

SOUTH EASTERN REGIONAL COLLEGE

Governing Body – Education Committee

Minutes of the meeting held on Tuesday 5th April 2016 at 5pm in the Lisburn Campus.

Item No	Item
1.	<p>Attendance and Apologies</p> <p>Present: Mrs H. Reid, Mr K. Webb, Mrs K. Scott, Ms K. Fraser, Prof A Woodside, Mr S Pollard,</p> <p>Apologies: None</p> <p>In Attendance: Dr M. Malone (Director of Curriculum & Information Services), Mrs C. Henderson (Head of Quality, Excellence & Development), Mrs H Miller (Head of Quality, Excellence & Development), Miss O. Tumelty (Senior Marketing Officer), Mr R. Priestly (Online Marketing Officer), Miss C. McDermott (Minute Secretary)</p> <p>In the Chair: Mrs H. Reid.</p> <p>The Chair welcomed members to the meeting.</p>
2.	<p>Declarations of conflicts of interest</p> <p>The Chair asked for declarations of conflicts of interest and Mr Pollard declared a conflict of interest with :</p> <ul style="list-style-type: none">• Item 9 - EntreBRAINeurship – Summary Research Report. <p>The Chair noted this conflict and agreed that Mr Pollard could be present for this item.</p>
3.	<p>Minutes of the meeting held on 9th February 2016</p> <p>The minutes of the previous meeting were agreed as a true record on the proposal the Chair, seconded by the Principal.</p> <p>The Chair made reference to the new record at the end of the minutes that will record attendance at all meetings. Mr Webb said this system of recording was under trial.</p>
7.	<p>Marketing and Communications Presentation</p> <p>The Senior Marketing Officer delivered a Marketing and Communications presentation to the Committee to highlight the role of the marketing team and the structure of their department. The Senior Marketing Officer also reported the Staffing Costs of their department in 2014 of £183,407 which has reduced to £128,812 in 2015, giving a variance of £54,595. The Senior Marketing Officer said the College has also reduced the Marketing Spend to £101,242 in 2015/16 which is a £60k reduction from the total spend in 2012/2013 of £162,609. The Senior Marketing Officer emphasised that Qualifications achieved by SERC students have nearly doubled from 2007/08, as 12,012 qualifications were achieved, in comparison to 2014/2015 when 20,618 qualifications were completed.</p> <p>The Online Marketing Officer delivered a presentation to the Committee on Digital Technology and the SERC's use of social media as a low cost, marketing tool.</p>

	<p>The Senior Marketing Officer added that the Marketing Department have effective PR measures in place, for example, stories in the local papers have no cost attached and are very effective at promoting the College. She added that the Marketing Department have also met and exceeded their KPIs to date. The Senior Marketing Officer added that the Marketing Department are now aiming to improve their website, improve their digital tracking and increase the number of broadcast hits.</p> <p>Mr Pollard paid compliment to the Marketing Department for their hard work and efforts.</p> <p>Mrs Scott asked if there would be any data available to show how students are finding out about courses at SERC.</p> <p>The Senior Marketing Officer said that staff ask this at the enrolment stage and students mainly find out via the prospectus or through visits from SERC staff to their schools. The Online Marketing Officer added that the E-Authors at SERC are currently researching new web technology that can track the student end to end journey for online enrolments.</p> <p>The Chair thanked the Marketing staff for an interesting presentation.</p> <p>The Marketing Staff left the meeting.</p>
9.	<p>EntreBRAINeurship – Summary Research Report</p> <p>The Director of Curriculum & Information Services gave an overview of the summary research report on</p> <p>“Exploring Entrepreneurial Learning Preferences: A Study of 3 Regional Further Education Colleges” by Dr John Kelly and Dr Brian Cummins.</p> <p>The Chair expressed her interest and support for the proposal that Dr Kelly be invited to present findings, from this research and project-based learning, to Governors.</p>
11.	<p>Curriculum Plan 2016/17</p> <p>The Director of Curriculum & Information Services said the College is moving a range of FT provision from FE at level 2 and 3 to Traineeships and Higher Level Apprenticeships. He said that FLU allocation for essential skills was higher than they would have preferred. The Director of Curriculum & Information Services updated the members on the Higher Level Apprenticeships and the application process to include the need for areas that already exist within the curriculum and that the other colleges will also be competing for these, so numbers are to be determined.</p> <p>Mrs Fraser asked if the Plan corresponds to the needs of employers and where the future jobs will be. The Director of Curriculum & Information Services said that the Plan responds to the demand, although there is a disparity between what people want and what employers need, so it is finding the closest balance.</p> <p>The members gave their support for the 2016-2017 Curriculum Plan and the Chair noted that that the Finance and General Purposes Committee would continue to monitor the financial aspects of this item.</p>
16.	<p>Enrolment Update</p> <p>The Director of Curriculum & Information Services informed the Committee that the bilateral with DEL took place in March and the FLU allocation for 2016/17 has increased</p>

