

MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 21 MAY 2019 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
Mr Matthew Turner
Mrs Nicola Wilson

In Attendance:

Mr Keith Kilpatrick, Director of Curriculum
Mr Raymond Sloan, Director of Client Services
Mrs Lorraine McKeown, Assistant Director Student Services and Marketing
Mrs Carla Shields, Boardroom Apprentice
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.29.

1. APOLOGIES

Apologies for absence were received from Miss Tanya Troughton.

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 part-time associate of the Education Authority. The interest was noted and Mr McCormick gave an undertaking to exclude himself from any business involving decisions that could potentially cause conflict.

3. MINUTES OF THE MEETING OF 5 FEBRUARY 2019

The Chair referred Members to the minutes of the meeting on 5 February 2019. These were checked for accuracy and unanimously approved on proposal from Mr McCormick and seconded by Mr Turner.

4. MATTERS ARISING

Members were advised that a date has been set for the Education Chairs forum. Mr Gough advised he will consult with the Governing Body Chair regarding his attendance.

Members were advised that all actions from the previous meeting have been implemented. Mr Doran informed the Committee that the Safeguarding Vulnerable Groups policy has been deferred in light of a decision to develop a sector policy in conjunction with DfE.

Prof O'Hare arrived at the meeting at 18.31.

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5. CHAIRMAN'S BUSINESS

Mr Gough advised that the Secretary will soon be issuing the Committee Self-Assessment Questionnaires to Governors for informing the Committee Annual Report. Mr Gough requested that Members complete the form and return to the Secretary as soon as conveniently possible.

Governors

6. STUDENT COUNCIL SUMMARY REPORT

Mrs McKeown presented the Student Council Summary Report and provided Members with details regarding membership and meeting dates.

Mrs Wilson arrived at the meeting at 18.34.

Mrs McKeown reported on a rise in student satisfaction across the campuses and informed of a decrease in the number of issues being raised at Student Council meetings in comparison with the previous year. Mrs McKeown stated that attendance at Student Council meetings has improved and informed that as with the previous year, the most common concerns relate to the remit of the Estates Department.

Mr Saunders arrived at the meeting at 18.36.

Mrs McKeown stated that legacy concerns relate to the variety of food on offer, equipment in Newry East Beauty Salon and toilet facilities. She stated that student representatives continue to request the provision of extra student common spaces across all SRC campuses and advised that although it is not feasible to address these concerns at present, the student body are satisfied with plans to address the concerns in the new builds.

Mr Sloan stated that the students' concerns have been raised with the responsible parties and management are acting on the students' feedback.

Mr Kilpatrick informed that a recovery plan is in place regarding the upkeep of motor vehicle equipment at the Greenbank campus.

Mr McCormick informed Members of a programme of work implemented by DfE and DE regarding a careers service software package and acknowledged the benefits access would have for FE students.

The Committee noted the report.

7. HEALTH AND WELLBEING –ACTION PLAN

Mrs McKeown presented the Health & Wellbeing Action Plan and informed of various programmes of work focusing on resilience and mindfulness. She informed of the introduction of an onsite counsellor and the provision of additional counselling support accessible upon an occurrence of a critical incident.

Discussion took place regarding the various support mechanisms available to students, accessibility and privacy options for counselling and the links the College has in place with external stakeholders.

Members noted the report and requested summary data in relation to Inspire be included in the Annual Safeguarding report.

Mrs
McKeown

Mr Sloan and Mrs McKeown left the meeting at 19.06.

8. COLLEGE DEVELOPMENT PLAN

Mr Doran presented the College Development Plan and advised Members that the Department has requested that the College present the development plans and associated report cards against two scenarios. He informed that scenario one is based on the assumption that SRC will have to absorb all pay remit pressures within the DfE allocated indicative budget and that scenario two is based on the assumption that all pay remits pressures will be fully funded by DfE. Mr Doran informed that both scenarios had been submitted to the Department in line with that discussed at the previous Governing Body meeting.

Mr Doran informed of scheduled meetings with the Permanent Secretary and the FE Governing Body Chairs and College Principals.

Members noted the reports and expressed grave concern that a restrictive budget will have a catastrophic impact on service delivery, impacting on the most disadvantaged and most marginalised in society.

9. DIRECTORS KPI REPORT – IN YEAR

- **Level 2 Balance Scorecard**

Mr Kilpatrick presented the in year KPI report and referred Members to areas of difficulty, including meeting HE enrolment targets and the delivery of social inclusion targets within the community. He informed that 54% of Essential Skills enrolments are from within quintiles 1 and 2.

Mr Kilpatrick referred Members to positive outcomes within the level 2 Balance Scorecard advising on commitment to Erasmus funding until 2020/21, well embedded balance scorecards, the appointment of the Assistant Director to Curriculum and commitment to the Ulster University working group.

The Committee noted the report.

10. WHOLE COLLEGE QIP

Mr Kilpatrick presented the Whole College Quality Improvement Plan and informed Members of progress against the Work Based Learning and Essential Skills recovery plans.

Mr Kilpatrick advised that outcome data will be presented to the Education Committee in October following completion and validation of FELS information.

Members noted the report.

11. WBL RECOVERY PLAN

Mr Kilpatrick referred Members to the Work Based Learning and Essential Skills recovery plans and informed Members on a high level of visibility, tracking and monitoring taking place. He stated that monitoring themes have been extracted from the inspectorate report and tasks allocated to Heads of School for regular review and management of outcomes.

Mr Doran informed Members of the duties of the Management Recovery Team, the implementation of personal training plans and the apportioning of individual responsibilities.

A discussion took place regarding the suitability of using SharePoint, with some Members expressing concern regarding security of data held in SharePoint. The Committee agreed that Members' concerns should be addressed outside the Education Committee.

Senior
Management
Team

12. CURRICULUM DIRECTORS WORKING GROUP

Mr Kilpatrick informed Members that he is the new Chair of the Curriculum Directors' Working Group for 2019-20 and advised the Committee of work being progressed on the introduction of the new system of traineeships from September 2020.

13. POLICY REVIEW

- **Curriculum policy**
Members were advised of significant changes to the Curriculum policy.
- **Course Management policy**
Members noted minor amendments to the Course Management policy and the introduction of an accompanying procedural note.
- **Personal Tutor policy**
The Committee were referred to minor amendments to the Personal Tutor policy.
- **Word Processing policy**
Mr Doran referred Members to the first edition of the Word Processing policy as recommended by the Joint Council for Qualifications.
- **TfS Disciplinary policy**
Members reviewed the Disciplinary policy, updated to reflect changes to the College structure and GDPR regulations.

Members unanimously approved the five policies on the proposal of Mr Tuner and seconded by Mr McCormick.

14. ANY OTHER BUSINESS

None.

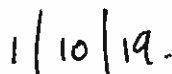
15. DATE AND TIME OF NEXT MEETING

The next meeting of the Education Committee is scheduled to take place on Tuesday 1 October 2019 at 18.30 in the Boardroom, Portadown Campus.

The meeting concluded at 20.20.



CHAIR



DATE