

## **Northern Regional College**

### **Education Committee**

Minutes of the meeting of the Education Committee held on 2 May 2018 at Farm Lodge, Ballymena, commencing at 4.00pm.

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

**In Attendance:** Mr S Brankin, Dr L Firth, Mr D Hewitt, Ms H Hagan, Mr M Higgins, Mr A Irvine, Mr S Lavery, Mr S Price, Mr V Taggart, Mr P Wallace

Mrs K Wallace (Secretary)

#### **38.1 Apologies**

None.

#### **38.2 Declaration of Interests**

None.

#### **38.3 Minutes of the Last Meeting**

The minutes of the meeting held on 14 March 2018 were approved.

Proposed: Mr Nelson

Seconded: Mrs Eve

#### **38.4 Matters Arising**

Conference on apprenticeships: Mr Patrick Wallace would attend this conference on behalf of the College.

Student Placement at Ledcom: A case study on this placement was now on the College YouTube channel.

**ACTION:** A link to the case study would be provided at the Governing Body meeting on 9 May 2018.

Finance Information for students: This information was being made available for students by the Student Finance Officer.

#### **38.5 Chair's Communication**

The Chair highlighted that the term of governorship for himself and Mr Nelson would finish shortly and the meeting would be their final Education Committee. He thanked Mr Nelson for his contribution to the work of the Committee over the years.

#### **38.6 Correspondence**

Committee noted two items of correspondence which had been received:

- i. DfE Update on College Development Plans. Prof Scott reminded Committee of the process to date and detailed a revision to the College's reporting via the Report Cards.

ii. ETi follow up inspection date. Confirmation of deferral to June 2018 due to the QAA inspection.

### **38.7 College Development Plan**

Mr Taggart presented the Educational Report Card at 16 March 2018. Committee noted the following figures had been provided in the Sector Corporate Plan, as required by the Department:

- No of students proposed to study at the College over the next 3 years – 30,000.
- No of qualifications to be achieved over the next 3 years – 42,000.
- No of business engagements with the College over the next 3 years – 3000.

Information was highlighted on 2 new programmes of study which had been introduced since the previous plan and an expected small extension of figures in apprenticeships, WBL and HE part-time provision.

Committee was reminded that, although all applications were now open for registration, the proposed level of provision was dependant on securing adequate resources, a budget for which had been submitted to DfE and considered at the Resources Committee.

### **38.8 Minutes from Teaching and Learning Committee**

Committee noted the minutes of the Teaching and Learning Committee held on 23 March 2018.

Prof Scott updated members on the role of a Schools Partnership Engagement Manager and recent engagement with post primary school principals through a series of breakfast meetings. Members' attention was also drawn to the positive progress of staff in digital learning and ongoing work to ensure relevance of student surveys.

The Chair referred to the usefulness of the minutes of the T&LC in providing assurance of quality and transparency to Governors and assisting in the decision making process.

### **38.9 KPI Reporting Schedule**

Mr Taggart summarised key information relating to KP1s 1 and 2, both of which are on target. He reported that the final QAA meeting would take place on 3 May, although feedback would not be provided at this stage. It was also noted that the ETi scrutiny and follow up inspection for TfS and ES would take place on 4/5 June 2018.

A change to the KPI 3 narrative to show the end-of-year status was highlighted, along with the revision of the amber RAG detail to align with the end of the reporting period (DfE year)

Committee noted that 4 of the 5 KPIs were now on target and welcomed the summary KPI report which provided recording and tracking of all performance information.

### **38.10 Internationalisation Paper**

Mr Abraham spoke to his report, outlining the context for the work and summarising key information including international activity carried out during 2016/17, connections made, partnership development, international visits undertaken and contribution to KPIs.

Mr Abraham highlighted proposals to hold a 2-week long International Summer School and opportunities to engage with Invest NI; an upcoming meeting with a Saudi delegation was also reported. Committee noted that all projects were grounded with employers and employment organisations.

Committee noted the report and the assurance that all projects were subject to established cost controls.

Members noted the progress in respect of EU mobility and success winning British Council funding for exchange and collaboration with colleges in South Africa.

### **38.10 QAA Visit**

Dr Firth updated members on the series of 5 QAA meetings which had taken place, with a final meeting to be held on 3 May.

The Chair gave a brief overview of the meeting held on 1 May which covered governance issues.

Committee noted the Self-Evaluation Document which had been previously circulated and submitted to QAA.

Dr Firth left the meeting at 5.15pm.

### **38.12 Teaching and Learning Strategy**

Consideration was given to this draft strategy document as presented, which had been developed by the CMT to provide direction of travel for the College. It was noted that communication (including alignment with other strategies) and presentation would be refined before the document was finalised.

Committee agreed that the document be taken forward and noted that associated targets and numbers would be provided in the College Development Plan.

### **38.13 Teaching and Learning Report**

Mr Taggart updated Committee on the role and activities of Teaching and Learning Advisors (TLAs) and the programme of support visits during 2017/18, which had now been embedded into curriculum delivery. A large increase in observations due to new staff was noted. It was also reported that Assistant Heads of Department are now trained in lesson observation and undertaking classroom observation as part of the appraisal and probation processes.

Ms Hagan took members through the metrics on class observations and detailed the outcomes resulting from visits. She highlighted good practice in the use of the DLE witnessed by TLAs which had been incorporated into curriculum delivery.

Members noted the importance of the project in building trust with staff and the contribution to the College's long-term objective of becoming outstanding.

### **38.14 Quality Improvement Plan**

Committee noted that the reports previously provided for this item had now been updated and would be presented to the meeting.

Mr Lavery presented an action plan for implementation of Essential Skills provision across WBL and YT provision highlighting delivery against targets, provision and actions to address the areas identified for improvement. He noted that all of the areas identified for improvement had been addressed.

Mr Wallace took Committee through the presentation on TfS actions and highlighted key issues resulting from the plan for improvement which had been developed as a result of the ETi inspection in February 2017. Committee noted the significant progress in retention since the last

ETi visit. HE outlined the progress in respect of each of the areas for improvement, confirming that the EBE management team, WBL Office and course coordinators had worked together.

Committee noted that the TLA team would implement an internal action plan over the next 3 weeks.

Mr Nelson left the meeting at 5.56pm.

### **38.15 DfE Formal Feedback on HLA Review**

Mr Taggart gave a verbal update on feedback received from Dr Lorna Warren and the DfE Quality Team, a full written summary of all HLA provision across the six Colleges would be available on 11 June. A dissemination event for HLAs to showcase best practice would also be organised.

Committee noted that reviewers had acknowledged the commitment of the College, both across 4 council areas and 6 sites and also in relation to staffing.

Members welcomed the positive feedback from the HLA review.

### **38.16 Any Other Business**

None.

### **38.17 Date of next meeting**

To be agreed.

As this was Mr Jay's last meeting as Chair of the Education Committee, Prof Scott formally thanked him, on behalf of SLT and staff, for his endeavours, direction and support.

The meeting concluded at 6.20pm.

Mr D Lennox  Date 3/10/18  
(Chair) 3 October 2018

Mrs K Wallace   
(Secretary)