	<p>by 15 FLUs in comparison to the 2015/16 allocation. He added that the College have requested for approximately 60 Essential Skills FLUs to be reallocated to FE. The Director of Curriculum & Information Services said that additional income will be generated from the Apprenticeship and Traineeship programmes.</p> <p>The Chair noted that that the Finance and General Purposes Committee would be monitoring the finances of this item.</p>
18.	<p>Sector Collaboration programme - Curriculum Programme update</p> <p>The Director of Curriculum & Information Services informed the members that multiple curriculum workshops have taken place to date for staff to highlight the benefits of project-based learning for the new Apprenticeship programmes. He added that two phases have taken place and the Department have financed these, to include travel costs and further funding is in place for this financial year. The Director of Curriculum & Information Services informed members that a two day international curriculum development symposium on "Reforming NI Curriculum" will take place on the 27th and 28th April. He also updated the Committee on the Best Practice Trip to Finland and of the positive feedback received from the trip. He added that the trip to Finland has demonstrated to the Department that there has to be a better trust relationship between the Department and the colleges. The Director of Curriculum & Information Services added that there is approximately 600 places for traineeships and in order to eliminate competition and distribute fairly, the places are divided among the six colleges equally, allowing each to bid for 100 places.</p> <p>Members noted the report</p> <p>The Director of Curriculum & Information Services left the meeting at 6:05pm.</p>
4.	<p>Matters arising:</p> <p><u>Programme of Work for 2016/17</u></p> <p>The Chair thanked members for suggestions for the Programme of Work 16/17. The Chair said that she will meet with the Principal and the Director of Curriculum & Information Services in order to collate a draft Programme of Work based on the suggestions given, which can then be forwarded to members of this committee for further amendments before presentation to the Governing Body.</p> <p>The Chair noted that items presented at this meeting were items of interest requested in September by members of the Education Committee and she added that she hoped the items have met expectations of the Committee.</p> <p>The Chair asked members to send any further suggestions to her by email for the 2016/17 Programme.</p>
5.	<p>Chairman's Business</p> <p>There was no further Chairman's Business that was not considered elsewhere on the agenda.</p>
6.	<p>Correspondence:</p> <p><u>FE Strategy Programme Implementation Plan</u></p> <p>The Principal presented the Implementation Plan and welcomed the collaboration element.</p>

	<p>Mr Pollard highlighted the tone of the document and his appreciation of the college perspective and stated that in his opinion the FE strategy reflects an improved approach, responding more clearly to wider external strategies with FE clearly able to demonstrate its engagement with and the impact on these wider strategies. He added that previous strategies have leaned towards the focus on FE, without reflecting the need to respond to the broader context.</p> <p>Mrs Fraser asked in relation to the Curriculum Developing collaboratively, will there will be a means to determine what worked successfully across the Colleges. The Principal said this data is shared across the Sector in order to compare and contrast.</p> <p>Mr Pollard added that effective data sharing across the sector is something that has the potential to bring significant benefit and is therefore something that we would wish to encourage management and the Department to pursue.</p> <p>The members showed their support for the Plan.</p>
<p>8.</p>	<p>First Impressions Survey Presentation</p> <p>The Principal presented the student survey results to the Committee, noting that satisfaction has increased. He added that Induction week has been highlighted as an area for possible improvement, alongside the response rate, which was particularly low from the School of Construction, Engineering and Skills for Work. The Principal said a follow-up survey has been completed and the data is currently being collated for presentation to the Committee.</p> <p>Prof Woodside added that the key strength percentages are excellent.</p> <p>The Principal added that the individual Programme results are fed back to the staff involved and incorporated into their individual Programme SER (Self-Evaluation Report) and any highlighted problem areas are then addressed further through Student Focus Groups.</p> <p>The Chair asked that the Committee’s congratulations are passed on to the leadership, management and all staff involved that helped produce the excellent Student Survey results.</p>
<p>10.</p>	<p>Bilateral presentation to DEL and Update on Funding for 2016/17</p> <p>The Principal updated members on the annual Bilateral presentation in March 2016. The Temporary Chairman of the Governing Body, Mr Jackson, The Principal and the Director of Curriculum & Information Services attended in order to bid for FLU funding.</p> <p>The Committee noted the Presentation.</p>
<p>12.</p>	<p>College Development Plan – draft</p> <p>The Principal presented the draft Plan to the members. The members noted the draft document and highlighted minor changes.</p> <p>Mrs Scott asked if the CDP should include the Curriculum plan. Mr Webb explained that it was not required for the CDP. The Plan was broadly accepted and would come before the next Education committee meeting before being presented to the full Governing body</p> <p>The Chair advised for any further suggested changes to be emailed to Ms Healy.</p>

