

**MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 1 OCTOBER 2019 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  
Mr Andrew Saunders  
Mr Matthew Turner  
Mrs Nicola Wilson

**In Attendance:**

Mr Keith Kilpatrick, Director of Curriculum  
Mrs Lorraine McKeown, Assistant Director Student Services and Marketing  
Mrs Fiona Bradley, Assistant Director Further Education and Training  
Mr Lindsay Bronte, Head of Faculty Building, Technology and Engineering  
Mrs Kimberley Neill McCready, Boardroom Apprentice  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.30.

Mr Gough referred Members to the latest edition of SRCzine and remarked on good quality of information and profound quotes.

Mr Gough offered his sincere condolences to Mr Kilpatrick on the recent death of his father.

Mr Gough welcomed Miss Hollie Burton, Student Governor to her first committee meeting.

**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.

Mrs Wilson declared an interest as employee of Armagh, Banbridge and Craigavon Borough Council. The interest was noted and Mrs Wilson gave an undertaking to exclude herself from any business involving decisions that could potentially cause conflict.

**6. STUDENT UNION CONSTITUTION**

Mrs McKeown presented the Student Union Constitution and advised Members that the fourth review contained minor amendments and the inclusion of new positions and election dates.

She advised the Committee on student union membership and the campus student council. Mr Doran informed Members on the budgetary responsibilities of the Student Activities Coordinator.

The document was unanimously approved on the proposal of Mr Turner and seconded by Mr Saunders.

<b>ACTION BY WHOM</b>

Mrs McKeown left the meeting at 18.39.

### **3. MINUTES OF THE MEETING OF 21 MAY 2019**

The Chair referred Members to the minutes of the meeting on 21 May 2019. These were checked for accuracy and unanimously approved on proposal from Mr McCormick and seconded by Mr Turner.

Mr Gough welcomed Mrs Kimberley Neill McCready, Boardroom Apprentice to her first meeting of the Education Committee.

### **4. MATTERS ARISING**

Mr Gough stated that he did not attend the Education Chairs forum and is unsure of progression of the forum.

Mr Doran advised that a sector Safeguarding Vulnerable Groups policy has been developed and is waiting formal adoption following ETI feedback. He advised that in the interim the College is following their own approved policy.

### **5. CHAIRMAN'S BUSINESS**

None.

### **9. WBL RECOVERY PLAN**

- **Process changes**

Mr Gough welcomed Mrs Bradley and Mr Bronte to the meeting.

Mr Kilpatrick referred the Committee to observations arising out of the Essential Skills and Work Based Learning ETI Inspection last November. He advised that a Recovery Management Team has been established to address concerns and provided an update on progress made against the previously agreed recovery plan. Mr Kilpatrick informed Members of the follow up inspection process including a two day interim inspection expected to take place mid-November to follow up on recommendations and a complete inspection expected to take place May 2020.

Mr Kilpatrick introduced new Assistant Director for Further Education and Training, Mrs Fiona Bradley and new Head of Faculty for Building, Technology and Engineering, Mr Lindsay Bronte.

Mr Bronte provided a comprehensive report on specific steps taken within the new Faculty to address previous weaknesses identified by ETI. He informed Members of a revised delivery model, improved induction, employability and social development integration and new monitoring and progress tracking systems.

Mr Bronte stated that he was greatly encouraged by how well received the new tracking system had been received by staff.

Mrs Bradley advised Members of a series of meetings with lecturers, essential skills lecturers, training staff and learning support staff setting out the revised guidelines for training and apprenticeships and new business processes designed to develop a coherent and integrated structure for the operation and delivery of work based learning provision within the College.

Members welcomed the work undertaken and recognised progress made to date.

Discussion took place regarding the curriculum offer and collaborative working.

Mrs Bradley, Mr Bronte and Mrs Wilson left the meeting at 19.30. Mrs Wilson returned to the meeting at 19.34.

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

Members reviewed the Education Committee Annual Report and unanimously approved the document on the proposal of Mr McCormick and seconded by Mr Turner.

## **8. EDUCATION COMMITTEE TERMS OF REFERENCE REVIEW**

Committee Members concluded that the Terms of Reference remain appropriate and unanimously approved adoption on the proposal of Mr Turner and seconded by Mr McCormick.

## **10. DIRECTORS KPI REPORT 2018-2019 close out**

- **Level 2 Balance Scorecard**

Mr Kilpatrick presented the 2018-2019 close out KPI report and referred Members to an administrative error in table 4. He advised of a final data lift to take place at the end of October.

The Committee noted the report.

## **11. ENROLMENT POSITION 2019-2020**

- **FE, HE, Tfe & Apprenticeships**

Mr Kilpatrick presented the College enrolment position for the current year and informed the Committee of the DfE target verses SRC actual enrolments at 19 September 2019. He remarked on a positive area of growth in Higher Learning Apprenticeships.

Mr Kilpatrick advised that the MaSN (maximum student numbers) has dropped. Mr Doran informed that QUB and Ulster have dropped their entry requirements and this has had a knock on effect on getting sufficient numbers to operate certain programmes. Mr Doran advised that the College is not allowed to engage with other universities across the United Kingdom and the issue of HE in FE policy had been raised with DfE.

Members noted the report.

## **12. WHOLE COLLEGE QIP AND ACTION PLAN 2018-2019 close out**

Mr Kilpatrick referred Members to the Quality Improvement Plan and advised of a primary focus on Work Based Learning and Essential Skills Recovery Plans. He referred Members to areas of concern and advised of a large amount of initiatives in place to improve retention rates in Level 1 and 2 Essential Skills Literacy, Numeracy and ICT.

Discussion took place regarding acceptable achievement rates and benchmarking.

The Committee noted the report.

## **13. CURRICULUM DIRECTORS WORKING GROUP**

- **Collaboration Plan 2019-2020**

Mr Kilpatrick presented the Curriculum Directors' Collaboration Plan and advised Members of significant work undertaken to review youth training, a deep reform

programme and a commitment to undertake an analysis of Essential Skills outcomes based on entry criteria, target levels and success.

He advised on the development of pilot proposals for entry, the establishment of a working group to explore Adult Access and need to establish representation on an agreed working group further to the TOR submission to Ulster on HE in FE.

Mr Doran advised on potential problems which may arise as a result of vocational reform in England, highlighting the dangers of removal of existing vocational qualifications made available through awarding bodies.

The Committee noted the report.

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

- **Hardship Fund**

Members were referred to minimal amendments to the Hardship Fund policy and were advised that Mr Redmond represents the Governing Body on the forum.

- **Learning Support policy**

Members noted significant changes to the learning support policy and separation of policy and procedural guidance.

Mr Doran informed Members of the range of funding models operating at present and advised that training support funding will sit under a single unit next year following implementation of the new traineeship model.

Members unanimously approved the two policies on the proposal of Mrs Wilson and seconded by Mr McCormick.

#### **15. ANY OTHER BUSINESS**

Mr Doran advised of a planned sector inspection of Further Education likely to take place in January 2020. He stated that he will report back to the Governing Body when further information is made available.

Mrs Neill McCready introduced herself and provided information regarding her work history in business management and her employment with Steer Training Academy.

Miss Burton confirmed that she is in her second year of studying A Levels in Armagh.

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

The next meeting of the Education Committee is scheduled to take place on Wednesday 27 November 2019 at 18.30 in the Boardroom, Portadown Campus.

The meeting concluded at 20.22.



CHAIR



DATE