

Northern Regional College

Education Committee

Minutes of the meeting of the Education Committee held on 12 February 2020 at Farm Lodge campus commencing at 5:05pm

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

In Attendance: Ms H Hampsey (45.10), Mr S McCartney (45.13), Mr M Higgins, Mr P O'Neill and Mrs K Wallace (Secretary)

45.1 Apology

Mrs Donnelly.

45.2 Declaration of Interests

None.

It was agreed to re-order the agenda to allow early presentations by staff members.

45.12 Safeguarding

Members welcomed Mr McCartney who was in attendance to present the Annual Safeguarding Position Report and the NI FE College Safeguarding Care Welfare Policy. Mr McCartney outlined the reporting requirements in relation to student safeguarding, care and welfare and members noted that an annual report on adult safeguarding activity would commence in the next academic year.

Mr McCartney summarised information on safeguarding incidences, training carried out with senior management and external suppliers, and programme development to facilitate delivery of face-to-face safeguarding training for all staff, with all resources available on Canvas. The need to target, measure and monitor progress was highlighted by Prof Scott.

The Chair reported that Mrs McConnell had agreed to act as designated safeguarding governor for the College and would undergo appropriate training with the Department, having received focused training by College Safeguarding officers.

Committee noted the position report and policy document.

ACTION:

- Mr O'Neill will look at the potential for including safeguarding training into induction.
- Annual Safeguarding Report to be forwarded to the Governing Body meeting in March.

45.13 Student Representative Update Report

Mr Cochrane presented the mid-year report on student engagement and summarised activities supported by the student union during the year, planned activities to the end of the academic year and student feedback for the 2019-20 year to date.

Mr O Neill noted that any matters of concern raised by students would be reported through the course committee to HODs, with escalation of issues to CMT as necessary.

Members recognised the high level of activity being undertaken by students and welcomed plans to encourage increased participation in the upcoming student survey.

A proposal for members of SLT and GB to participate in the 2019/20 student conference would be submitted to CMT.

The Chair commended Mr Cochrane for collating the report and extended thanks to Mr McCartney for his ongoing efforts. The support provided by Lesley-Anne Beacom, Student Engagement Officer was also noted.

ACTION: The Student Representative Update Report to be considered at the Governing Body meeting in March.

Mr McCartney left the meeting at 5.42pm.

45.10 Essential Skills

Committee welcomed Ms Hampsey who was in attendance to present the TLA Action Plan. Members noted the progress made in implementing the Action Plan and queried, in particular, the progress with observation of the lecturers.

ACTION: Ms Hampsey will report on numbers and progress, going forward.

Ms Hampsey left the meeting at 6.10pm.

45.3 Minutes of the Last Meeting

The minutes of the meetings held on 11 November and 28 November 2019 were approved.

Proposer: Ms Dynes Seconder: Mr Cochrane

45.4 Matters Arising

None.

45.5 Chair's communication

The Chair drew attention to the low number of governors on the Committee, noting that this had previously been raised with the former Chair of the GB. Dr Lennox had approached Mrs McConnell, as designated Safeguarding governor, about joining the Committee and the possibility of governors 'doubling up' on positions was noted. Members were reminded that the upcoming visit by ETi was likely to take place during March.

The Chair would progress this issue with GB members.

45.6 Correspondence

The Letter of Agreement for the Logistics and Transport Academy under the Assured Skills Programme, was noted.

45.7 Teaching & Learning Committee

Committee noted the minutes of the T&L meetings on 6 November 2019 and 31 January 2020, along with the T&L Committee Terms of Reference.

Mr O'Neill presented the proposed Committee and Forum Reporting Structure and Prof Scott summarised the development of the T&L Committee, the transition to traineeships and the implementation of task and finish groups for discrete operations. It was noted that recruitment of a fixed term project lead post was in process for traineeships.

45.8 ETi Preparation

Mr O'Neill presented the tracker developed by the Quality Team for monitoring implementation of the Quality Improvement Plan and related actions within curriculum areas. Mr O'Neill reported high levels of staff engagement at recent workshops with AHoDs and Course coordinators.

Members noted that SLT had met with the ETi inspectors in January and three weeks' notice for the visit will be provided. Prof Scott noted that ETi have been advised of the decant timeframe and the timeframe for the Coleraine decant.

ACTIONS:

- Mr O'Neill and Prof Scott to advise the Chair of any preparations required for the ETi visit.
- The Secretary to provide an overview of items covered by the Committee in the last year.

45.9 CDP and Education Report Card

Committee noted the CDP report to November 2019 which had been presented at Resources Committee on 20 January 2020.

Consideration was given to the draft CDP report to 31 January 2020. Members raised a number of queries relating to the explanations for the variance against the progress against enrolment targets.

The Chair requested that commentary be reviewed so that narrative can adequately explain value in terms of reasons for variance and actions taken in advance of presentation to the March GB.

ACTIONS:

- Mr O'Neill to review enrolments/ retention and update report as discussed.
- Draft report will be presented to March meeting of GB.
- Mr O'Neill to give consideration to including risk of sustainability of position in the risk register.

45.11 Teaching & Learning Advisers (TLAs)

Committee considered the TLA Action Plan (February 2020) and status of objectives contained therein.

The Chair asked that the specific actions relating to Objective 5 provide clear evidence of what has been achieved.

ACTIONS:

- The Action Plan would be updated to include revised metrics for objective 5.
- The report would come to the next meeting of the Committee.

45.14 Any Other Business

None.

45.10 Date of next meeting

The date of the next meeting was agreed as Monday 16 March 2020 in Newtownabbey campus.

The meeting concluded at 7.29pm.

David Lennox:  _____

(Chair)

Date: 12.02.20 _____

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Mrs K Wallace:  _____

(Secretary)