

Northern Regional College

Education Committee

Minutes of the unreserved meeting of the Education Committee held on 16 February 2021 on Microsoft Teams, commencing at 5.00pm.

Present: Mrs I Allison (Chair), Mr K Chambers, Ms A Close, Ms A Dynes, Dr P Graham, Dr K McCambridge, Mr T Montgomery, Prof T Scott

In Attendance: Mr A Ballantyne (51.6), Mr R Bolt, Mrs C Brown, Mr B Bryson, Ms L Firth (51.6), Mr B McGahan, Mr M Higgins, Mr M Murray (51.6), Ms J Small, Mrs K Wallace (Secretary)

The Chair reminded members that this was an additional meeting of the Education Committee arising from the Department's revised timeline for submitting the SER/QIP, due to the impact of Covid-19.

51.1 Apologies/Welcome

No apologies were recorded.

The Chair welcomed Mr Barney Bryson, newly appointed Head of Quality and Change, who was in attendance as an observer.

51.2 Declaration of Interests

None.

It was agreed to take the SER/QIP item next on the agenda, to allow HODs to withdraw on conclusion.

51.6 SER/QIP

Ms Small outlined the background to the Department's requirements for submission of the SER/QIP, along with process and steps followed, as detailed in document EC-21-51.6.

Members considered and discussed the SER/QIP in the light of detailed feedback provided by Mr Chambers and Dr Graham, copies of which would be circulated to HODs.

The Principal outlined actions which would be taken to strengthen the document based on the feedback received, to include clear demonstration of the quality of evidence and assessment undertaken; a summary on the College's response to Covid; and revision of P&T summaries to incorporate clear links to related evidence (to allow summaries to 'stand alone').

Members of the SLT would review the SER/QIP on 17/18 February, for presentation at Governing Body on 22 February. Dr Graham's offer to provide feedback on revisions was welcomed.

The Chair of the Governing Body was content for Committee to agree actions to be taken, for confirmation by the Principal at the Governing Body meeting on 22 February 2021.

Committee further considered the HLA Evaluation document. Thanks were extended to staff for the extensive work carried out in collating both documents and Mr Higgins highlighted the positive developments vis-à-vis the 2019/20 exercise.

ACTIONS: Committee agreed the following actions:

- To approve the “Annual Submission Document – Feb 2021” (including the Whole College QIP for 2020/21) in principle, and recommend to the Governing Body that this be submitted to DfE by 26 February 2021, subject to assurance feedback being provided by the Principal at the Governing Body meeting on 22 February 2021.
- To recommend signature of the “Annual Assurance Statement for FE” to the Chair of the Governing Body.
- To approve the “HLA Evaluation for 2019/20” and recommend to the Governing Body that it be submitted to DfE by 26 February 2021.
- To recommend signature of the “Annual Quality Assessment Return on HE Provision” by the Principal as Accounting Officer.
- To note the underpinning evidence provided in “Whole College SER 2019/20”.

5.45 Mr Ballantyne, Ms Firth, Ms Hampsey and Mr Murray left the meeting.

Committee agreed to hold a short meeting prior to the Governing Body meeting on 22 February, to receive an update on proposed changes made to the submission.

ACTION: The Secretary would convene a 15-minute meeting of Committee prior to the Governing Body meeting on 22 February.

The Governing Body Chair was content with the assurance given and would explain the delay in provision of the paper to the Governing Body, at the meeting.

The Principal noted that while the evidence document was not included with the submission to DfE it would be available to ETi via the District Inspector at this time.

ACTION: The Principal would request a meeting with ETi.

51.3 Minutes of the Last Meeting

The draft minutes of the meeting held on 17 November 2020 were approved.

Proposer: Dr Graham Seconder: Mr Montgomery

51.4 Matters Arising

Ms Small advised that a full report on student appeals received would be brought to the Education Committee meeting on 18 March 2021.

Entrepreneurship Hub would be included on the agenda for the meeting on 18 March 2021. The Governing Body Chair agreed that a special meeting be convened to consider entrepreneurship,

ACTION: Prof Scott and Mrs Brown would take forward arrangements for the special meeting, to include members of Committee along with other members who have expressed interest.

51.5 Correspondence

- Mrs Brown provided a summary of the key items arising from the minutes and analysis paper on the impact of deprivation on learner outcomes, which had previously been discussed by the SLT. Members noted the College's low position on retention, achievement and success figures.

ACTION: Mrs Brown would provide further commentary to the SER/QIP in relation to the figures.

- Members noted information on courses delivered in collaboration with FE colleges.

51.7 Minutes from Teaching & Learning Committee

Committee noted the minutes of the Teaching & Learning (T&L) Committee meetings on 11 December 2020 and 5 February 2021.

51.8 College Development Plan (CDP)

Ms Small spoke to the CDP report to November 2020, which had been considered at Resources Committee on 2 January 2021. She reminded members of the reasons for under achievement of targets for HE in FE and HLA targets in Report Card 1 (RC1) and noted that the next formal reporting period would be the end of March, for submission to DfE mid-April.

51.9 Any Other Business

Members were advised that DfE had secured funding which would be used to provide a one-off payment of £60 to FE students, and £500 to HE students, to cover data usage and disruption to student experience respectively. The Department were working with colleges to ensure students received one of the payments as soon as possible.

Ms Small advised that a 2-days of CPD workshops were held on 15-16 February and members noted the positive uptake and feedback to date.

51.10 Date of next meeting

The next meeting would be held on 18 March 2021.

There being no further business, the meeting concluded at 6.15pm

Mrs I Allison 

Date: 18 March 2021

(Chair)

Mrs K Wallace 

(Secretary)