

SOUTH EASTERN REGIONAL COLLEGE

Governing Body – Education Committee

Minutes of the meeting held on Tuesday 9th February 2016 at 5 pm in the Bangor 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, Mr E. Jackson</p> <p>Apologies: Ms D. Smyth (Secretary to Governing Body)</p> <p>In Attendance: Dr M. Malone (Director of Curriculum & Information Services), Mrs C. Henderson (Head of Quality, Excellence & Development), Mr W. Greer (Chief Training & Contracts Officer), Ms C. McDermott (Minute Secretary)</p> <p>In the Chair: Mrs H. Reid.</p> <p>The Chair welcomed members and Ms C. McDermott to the Education Committee Meeting.</p>
2.	<p>Declarations of conflicts of interest</p> <p>The Chair asked for declarations of conflicts of interest and none were noted.</p>
3.	<p>Minutes of the meeting held on 3rd November 2015</p> <p>The Head of Quality, Excellence and Development said that there was a typo on p4 "Mr H Miller" should be "Mrs".</p> <p>Mr Pollard noted a typo of his surname on page 5 "Mr Pollock" to be corrected.</p> <p>Also, Page 6 the context of wording to be amended in relation to FE and Secondary Education. Amended as follows, "Mr Pollard asked if statistics are available on the progression of students from FE, which could be comparable to the progression of students from Secondary Education."</p> <p>The last amendment noted, on page 6 changing "AQA" to "QAA".</p> <p>With these amendments, the minutes of the previous meeting were agreed as a true record on the proposal the Chair, seconded by the Principal.</p>
4.	<p>Matters arising</p> <p>There were no matters arising not considered elsewhere on the agenda.</p>

<p>5.</p>	<p>Chairman's Business:</p> <p>The Chair thanked the members of the Education Committee for their contribution to the Strategic Away Day on 5th January 2016.</p> <p>The Chair stated that since this event, she had met with the Principal who have given assurance that the four strands discussed will be taken forward:</p> <ul style="list-style-type: none"> • Influencing the Department of Education, DEL, Curriculum Groups & Politicians • Building effective collaboration including Entitlement Framework post 16 provision • Curriculum review • Marketing & PR <p>The Chair reported that at her recent interview with the Inspectorate, they had requested a copy of the paper on performance and drop out levels of schools that was prepared by the Principal for the Education Committee's meeting in November 2015.</p> <p>The Chair confirmed that the Principal had given assurances that the points raised at the Strategic Away Day, for example, Promotion of the College have been passed to relevant staff in the College to action.</p>
<p>6.</p>	<p>Correspondence :</p> <p>There were no items to be taken that are not considered elsewhere on the agenda.</p> <p>The Chair reminded the members of her invitation to make recommendations, either verbally or via email, of their suggestions for the programme of work for 17/18 and wished to see a programme for 17/18 agreed at the next meeting of the Education Committee on 5th April 2016.</p>
<p>7.</p>	<p>Report on the ETI phase 1 of a longitudinal evaluation of the Youth Training pilot programmes at Level 2 provided by the six Colleges of further education in NI</p> <p>The Head of Quality, Excellence & Development discussed the completion of Phase 1 of a longitudinal evaluation of the Level 2 Youth Training pilot programmes across the six FE Colleges in NI, by ETI. <i>She added that the Inspectors had highlighted some impressive and innovative practices by SERC, for example, the very good initial planning which is not just a reworking of previous Training for Success programmes and also the use of blended learning including the inclusion of the online Skillzone.</i> The members noted the report and the Chair agreed with Mr Pollard that the contents were very positive and encouraging. The Head of Quality, Excellence & Development added that ETI would most likely complete Phase 2 by the end of June 2016.</p>
<p>8.</p>	<p>Update on Upskilling Uganda</p> <p>The Head of Quality, Excellence & Development said the project is well established now and SERC staff and students have raised over £4,500 through a variety of fundraising events. She continued that in December 2015, the Northern Ireland based charity "Fields of Life" appointed Professor Scott Brown as the Upskilling Uganda Project Manager who will be working with the Steering group to develop the Upskilling Uganda Project. The Head of Quality, Excellence & Development added that there are four fundraising events planned with the next one involving an abseil down the Europa Hotel, in Belfast, on 28th February 2016.</p>

