

Northern Regional College

Education Committee

Minutes of the meeting of the Education Committee held on 13 March 2019 at Farm Lodge, Ballymena, commencing at 5:00pm

Present: Mr R Jay, Dr D Lennox (Chair), Ms A Dynes and Professor T Scott

In Attendance: Dr L Firth for item (41.11), Mr M Higgins and Mr V Taggart
Mrs T McMullan (Acting Secretary)

41.1 Apologies

Ms A Duff, Mrs J Eve

41.2 Declaration of Interest

None.

41.3 Minutes of the Last Meeting

The minutes of the meeting held on 12 November 2018 were approved subject to an amendment to section 40.10 as follows:

".... reduced success targets for Essential Skills in part due to changes in assessment requirements"

41.4 Matters Arising

Mr Taggart presented the Power BI model data that had populated the Education report cards and advised the committee that a report can be produced at the end of each month which reflects the live data.

The Chair advised that it was proposed to re-order the agenda and members agreed to consider Item 4.11 on safeguarding.

41.11 Safeguarding

Dr Firth presented the mid-year safeguarding report. She informed members that the end of year safeguarding report would be in two sections: an under 19-year olds' report and an Adult report. Dr Firth advised members that a preventative curriculum has been successfully introduced and CMT are reviewing the pastoral curriculum. Members raised a number of queries including the increasing number of incidents and breakdown across each campus.

It was noted that Mr Jay's appointment as a Governor is due to end in June and a replacement Governor would need to be identified as the designated Safeguarding governor.

The Chair thanked Dr Firth for presenting the report and she left the meeting.

Action: Chair of the GB to consider identifying a designated Safeguarding governor to replace Mr Jay.

41.1.5 Chair's communication

The Chair advised members that he had been invited by the Chair of the Education Committee at BMC to participate in a meeting involving Chairs of Education Committees of all Colleges. A date has not been confirmed but he would keep staff informed of developments.

41.6 Correspondence

Committee noted six items of correspondence which had been received.

- i. The Chair welcomed the DfE Entrepreneurship Curriculum Hub letter of offer noted and offered congratulations to Mr Taggart and the staff involved in development of the proposal. Mr Taggart acknowledged the contribution of Mr I Murphy and Mr H Crossey and confirmed that there were eligible staff who meet requirements for the post of Principal Lecturer Entrepreneurship Hub Manager. It was noted that Education Committee would be kept updated on progress against the action plan.
- ii. The correspondence from the DfE relating to a review of MaSN places was noted. Mr Taggart advised members of the draft response to the DfE's commissioning letter with a proposal for small increases in predicted enrolments for 19/20 and 20/21. Members noted the draft response, stressing the importance of maintaining a focus on recruitment, whilst noting the increasing challenges of attracting HE students.
- iii. Mr Taggart informed the committee that he had met with ETI inspectors to discuss the quality improvement plan and the request for further information from the DfE was noted. The re-submission date for the QIP is 18 April 2019.

Action: Mr Taggart to circulate the updated QIP to the committee prior to submission to the DfE.

41.7 Teaching & Learning Committee

Committee noted the minutes of the Teaching and Learning Committee meetings held on 14 December 2018 and 1 March 2019.

Mr Taggart noted that D Kerr (Head of Performance and Planning) has joined the committee.

The positive recruitment to the new HLA in computing was noted.

It was also noted that the College's revalidation of UU Foundation Degrees have been approved to date. Two further submissions to be submitted in April 2019.

Prof Scott referred to the ongoing review of Essential Skills and noted that a report would come to the next Committee.

41.8 Education Report Card

Mr Taggart noted that there was a shift in provision for 2018/19 from FE to Apprenticeship and that the target MaSN for HE had not been met. The progress would be reported to DfE on 1st April 2019.

Mr Taggart provided a draft summary of the projected enrolment figures for 2019/20.

41.9 Essential Skills Targets

Mr Taggart referred to the proposed moderate increase in retention and success performance for essential skills provision in 2019/20. He also advised that a more detailed analysis with an action plan to improve performance is being prepared and will be provided

at the next meeting. Mr Taggart confirmed that additional resources will also be deployed through recruiting external specialists to a Quality Improvement Panel.

Action: Essential Skills targets are to be broken down by level and type of provision (numeracy, communication and ICT) for each Department.

41.10 In-Year retention by Department

Members noted the improving performance for retention/success targets. Mr Taggart advised that four TfS Training Support Officers were being recruited to work with academic staff and to maintain ongoing contact with trainees to improve retention.

41.12 Wrights Group SLA

Members noted the draft SLA developed with Wrights Group and congratulated all of the staff involved.

Professor Scott noted that a formal launch will take place in April when a mutual date has been agreed with the Wrights Group.

41.13 Any Other Business

Mr Taggart noted that Mr S Lavery, Head of Department Care & Access had requested a reduction in contract hours. It has been agreed that Mr Lavery will be assigned to special projects relating to Timetabling and Admissions. The interim HOD post has been advertised with a six month contract, allowing time to complete the ongoing review of the overall curriculum structure.

40.12 Date of next meeting

The next meeting will take place on Wednesday 8 May 2019 in Farm Lodge campus, commencing at 5:00pm.

The meeting concluded at 7:25pm.

David Lennox: David Lennox
(Chair)

Date: 8/5/19
8 May 2019

Mrs K Wallace: K Wallace
(Secretary)

