

**MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON WEDNESDAY 27 NOVEMBER 2019 AT 18.30 IN THE BOARDROOM, PORTADOWN.**

**Present:**

Mr Gordon Gough (Chair)  
Miss Hollie Burton  
Mr Brian Doran  
Mr Andrew Saunders  
Mr Matthew Turner

**In Attendance:**

Mr Keith Kilpatrick, Director of Curriculum  
Mrs Carolyn Davison, Assistant Director Higher Education and Quality Improvement  
Mrs Fiona Bradley, Assistant Director Further Education and Training  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.30.

<b>ACTION BY WHOM</b>

**A01. APOLOGIES**

Apologies for absence were received from Mr Aidan McCormick, Prof. Gregory O'Hare, Mrs Kimberley Neill McCready and Mrs Nicola Wilson.

**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 1 OCTOBER 2019**

The Chair referred Members to the minutes of the meeting on 1 October 2019. These were checked for accuracy and unanimously approved on proposal from Mr Turner and seconded by Mr Saunders.

**A04. MATTERS ARISING**

Mr Doran advised that a sector Safeguarding Vulnerable Groups policy has been developed and will be presented to the next meeting of the Education Committee for approval.

**A05. CHAIRMAN'S BUSINESS**

Mr Gough congratulated the College on its excellent performance at the WorldSkills UK event.

Members noted that the participants and mentors have been invited to the Governing Body Planning Day for lunch and an award presentation to celebrate their success.

**A07. COLLEGE SELF-EVALUATION AND QUALITY IMPROVEMENT PLAN 2019-2020**

Mrs Davison and Mrs Bradley provided a comprehensive presentation of the self-evaluation process leading to the production of the Whole College Self-Evaluation Report and Improvement Plan referring Members to the performance descriptors, a succinct executive overview detailing a breakdown of enrolments, the College's wider skills, dispositions and capabilities developed by WBL / FE learners.

Discussion took place regarding the benefits of the skills competitions and the opportunity for promotion of the curriculum offer. Mr Kilpatrick advised that he is participating in a radio interview 'Filling the Northern Ireland Skills Gap' to be broadcast on BBC Radio Ulster on 30 November.

Members conducted a review of performance for Further Education, Training for Success and Apprenticeships and appraised the Whole College Quality Improvement Plan 2018-19 close out.

Members were provided with a breakdown of performance in professional and technical areas, the Whole College Quality Improvement Plan for 2019-20 including areas of weakness, work based learning and essential skills recovery plans.

Mr Kilpatrick commended Mrs Davison and Mrs Bradley for all the hard work that has gone into producing the two documents.

**A10. EDUCATION TRAINING INSPECTORATE**  
• **FOLLOW UP INTERIM VISIT**

Mr Kilpatrick presented a report of an interim follow-up inspection visit in November 2019. The report acknowledged the significant level of work undertaken by teams over the last year, progress made in several areas and a substantial improvement in lesson observations.

Mr Doran informed that Mr Kilpatrick, Mrs Davison and Mrs Bradley will meet with staff to relay their thanks and reset the recovery plans. Members asked that their appreciation be relayed to staff.

**A07. HIGHER EDUCATION SELF-EVALUATION REPORT 2019-2020**

Committee Members reviewed the Higher Education Quality Assurance Statement and Action Plan for 2019-20 detailing enrolments and collaboration work with Open University and Dundalk Institute of Technology among other higher education institutions.

Members noted the HE Quality Improvement Plan 2018-19 close out, the framework for HE qualifications and positive commentary on the quality of provision. Governors noted the structures in place for managing the quality of the student experience and trend analysis on completion, retention and achievement by programme.

Members were advised on various outreach initiatives and external stakeholder engagement and were informed that the new HE application portal within the Learner Management System is now operating.

Mrs Bradley informed the Committee of growth in the Higher Level Apprenticeship (HLA) curriculum portfolio with particular progress being made in accountancy and mechatronics.

On behalf of Committee Members, Mr Gough thanked both Mrs Davison and Mrs Bradley for the inclusive reports.

Mrs Davison and Mrs Bradley left the meeting at 20.30.

The two documents were unanimously approved on the proposal of Mr Turner and seconded by Mr Gough.

**A08. FURTHER EDUCATION / WORK BASED LEARNING ASSURANCE STATEMENT AND HIGHER EDUCATION QUALITY ASSURANCE STATEMENT**

Members sanctioned Mr Doran and Mr Saunders to sign the relevant assurance statements on the proposal of Mr Gough and seconded by Mr Turner.

**A06. KPI IN YEAR REPORT**  
• **LEVEL 2 BALANCE SCORECARD**

Mr Kilpatrick referred Members to the KPI in year report.

**A09. CURRICULUM DIRECTORS WORKING GROUP**  
• **TRAINEESHIP IMPLEMENTATION**

Mr Kilpatrick stated that he will be providing further details on the traineeship implementation to the full Governing Body at the Planning Day on 10 December.

**A11. POLICY REVIEW**  
• **Assessment Malpractice policy and procedure**  
• **CSR – Quality procedures manual**  
• **CSR – Quality policy manual**  
• **Admission policy**  
• **Admissions criteria**

Members noted minimal amendments to the five policies and were advised that the Admission Criteria policy will be subject to further review and presented to the next meeting of the Education Committee.

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

**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 4 February 2020 at 18.30 in the Boardroom, Portadown Campus.

The meeting concluded at 20.39.



CHAIR

~~27/11/19~~ 4/2/2020  
C.G.

DATE