

## **Northern Regional College**

### **Education Committee**

Minutes of the meeting of the Education Committee held on 11 November 2019 at Newtownabbey campus commencing at 5:07pm

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

**In Attendance:** Mr A Ballantyne, Mrs M Donnelly, Dr L Firth, Ms H Hampsey, Mr M Higgins and Mrs K Wallace (Secretary)

#### **44.1 Apologies**

Mr Taggart and Mr Murray.

#### **44.2 Declaration of Interests**

None.

It was agreed to take the Self Evaluation Review/Quality Improvement Plan (SER/QIP) as the next item.

#### **44.7 Whole College SER/QIP**

Dr Firth presented an outline of the timetable for preparation of the SER/QIP 2019 and a summary of work undertaken to date. Members noted that one ETI support visit had taken place with the second due at the start of December.

In response to the Chair's request for clarification on arrangements for an audit trail monitoring of progress against actions in the 2018/19 QIP, Prof Scott advised that, going forward, this would take place through focused T&L Committees and Performance Improvement Plan (PIP) trackers, with total numbers and SMART objectives to be reviewed by the Quality Team and SLT.

Mr Ballantyne drew members' attention to re-designation of work due to staff absences, which had resulted in a degree of repetition between a small number of the P&T summaries. Members welcomed coordination of work between Ms Hampsey and Mr Ballantyne on progressing same. Committee highlighted the need for a review of terminology to more accurately reflect the significant achievements of the College and respective areas and the necessity for all P&T summaries to fully reflect stakeholder engagement through feedback and alignment with the skills barometer was noted.

Mr Higgins outlined plans in process to progress the SER/QIP review in a timely manner and advised that actions not taken forward in 2018/19 would be rolled into a detailed action plan for 2019/20. Action plans would also be reviewed in February 2020 in order to provide assurance to ETI inspectors and to governors.

Prof Scott assured Committee on improvements from the previous year in a significant number of the P&T summaries which is supported by evidence. Prof Scott advised that additional support had been commissioned to provide independent verification of P&T summaries. It was agreed that a conference call would be arranged to review the final submissions in advance of the Chair of the GB submitting to the Department. Committee noted actions to be taken prior to the telecon to approve the final SER/QIP submissions and also requested a definitive timeframe for submission of the SER/QIP for presenting to the GB meeting.

Mr Ballantyne, Ms Dynes, Dr. Firth and Ms Hampsey left the meeting at 6.33pm.

## **ACTION**

- Mr Higgins and Mrs Wallace will liaise on a date for the Education Committee to discuss the SER/QIP via conference call.
- Mr Higgins will present revised dates and schedule on the SER/QIP submission to GB for agreement.

### **44.3 Minutes of the Last Meeting**

The minutes of the meeting held on 23 October 2019 were approved.

Proposer: Mr Jay      Seconder: Prof Scott

### **44.4 Matters Arising**

Members noted that the ES narrative on the CDP and Education Report Card would be updated for the next report.

### **44.5 Chair's communication**

None.

### **44.6 Correspondence**

None.

### **44.8 Curriculum Plan**

The finalised Curriculum Plan is not yet available.

**ACTION:** To be circulated to Committee by email.

### **44.9 Any Other Business**

Committee noted that Ms Hampsey was tracking and monitoring update actions for the ES action plan, and that the draft TLA action plan was not yet finalised.

**ACTION:** TLA Action Plan to be resubmitted to Education Committee

Committee's recognition that both reports were of a high standard would be fed back to the authors.

Mr Cochrane updated Committee on concerns being raised by students on finance issues. He was advised that Student Finance would be the primary contact in communicating on and addressing these issues. Prof Scott advised that plans were in place for a student engagement forum which would feed into CMT.

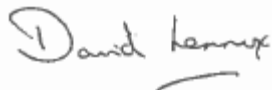
#### **ACTION**

- Prof Scott to ask the Head of Marketing and Communications to review communication handling during the recent critical incident and ensure lessons learned were put in place.
- Dr Firth to be asked to confirm and communicate the process for identifying members to take part in the Student Engagement Forum and dates for meetings.
- Committee to receive a six-monthly update on issues/action taken by the Student Experience Consultative Committee.


#### **44.10 Date of next meeting**

November date for conference call to be notified.

The meeting concluded at 7.07pm.

David Lennox:   
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(Chair)

Date: 12.2.2020  
12 February 2020

Mrs K Wallace:   
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(Secretary)