

## **NORTHERN REGIONAL COLLEGE**

### **EDUCATION COMMITTEE**

**Minutes of the Education Committee meeting held on 21 January 2026 on MS Teams at 4.00pm**

#### **Present:**

Dr P Graham (Chair), Mr P Burke, Ms J Hemphill, Mr M Higgins, Mr B Patterson

#### **In Attendance:**

Mrs C Brown, Ms H Hagan, Ms H Hampsey, Ms H Henderson, Mr S Lavery,  
Mr S McCartney, Mr C McKenna (Observer), Mr P Wallace, Mrs K Wallace (Secretary)

#### **76.1 Apologies**

None.

#### **76.2 Declaration of Interests**

PG reminded members of his connection to ETI.

#### **76.3 Minutes of Last Meeting – 19 November 2025**

On the proposal of MH and seconded by BP, the minutes were agreed.

#### **76.4 Matters Arising**

BP was appointed as Education Committee Vice-Chair.

The revised Terms of Reference (ToR) had been circulated for feedback on 8 January and shared in advance.

**Action: On the proposal of MH and seconded by BP, the following changes were approved for inclusion in the ToR:**

- Under Duties: "To attend and participate in external processes and activities relevant to enhancing the overall education provision offered by the College, subject to approval by the GB Chair."
- Membership to be updated.

#### **76.5 Chair's Communication / Correspondence**

The following documents were shared with members in advance:

- i. CDP November Progress Report (November 2025): Members noted that the 25/26 CDP had now been approved. Work on KPIs continued. Current retention was reported at 95% against a target of 89%.
- ii. Safeguarding Policy Update: SMC highlighted changes to sections 1 and 8, including updates on FGM, the roles of the Safeguarding Governor and Chief Executive, management of external visitors, and revised HR titles. Safeguarding training would be offered over the next two weeks to any governors who had not yet received it. A minor amendment was noted to the contact email address.

MH noted that all staff were responsible for implementation of this policy which is updated annually, endorsed by Committee, signed and submitted to DfE before being taken to GB to advise of changes. SMC would take account of regulations related to visitors coming onsite and increasing issues on AI in his mid-year report to Committee and in training updates.

- iii. ETI Draft Model for College Inspection and Evaluation Notification: CB highlighted key changes and the inclusion of thematic as well as focused evaluations. Members were invited to provide questions or feedback for inclusion in the College's response.

**Action: Members to provide questions/feedback by Friday 6 February.**

MH noted Curriculum Directors were considering wider sector issues to support improved student outcomes. SL emphasised the need to dovetail the revised ETI process with IA work to avoid duplication. BP referenced a recent ETI meeting where governance had been emphasised and expressed a desire for more focus on student experience. PG noted ETI had circulated a questionnaire to gather student views. Committee noted ETI would visit the College on 28–29 January, with feedback on the afternoon of 29 January.

- iv. QIP Commissioning Letter: CB advised that the letter had been received earlier in the day. She summarised the submission requirements and proposed that additional governor information be provided by correspondence, with the report to be updated to reflect governor feedback.

**Action: Recommendation to GB that the FE and HE assurance statements be signed subject to full QIP being provided to Education Committee by correspondence.**

## **76.6 Curriculum Director Summary Report**

CB summarised her report, highlighting the curriculum strategy 2026–29, academic staff development, and service delivery matters.

H Hagan joined the meeting at 4.28pm.

PG congratulated CB on staff and student achievements and requested additional detail on curriculum strategy for the strategy day. MH noted joint work on the strategy programme.

PB commented on the successful Performing Arts pantomimes and positive feedback from local primary schools. PG extended congratulations to the students.

## **76.7 NRC Whole College QIP 2024–27**

CB outlined the context of the QIP, which had been shared in advance, requirements for presenting to Committee and basis for submitting to GB.

H Hagan explained the three-year plan showing 10 areas for improvement in detail and associated RAG ratings. She advised that, as the Commissioning Letter had only been received, the updated HE chapter from the SER would be supplied separately and feedback covered within would help to support sign-off of the assurance statement on HE.

**Action: HE chapter to be circulated by 23 January (lunchtime), with feedback by 27 January (lunchtime).**

PG asked for more information on AFI6 relating to learning and development strategy and resources. CB noted that this had been referred to in her report and acknowledged the need for a more cohesive approach to joining up alignment between curriculum and individual priorities in the strategy.

In relation to AFI7 to improve student voice and experience, PB confirmed that he was happy with the 3-year plan and conversation undertaken at the recent SEF meeting on actions going forward.

MH thanked H Hagan for the presentation and work done to enhance quality provision in the College. She noted that the Quality unit facilitates this College process and highlighted the importance of responsible owners updating feedback. She confirmed the process in place which had been strengthened during the previous review.

PG noted that this is the first 3-year plan and the importance of it aligning with the College Strategy Plan, and commended H Hagan on the report. He suggested that statements be included beside retention figures to give further clarity.

**Action: Wording to be amended as appropriate before presentation at GB.**

#### **76.8 Traineeship QIP 2025/26**

PW summarised this report which had been provided in advance. He highlighted retention and enrolment trends, progress rates and outcomes on different components of the Traineeship programme, areas of focus and key priorities.

In relation to transversal skills, ES and work placements, PW outlined plans to increase figures across the board and noted the effect on metrics at the point of ETI Evaluation, with many students not taking up placements until after Christmas. CB noted strong achievement rates for both vocational qualifications and transversal skills. PW agreed but noted that all individual components were measured as contributing to Diploma and Certificate outcomes and advised areas of focus to increase these overall performance levels.

PW highlighted work to improve curriculum planning and development and advised that all information was now up-to-date on the Canvas site.

PG noted work placement opportunities as an ongoing, sector-wide issue even without SEND and had pointed this out to ETI. He thanked PW for his presentation and work done to date.

MH commended a 70% progress rate recorded as green on the summary sheet of actions and evidenced in traineeship grades and put on record his thanks to those involved for this result.

SMC left the meeting at 5.27pm.

#### **76.9 Essential Skills QIP 2025/26**

H Henderson presented her report at December 2025, which had been shared in advance.

She drew members' attention to the 5 amber areas of the report and explained progress achieved underpinning the RAG for each. In relation to point 3 she reported two successful mock examinations.

PG queried how plans to standardise working schedules differed from standardisation of lesson plans which had not been well received by ETI. H Henderson explained the focus on overall schemes of work, with inclusion of more interactive lesson experiences and introduction of a range of tools and techniques as part of the Reframe, Refresh and Reinvigorate project which would be presented to DfE. The retention rate was reported as 94%, with completion of ILPs ongoing to support timely identification of students at risk.

BP welcomed the comprehensive report. He queried whether mock exams, lessons and resources were available in a community setting. H Henderson advised an option for inviting community groups to discuss inclusion and would be happy to look at a streamed approach to community involvement.

H Hampsey endorsed all that had been said and noted ongoing work to improve current status on issues. In relation to ES, she noted inclusion of areas which hadn't been monitored to date.

CMK was very encouraged by what had been presented and thanked the Committee and the contributors. He emphasised the core business of the College to develop skills and provide education to learners and would be happy to take this forward at the strategy day.

PG congratulated all speakers on work carried out and progress made. In relation to ES, he acknowledged this as a whole college issue and noted that the summary sheets provided at the bottom of presentations outlined what needed to be looked at on the strategy day.

#### **76.10 Any Other Business**

None.

#### **76.11 Date of Next Meeting**

18 March 2026.

**The meeting closed at 5.55pm.**

Dr P Graham, Chair



Date 18.03.2026

Mrs K Wallace, Secretary