<p>15.</p>	<p>DEL Health Check – Issue 1</p> <p>The Principal presented the Health Check to the members of the Education Committee to include financial ratios and the performance against FLU targets based on the November FLU lift, which is the first lift for the year ended 31stJuly 2016.</p> <p>The Chair reminded members of the Health Check Document and its practicality for the members to be able to compare SERC within the Sector.</p> <p>The Committee noted the Health Check documents</p>																																													
<p>17.</p>	<p>Cause for Concern</p> <p>The Principal gave an update on the Cause for Concern referrals, noting that most of the issues relate to mental health and/or depression. He added that not all referrals relate to actual events that have occurred and many are pro-active referrals where students are possibly displaying initial signs that have ultimately led to a referral. The Principal added that although the total referrals for 2015/16 is 259 up to 21st March 2016, it must be considered that this is from 35,000 enrolments.</p> <table border="1" data-bbox="373 860 1350 1554"> <thead> <tr> <th></th> <th>2012/13</th> <th>2013/14</th> <th>2014/15</th> <th>2015/16 (up to 21st March 16)</th> </tr> </thead> <tbody> <tr> <td>Total Referrals</td> <td>286</td> <td>266</td> <td>259</td> <td>259</td> </tr> <tr> <td>Social Services/PSNI</td> <td>33</td> <td>46</td> <td>32</td> <td>22</td> </tr> <tr> <td>Mental Health/Depression</td> <td>51</td> <td>86</td> <td>129</td> <td>124</td> </tr> <tr> <td>Self-Harm</td> <td>36</td> <td>25</td> <td>27</td> <td>22</td> </tr> <tr> <td>Thoughts of Self-Harm</td> <td>18</td> <td>39</td> <td>35</td> <td>21</td> </tr> <tr> <td>Suicide</td> <td>0</td> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>Homelessness</td> <td>Not recorded</td> <td>29</td> <td>22</td> <td>22</td> </tr> <tr> <td>Bullying</td> <td>Not recorded</td> <td>Not recorded</td> <td>15</td> <td>15</td> </tr> </tbody> </table> <p>Mr Pollard stated that in reflecting on the nature and volume of causes for concern he was concerned to ensure that we as a Board of Governors take adequate and appropriate steps. He noted that whilst the Board had received assurances that the volume and nature were broadly in line with what might be expected; reflecting the extent of these issues elsewhere. He further noted that these are referrals and that it is not necessarily the College's role to address the issues. However, he felt that resilience is an important life skill and wondered if it were addressed in much the same way as we address a desire to see students become more entrepreneurial could support to develop resilience have a positive effect</p> <p>The Chair agreed that this would be addressed further by the Committee in order to determine if any further measures could be put in place to support the current Pastoral Care arrangements.</p>		2012/13	2013/14	2014/15	2015/16 (up to 21st March 16)	Total Referrals	286	266	259	259	Social Services/PSNI	33	46	32	22	Mental Health/Depression	51	86	129	124	Self-Harm	36	25	27	22	Thoughts of Self-Harm	18	39	35	21	Suicide	0	2	1	1	Homelessness	Not recorded	29	22	22	Bullying	Not recorded	Not recorded	15	15
	2012/13	2013/14	2014/15	2015/16 (up to 21st March 16)																																										
Total Referrals	286	266	259	259																																										
Social Services/PSNI	33	46	32	22																																										
Mental Health/Depression	51	86	129	124																																										
Self-Harm	36	25	27	22																																										
Thoughts of Self-Harm	18	39	35	21																																										
Suicide	0	2	1	1																																										
Homelessness	Not recorded	29	22	22																																										
Bullying	Not recorded	Not recorded	15	15																																										

