

MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 5 FEBRUARY 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
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 18.31.

ACTION BY WHOM

1. APOLOGIES

No apologies for absence were received.

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. The interest was noted and Mr McCormick gave an undertaking to exclude himself from any business involving decisions that could potentially conflict with his substantive employment.

3. MINUTES OF THE MEETING OF 28 NOVEMBER 2018

The Chair referred Members to the minutes of 28 November 2018. These were checked for accuracy and unanimously approved by proposal from Mr Turner and seconded by Mr McCormick.

4. MATTERS ARISING

Members were informed that the HE Quality Assurance Statement has been submitted to the Department.

5. CHAIRMAN'S BUSINESS

Mr Gough advised that he has been invited to join a forum comprising of the Sector's Chairs of the Education Committees. Members agreed that it would be appropriate for Mr Saunders to raise the matter with the Chairs Group to ascertain the purpose of the group.

Mr Saunders

Mrs Wilson arrived at the meeting at 18.40 and declared an interest as employee of Armagh City, Banbridge and Craigavon Borough Council.

6. WHOLE COLLEGE QUALITY IMPROVEMENT PLAN AND ACTION PLAN

• WBL and Essential Skills Recovery Plans

Mr Kilpatrick referred Members to the College Self-Evaluation Report and Quality Improvement Plan and reminded the Committee that approval of the document was deferred to allow revisions and to include individualised recovery plans reflective of the ETI inspection feedback.

Prof O'Hare arrived at the meeting at 18.43.

Mr Kilpatrick informed Members of the substantial amount of work undertaken in producing the recovery plans and referred the Committee to a diagram detailing the College's self-evaluation and improvement planning monitoring process.

A detailed discussion took place with Members being informed of significant engagement with staff through a series of meetings to discuss the inspection findings, expectations, attitudes and to plan for support arrangements through the Quality Unit. Mr Kilpatrick advised Members that a working group, the Recovery Plan Management Team (RPMT), had been established to oversee delivery of the recovery plan. He advised that he would Chair the RPMT group with membership consisting of the CEO, Assistant Directors and the Head of Quality.

Mr Doran advised that part of the plan included a detailed review of all TFS related processes with an emphasis on pre entry guidance, induction procedures, curriculum delivery, assessment and monitoring arrangements.

On the proposal of Mr Turner and seconded by Prof. O'Hare, the Committee approved the plans.

Mr Saunders, as Chair of the Governing Body, signed the statement to agree that Members have;-

- (i) received and reviewed the full submission as required by the Department, including the organisation's current annual quality improvement plan of prioritised key actions, that is informed by a robust and evidence based internal review of provision in line with the requirements of the ETI Inspection and Self Evaluation Framework (ISEF).
- (ii) The organisation's quality arrangements reflect the effective practice described in Appendix 1 of the "Arrangements for evaluating the effectiveness of quality improvement planning in Further Education, Work-based learning and European Social Fund projects".
- (iii) The quality improvement plan takes account of feedback received as a result of this process in the previous year and any other feedback from the Education and Training Inspectorate that is in the process of being actioned.

Mrs Wilson left the meeting at 19.34 and returned at 19.36.

7. DIRECTOR'S KPI REPORT – IN YEAR

- Level 2 Balance Scorecard**
- Enrolment Position against CDP report card targets**

Mr Kilpatrick presented the Balance Scorecard, enrolment position and report cards. He advised of considerations taking place to increase part time enrolment in year.

Members were advised that adult access enrolments is down and discussed a correlation between the high employment position, increased delivery of provision in community based organisations and the downturn in upskilling and evening enrolments.

The Committee noted the report and discussed the need to examine a variance of offer, study pathways and career progression. Members agreed to invite Marketing to the next full Governing Body meeting to explore market intelligence information and the approach to promoting offer.

Mr Doran

8. CURRICULUM DIRECTORS' WORKING GROUP

Mr Kilpatrick provided the Committee with details of work undertaken to establish a new system of traineeship and apprenticeship. Members were advised that the business case supporting a future delivery model for traineeships was unlikely to be approved in the absences of a Minister leading to a further delay in the delivery of the traineeship and apprenticeship strategies. Mr Doran also advised on the current review of entry/Level 1 provision being progressed by DfE and the importance of this for future provision within the College.

The Committee noted the report.

9. POLICY REVIEW

- **Curriculum policy**
Approval of the Curriculum policy is deferred to the next meeting of the Education Committee.

Mr Kilpatrick

- **Student Charter policy**
Members noted minor amendments to the Student Charter policy and approved the document on the proposal of Mr Turner and seconded by Mrs Wilson.

Mr Kilpatrick to establish that all learners are provided with the student handbook as part of the induction process.

Mr Kilpatrick

- **Safeguarding Vulnerable Groups policy**
Approval of the Safeguarding Vulnerable Groups policy is deferred to the next full meeting of the Governing Body.

Mr Doran

10. ANY OTHER BUSINESS

None.

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Education Committee is scheduled to take place on Tuesday 21 May 2019 at 18.30 in the Portadown Campus.

The meeting concluded at 20.12.



CHAIR

21/5/19

DATE