

The Governing Body of Southern Regional College

Meeting of the Education Committee of the Governing Body scheduled for **Tuesday 4 February 2020 at 18.30 in the Boardroom, Portadown Campus.**

Item No	Item	Papers	Action	Presenter	TOR
1.	Apologies for Absence	Verbal	Noting	Clerk	
2.	Declaration of Interests	Verbal	Noting	Chair	
3.	Minutes of meeting 27 November 2019	Enclosed	Approval	Chair	
4.	Matters Arising	Verbal	Noting	Chair	
5.	Chairman's Business	Verbal	Noting	Chair	
6.	KPI in year report <ul style="list-style-type: none"> • Level 2 Balance Scorecard 	Enclosed	Noting	Mr Kilpatrick	1 2 3 5 7
7.	WBL Recovery Plan Essential Skills Recovery Plan- Update	Enclosed	Noting	Mr Kilpatrick	1 2 5 6 7
8.	Whole College Quality Improvement Plan and Action Plan update	Enclosed	Noting	Mr Kilpatrick	1 2 5 6 7
9.	College Development Plan and Report Cards	To be tabled	Approval	Mr Kilpatrick	1 2 3 5 7
10.	Traineeship Roll Out – Update DfE correspondence Level 1	Verbal Enclosed	Noting Noting	Mr Kilpatrick	1 2 4
11.	Curriculum Directors Working Group	Verbal	Noting	Mr Kilpatrick	1 2 4
12.	Policy review: <ul style="list-style-type: none"> • Safeguarding ETI pro forma • Safeguarding policy • Admissions criteria • Assessment Malpractice – Staff policy • Disciplinary policy - Training for Success participants • Disciplinary policy - students • Learning Resources Centre & Library loans policy 	Enclosed	Approval	Mr Kilpatrick	9
13.	Any other business	Verbal	Noting	Chair	
Date and Time of Next Meeting – Tuesday 19 May 2020 at 18.30 in the Boardroom, Portadown Campus					

Distribution List:

Members: Mr Gordon Gough (Chair), Mr Brian Doran (Chief Executive), Mr Andrew Saunders (Chairman of the Governing Body), Mr Aidan McCormick, Prof Gregory O'Hare, Mr Matthew Turner, Miss Hollie Burton and Mrs Nicola Wilson.

Attendees: Mr Keith Kilpatrick (Director of Curriculum), Mrs Kimberley Neill McCreedy (Boardroom Apprentice) and Miss Lindsay Armstrong (Secretary to Governing Body).

TERMS OF REFERENCE

The Education Committee is authorised by the Governing Body to oversee college curricular provision, especially the nature, quality and performance of the provision and the extent to which it meets the needs of the community the College seeks to serve.

The responsibilities of the Education Committee are to:

1. Ensure that the College educational and training mission at all levels [FE, HE etc] is appropriate to the needs of its students and the community;
2. Ensure that the nature, range, accessibility and quality of the College curriculum provision is appropriate to students and employers;
3. Ensure that separately funded and contracted programmes, such as Training for Success, are effectively delivered and monitored;
4. Monitor the impact of DfE strategic proposals, the broader educational environment and current issues in the educational environment on current and future curricular provision;
5. Review the systems used to monitor the quality and effectiveness of teaching and learning;
6. Review the quality of provision of student services including support services, career guidance and learning resources;
7. Review and evaluate students' outcomes including enrolment, retention and achievement rates through the College Self Evaluation Process;
8. Evaluate the relevance of the curriculum to the educational and vocational needs of all of its students including those students with special educational needs;
9. Review College policy and procedure with particular reference to the provision of education and training;
10. Provide assurances to the Governing Body on the College's higher education provision.