referred Members to the minutes of 6 June 2018. These were checked for accuracy and unanimously approved by proposal from Mr Turner and seconded by Mr McCormick.

**4. MATTERS ARISING**

Members noted that a trend analysis on areas of concern raised within the Student Council Summary report will be provided at the May 2019 meeting of the Education Committee.

The Committee noted that all other actions arising from the meeting of 5 June have been addressed.

**5. CHAIRMAN'S BUSINESS**

None.

## **6. DfE CIRCULARS**

- **Care to Learn**

Mr Doran referred Members to the Care to Learn circular FE 06/18. Members noted the financial childcare support available for parents aged under 20 years at the start of their course of study in a FE college.

- **Additional Support Fund**

Mr Doran presented the Additional Support Fund circular FE 08/18 detailing the provision of funding for students with a learning difficulty and/or disability. Mr Doran informed Members of the differing applications and processes in place for FE, HE and TFS provision.

Members noted the information.

## **7. EDUCATION COMMITTEE ANNUAL REPORT**

- **Terms of Reference**

Mr Gough referred Members to the Education Committee Annual Report and Self-Assessment for the 2017-2018 academic year. Members noted the items monitored and approved throughout the year. The report was approved on the proposal of Mr Turner and seconded by Mr McCormick.

Members agreed that the Education Committee Terms of Reference are appropriate.

Prof O'Hare arrived at the meeting at 18.51.

## **8. ENROLMENT POSITION 2018-19**

Mr Kilpatrick presented a report on the current enrolment position against targets and advised on part-time enrolments yet to be captured within the information.

Mr Kilpatrick informed Members of courses under prescribed and advised on strategies in place and measures being taken to market the provision in some areas.

Members discussed pressures in recruiting to Level 3 IT courses and a sector wide downturn on hospitality and tourism enrolment. The Committee considered strategies to extend business engagement and differentiate curriculum in hospitality and tourism provision and raised concerns over the continued viability of this area of provision.

Members noted an upturn in construction trade enrolment and discussed the cyclical popularity of certain subject areas.

## **9. DIRECTOR'S KPI REPORT 2017-18 –CLOSE OUT**

Mr Kilpatrick presented the Director's KPI report closing out the 2017-18 academic year. The Committee reviewed data in relation to student performance, retention and achievement, CDP, TfS and apprenticeship targets. Members noted that the exercise of validating data will continue until mid-October and the data presented is unaudited and incomplete at this point.

Mr Kilpatrick provided information regarding part-time and full-time retention and achievement over one academic year. Members were advised on differing reporting requirements and procedures for DfE and ETI.



Mr Kilpatrick informed Members of the importance of self-evaluation processes from course through to school level and the identification of areas of support provided under the Performance Enhancement Programme as part of the whole college improvement process.

Management agreed to provide to the next Education Committee details of the selected programmes falling under PEP and the impact of the interventions on course performance.

Members commented on impressive retention and achievement rates demonstrated at SRC.

Mr Kilpatrick

#### **10. CURRICULUM DIRECTORS' WORKING GROUP**

Mr Kilpatrick informed Members of work being undertaken by the Curriculum Directors' Working Group. He stated that the focus of meetings were on the introduction of youth traineeships. Mr Kilpatrick advised on secondment appointments to the project and challenges in progressing the new frameworks for introduction by September 2019.

The Committee noted the report.

#### **11. LEVEL 2 BALANCE SCORECARD 2017-18 – CLOSE OUT**

Mr Kilpatrick circulated the Level 2 Balance Scorecard 2017 -18 close out, updated to present progression since the May 2018 review. Mr Kilpatrick advised that actions highlighted as amber will be carried over into the new plan.

Members were informed of in depth measures and actions documented within the Level 3 Balance Scorecards at School Level and how these were reconciled against objectives and presented to the Education Committee within the Level 2 Balance Scorecard.

Members noted the report.

#### **12. WHOLE COLLEGE QIP - UPDATE**

Mr Kilpatrick presented the Whole College Quality Improvement Plan for the 2017-2018 academic year and referred Members to areas and performance targets set out in the plan and the corresponding improvements made across the majority of courses listed.

The Committee noted the report.

#### **13. ETI INSPECTION OF FE COLLEGES**

Mr Kilpatrick presented the Education and Training Inspectorate information guide on the inspection of colleges of Further Education.

Members noted the information.

#### **14. POLICY REVIEW**

A number of policies were reviewed including;

- **Student ID policy**

Members reviewed the first issue of the student identification policy.

- **Anti-Bullying policy**

The Committee reviewed the Anti-Bullying policy, noting a rescheduling of the plan.

- **Learning Support**

The Committee reviewed the Learning Support policy, noting minor amendments to referral procedures.

- **Hardship Fund**

Members reviewed the Hardship Fund policy updated to reflect changes in DfE circular FE 04/18.

The policies were approved, subject to minor amendments and recommendations, on the proposal of Mr Turner and seconded by Mrs Wilson.

**Mr Doran**

**15. ANY OTHER BUSINESS**

None.

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

The next meeting of the Education Committee is scheduled to take place on Wednesday 28 November 2018 at 18.30 in the Portadown Campus.

The meeting concluded at 20.18.



**CHAIR**



**DATE**