Northern Regional College

Education Committee

Minutes of the meeting of the Education Committee held on 16 November 2017 at the Ballymoney campus commencing at 3.45pm.

Present:　　　　Mrs J Eve, Mr R Jay (Chair), Ms K Linden, Mr K Nelson and Prof T Scott

In Attendance:　Dr S Brankin, Mrs H Hagan – Quality Manager, Mr D Hewitt and Mr V Taggart

　　　　　　　　　Mrs K Wallace (Secretary)

35.1　Apologies

Apologies were received from Mrs Firth, Mr Higgins and Dr McCambridge.

The Chair welcomed Mrs Hagan to the meeting and gave a special welcome to the Student President, Kathryn Linden, on her first meeting as student governor.

Committee approved the nomination of Mr Nelson as Vice-Chair of the Education Committee.

35.2　Declaration of Interests

None.

35.3　Minutes of the Last Meeting

The minute of the meeting held on 25 October 2017 was approved.

35.4　Matters Arising

Committee noted information on actions arising from the previous minutes which had been completed. One action was outstanding:

(Item 34.4) The Student Framework document is currently being amended and will be circulated by Mrs Firth when finalised.

35.5　Whole College SER/QIP

Mrs Hagan summarised the background to the new Inspection and Self Evaluation Framework (ISEF) issued by ETI in January 2017. Committee noted that the Self Evaluation Review (SER) document provided the template for seven pieces of summary assurance documentation to be developed by the College. The summary documents are to be submitted to the Department by 30 November 2017.

Prof Scott joined the meeting at 3.55pm.

A number of key requirements of the SER were highlighted including the need for substantial evidence provision to support responses in each summary document. The importance of the student voice in providing confirmation of evidence to ETI was stressed. Committee noted that the College aimed to identify specific examples which could then be included in the final report produced by ETI as exemplars of best practice in FE. Reference was made to the role of briefings across teams and management in providing opportunities for continuous improvement.

Members discussed how the volume of evidence provided in the SER could be transferred into a 1-2 page template for each summary area. The Chair suggested that desired outcomes be used as the focus for identifying key areas to concentrate on.

Committee noted the draft report.

35.6 Annual Provider Review 2017/18

Mrs Hagan outlined the College's initial response to the regulatory baseline requirements contained in the Self Evaluation Document (SED), required as part of the Annual Provider Review process. Members noted that the SED is to be submitted by 9 April 2018 and to be no more than 40 pages long with a maximum of 100 pieces of evidence. The student document to be submitted must be no more than 30 pages long. The Quality Review Visit (QRV) will take place in April 2018, the facilitator for the visit will be Mrs L Firth and the student representative will be Jordan Shields.

Mrs Hagan reported that the College's HE coordinators had met the previous week to discuss preparations for the QR visit and emphasised the importance of staff and students being made aware of what is happening over the next six months. Mr Nelson highlighted the need for staff to receive as much positive feedback as possible during this demanding time and the various mechanisms for facilitating feedback were noted.
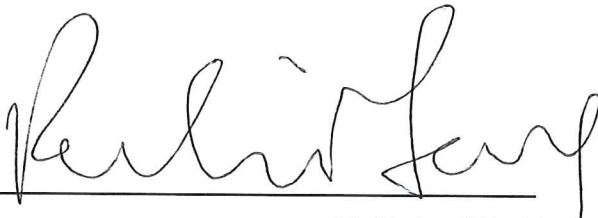
Committee were content that the Governing Body had reviewed and scrutinised the process and the Chair would provide a verbal update of Committee's consideration at the reserved meeting of the Governing Body, which would follow the Committee meeting.

The Chair suggested and members agreed, that the short minute of the last reserved meeting be dealt with at the reserved meeting of the Governing Body.

35.7 Date of next meeting

It was noted that the next meeting of the Education Committee would be held on Wednesday 17 January 2018 in Farm Lodge, Ballymena to commence at 4.00pm.

The meeting concluded at 4.55pm.

_____   Date ____17/1/2018.____
        Mr R Jay (Chair)   17 January 2018

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        Mrs K Wallace (Secretary)