	The Principal left the meeting 6:50pm
13.	<p>Update on CDP Targets 2016/17</p> <p>Mrs Henderson presented the update on CDP Targets 16/17, noting the four target areas to include, Curriculum, Quality, Delivering Value for Money and Listening and Influencing, for members' consideration. Mrs Henderson highlighted the CPD FLU Target that stemmed from the Bilateral. Mrs Henderson also highlighted the implementation of blended learning and project based learning within the targets and also the new lower income target for Business Services of £1.2m.</p> <p>Mrs Scott asked what the current target is for lesson observations if the new target is 90% and Mrs Henderson informed members that the current target is 80%.</p>
14.	<p>Update on CDP Targets 2015/16</p> <p>Mrs Henderson updated members on the RAG ratings of the CDP targets for 15/16. She noted the only red rating at item 8, where Business Services will not achieve the income target of £1.4m and an update on these targets will be presented in June. The Chair said that this red rating will be monitored by Finance and General Purposes Committee.</p> <p>Members noted the update on CDP targets 2015/16.</p>
19.	<p>Update on Inspections:</p> <p><u>19.1 Quality Assurance Visit – HLA Provision in SERC</u></p> <p>Mrs Miller (Head of Quality, Excellence & Development) updated the Committee on the findings of an Interim Evaluation of Higher Level Apprenticeship provision by members of the DEL Quality Improvement Team (QIT). Mrs Miller informed members that the overall feedback was extremely positive with 8 Key Strengths and only 1 Key Area for Development which related to communication between the college and employers, with regards to qualification content, structure and the roles and responsibilities of both. She added that in relation to strengths, QIT stated that in some areas, SERC was well ahead of the FE Sector and that SERC had actually put in place things that other colleges were still planning. E.g. an international dimension.</p> <p>Members noted the Report.</p> <p><u>19.2 SERC Scrutiny Report – February 2016</u></p> <p>Mrs Miller presented the final Scrutiny Inspection Report. She said that minor changes have been made but the strengths and areas for development have remained the same.</p> <p>Members noted the Report.</p> <p><u>19.3 Level 2 Traineeship Pilot Evaluation</u></p> <p>Mrs Henderson (Head of Quality, Excellence & Development) presented the Phase 2 Evaluation verbal feedback to the Committee. She said the formal ETI report from Phase 2 has not yet been issued. Mrs Henderson also noted that overall it was a positive outcome with the final conclusion being that SERC demonstrated the capacity to implement and bring about improvement.</p> <p>Members noted the Report.</p>

	<p><u>19.4 Essential Skills Change Fund Evaluation</u></p> <p>Mrs Miller presented the verbal feedback from the Essential Skills Change Fund project Evaluation, carried out by ETI in March 2016. Mrs Miller said that they received a positive outcome, with the final conclusion being that SERC demonstrated the capacity to implement and bring about improvement. She added that they expect a follow-up evaluation.</p> <p>Members noted the Report.</p> <p>The Chair asked that the Committee’s congratulations and appreciation are passed on to the QED Department for all their hard work and efforts during the inspections and evaluations.</p>
<p>20.</p>	<p>Date and time of next meeting</p> <p>The next meeting was scheduled for Tuesday 14th June 2016 at 5pm in the Bangor Campus.</p> <p>There being no further business, the meeting ended at 7:05p.m.</p>

Attendees	Time Arrived	Time Left	Duration	Entitlement to Payment Y/N
Heather Reid	5pm	7:05pm	2:05	Y
Steve Pollard	5pm	7:05pm	2:05	Y
Karen Fraser	5pm	7:05pm	2:05	Y
Professor Alan Woodside	5pm	7:05pm	2:05	Y
Kim Scott	5pm	7:05pm	2:05	Y
Ken Webb	5pm	6:50pm	1:50	N

Signed: _____

Date: _____

Chair of Governing Body