

MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 4 FEBRUARY 2020 AT 18.30 IN THE BOARDROOM, PORTADOWN.

Present:

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

In Attendance:

Mr Keith Kilpatrick, Director of Curriculum
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.33.

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A01. APOLOGIES

Apologies for absence were received from Boardroom Apprentice, Mrs Kimberley Neill McCready.

Mr Gough noted that Mrs Neill McCready's father had recently passed away and offered his sincere condolences on behalf of the Governing Body.

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 OF 27 NOVEMBER 2019

The Chair referred Members to the minutes of the meeting on 27 November 2019. These were checked for accuracy and unanimously approved on proposal from Mr Turner and seconded by Mr McCormick.

Mrs Wilson arrived at the meeting at 18.36 and retrospectively declared an interest as employee of Armagh, Banbridge and Craigavon Borough Council.

A04. MATTERS ARISING

Mr Doran referred Members to the circulated ETI letters dated 3 February detailing a level 3 curriculum planning evaluation to commence the week of 9 March.

A05. CHAIRMAN'S BUSINESS

Mr Doran informed that Management are currently revising the pandemic plan as part of the Business Continuity Plan and in relation to considerations required in light of the coronavirus situation. He stated that Management will take all necessary steps on receipt of any guidance or directive received from the Department and health officials.

The Committee noted the information.

A06. KPI IN YEAR REPORT

- **Level 2 Balance Scorecard**

Mr Kilpatrick presented the KPI in year report referring Members to tables detailing an overall deficit in enrolment targets against DfE targets. Mr Saunders enquired about the impact of completed actions. Members were advised that the information is captured within the Annual Report and aligned to strategic aims and objectives.

The Committee noted the report.

A07. WORK BASED LEARNING RECOVERY PLAN

- **Essential Skills Recovery Plan update**

Members reviewed the WBL recovery plan and were advised that the objective to develop a bank of resources to enhance the capacity of lecturers to provide support to students with additional and different learning needs, has been sustained by support received from the Clanrye Group.

Mr Kilpatrick advised that the ETI interim visit in November provided Management with a degree of confidence that measures in place are generating positivity and motivation. He advised that relative to the objectives deployed to ensure success and durability, he anticipated a full inspection early in the next academic year.

Mr Doran assured Members that the Recovery Planning Committee are meeting on a regular basis to conduct reviews of the action plan. Mr Saunders took cognisance of differing timelines relating to targets, monitoring and delivery of objectives. Committee Members noted that planned interventions have improved retention and attendance overall and commented on reassurance being provided by the processes that have been put in place.

A08. WHOLE COLLEGE QUALITY IMPROVEMENT PLAN AND ACTION PLAN UPDATE

Committee Members reviewed the Whole College Quality Improvement Plan and were advised of significantly improved retention rates in targeted areas. Mr Kilpatrick advised on measures taken to improve induction, tailor module content and advised on the benefits of project based learning and links with industry.

Mr Doran informed of considerations given for effective support and pastoral care. Members noted the report and requested further data quantifying class sizes and student numbers.

Mr Kilpatrick

A09. COLLEGE DEVELOPMENT PLAN AND REPORT CARDS

Mr Doran advised that approval of the documents is being deferred to allow for further refinement and ongoing developments. He advised that the Big Apprenticeship event in Craigavon earlier in the afternoon had proved successful with over 400 potential students in attendance. Mrs Wilson informed of positive feedback and representation from numerous industry leaders.

Mr Kilpatrick referred Members to the qualification outcome report card detailing a decline in fulltime higher level and further education enrolments. He informed that faculties have been tasked to review timetabling and the blending of modules.

Members noted growth in TfS and apprenticeships and were advised of significant enrolments in accountancy and mechatronics as well as improvement within life science and computing. Mr Kilpatrick informed that the College plans to expand its higher level

apprenticeship offering in digital construction, digital marketing and hospitality and tourism and introduce new apprenticeship provision in gas and plumbing at level 3.

The Committee noted the substantial importance of developing and maintaining working relationships with industry and promotion of the curriculum offer.

Mr Kilpatrick referred Members to the report card detailing performance measures in social inclusion and economic inactivity and informed the Committee that SRC encompasses a substantial number of deprived areas. Discussion took place regarding the presentation of the report cards and the need to clearly document objectives and results.

A10. TRAINEESHIP ROLL OUT - UPDATE

- **DfE correspondence level 1**

Mr Kilpatrick referred Members to the DfE letter detailing changes to vocational training provision and informed on discussions taking place within the Curriculum Directors Working Group relating to entrance criteria and qualifications for the new traineeships. Mr Doran informed Members of the proposed financial support arrangements for new traineeships.

The Committee noted the report.

A11. CURRICULUM DIRECTORS WORKING GROUP

Mr Kilpatrick advised on discussions relating to the direction and timetabling of traineeships.

A12. POLICY REVIEW

- **Safeguarding ETI pro forma**

Members reviewed the ETI Safeguarding pro forma evaluating the provision of safeguarding arrangements within SRC.

- **Safeguarding policy**

Mr Doran presented the revised sector Safeguarding policy developed in conjunction with colleges and DfE.

- **Admissions criteria**

Members reviewed the tabled policy noting amendments to provision and entry requirement. The Committee were advised on the differentials between ESOL and ES provision.

- **Assessment Malpractice – staff policy**

Committee Members noted minor amendment to the policy.

- **Disciplinary policy – training for success participants**

The Committee reviewed the TfS disciplinary policy and were advised on funding arrangements.

- **Disciplinary policy – students**

Mr Doran presented the student Disciplinary policy updated to reflect the introduction of traineeships.

- **Learning Resources Centre and Library loans policy**

The Committee noted significant amendments to the Learning Resources Centre and Library loans policy and the production of a procedural note. Mr Doran advised that all loans are tracked via the students' ID card and enrolment status.

The seven policies were unanimously approved on the proposal of Mr Turner and seconded by Mr Saunders.

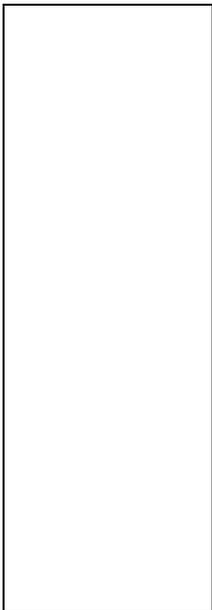
A12. ANY OTHER BUSINESS

None.

A13. DATE AND TIME OF NEXT MEETING

The next meeting of the Education Committee is scheduled to take place on Tuesday 19 May 2020 at 18.30 in the Boardroom, Portadown Campus.

The meeting concluded at 20.18.



CHAIR

DATE