	<p>The Principal added that the project continues to benefit the students engaged in in the project, for example, by supplying evidence for their personal statements' on their UCAS applications' and enhancing their employability and enterprise skills.</p> <p>The Chair made reference to the requirement for the Governing Body to have complete assurance regarding risks and noted that the report gives that reassurance by stating that in order "to protect the College and Fields of Life and with legal advice, a formal MoU with Fields of Life will be developed, shared with the Department and provided to the Governing Body through the Education Committee for approval."</p> <p>The Chair and the members congratulated all those involved and continue to look forward to hearing about the progress of the project in the future.</p>
<p>9.</p>	<p>Whole College Scrutiny Inspection Update</p> <p>The Chair briefed the Committee on her meeting with the Inspectorate from ETI and highlighted that quality of the preparation received from the Quality, Excellence and Development team ensured she was well prepared for the Inspection. The Papers produced by the Quality, Excellence and Development team for the Education Committee also gave a clear demonstration of progression for the College.</p> <p>Using a Health Check pro-forma, the Inspectors focused their questioning with the Chair around one area i.e. that the Governing Body has a clear role in approving the evaluation report and publishing the quality improvement plan for the College. The Governing Body critically knows how well the organisation is doing and ensures appropriate action is taken to address areas of concern. Using agenda's and papers the Chair was able to demonstrate this.</p> <p>The Head of Quality, Excellence & Development reported that SERC had received a highly confident rating, based on 16 main areas of strength and two priorities for development which require the College to continue with their current approach. The Head of Quality, Excellence & Development added that this is the fourth year in a row that the College had received a "high degree of confidence".</p> <p>The Chair asked that the Committee's congratulations and approval are passed on to all the staff and students involved in this inspection and, in particular the College Management Team and the Quality, Excellence and Development team.</p> <p>9.2 Update on CDP Targets 2015/16</p> <p>The Head of Quality, Excellence & Development said there are 12 CDP Targets. She added that by managing a priorities and achievements document that is updated by every Head of School/Department at IMPMS meetings, she is able to track CDP targets. The Chief Training Officer updated the Committee on Target 8 in relation to the income target reduction from Business Services. The Chief Training Officer will supply a revised projection for the next scheduled IMPMS meeting. The Principal noted that this will be monitored closely.</p> <p>Mr Jackson asked for clarification on the overall quotient rate noted on page 5 (update 88%). The Principal described the Quotient as a means for tracking progress of the surveys carried out to include the customer satisfaction survey, the employee satisfaction survey, the student satisfaction survey and the Business Engagement satisfaction survey. The overall quotient rate is the progression percentage or overall trend of all surveys grouped together to allow observation over time, for example as the quotient improved, the overall satisfaction had improved. Mr Pollard asked the Principal if this quotient was benchmarked against other Colleges. The Principal said that unfortunately not all Colleges completed surveys, but SERC would be happy to compare and are moving towards a comparison.</p>

	<p>Mrs Scott asked if there are any specific issues that are lowering the employee satisfaction percentage. The Principal said one issue would be some staff don't feel they are made adequately accountable and further noted that the Employee Satisfaction survey will be made available to the Governing Body.</p> <p>The update was noted by the Committee</p>
<p>10.</p>	<p>Business Engagement Reflection on presentation to Governing Body Strategic Away Day – 5th January 2016</p> <p>Mr Pollard gave his feedback on the Presentation and made suggestions of a broad employer engagement strategy rather than solely business services, some focused thought required around what skills will look like over the next ten years and also SERC's role in economic development.</p> <p>Mrs Scott said that there were time restraints on the day</p> <p>Professor Woodside suggested further discussions on how the College might use the Skills Barometer findings.</p> <p>The Chair noted this reflective practice from the Committee will be on-going.</p>
<p>11.</p>	<p>New FE Strategy</p> <p>The Principal noted there are 9 themes throughout the new FE strategy of "FE means success" and elements of these themes will reflect in the new CDP.</p> <p>The Chair reminded the members that the Education Committee is responsible for approving the CDP which will be available in first draft form at the next meeting on 5th April 2016. The Principal noted that the final draft is normally approved at the Governing Body in June.</p> <p>Mrs Scott asked the Principal to highlight any evident changes to the new FE Strategy. The Principal made reference to the new Social inclusion element</p> <p>The Principal noted the College Partnership themes and said this collaboration with other Colleges is expanded beyond Further Education, to Higher Education also.</p> <p>The members of the Committee noted the report</p>
<p>12.</p>	<p>Collaboration Programme</p> <p>12.1 Update to be given to F&GP meeting 10th February – for information</p> <p>The Principal said the Collaboration Programme defines six key areas of work. The Principal gave an update on the area of Curriculum Development describing the need for new teaching learning materials in this area, and by working collaboratively with the other Colleges to produce these materials and then storing within a Portal has become a new, more efficient strategy. This will involve the College working collaboratively with other Colleges to jointly implement the strategy for the benefit of learners, employer, the economy and wider society. The Principal said a business case has been submitted to DEL for SERC to develop a portal, attributing to Workforce Development and this Portal will be hosted and maintained by SRC.</p> <p>The members of the Committee noted the contents of the report.</p>

12.2 Curriculum Project (Presentation)

The Director of Curriculum and Information Services updated the Committee that Level 2 Traineeships are now proceeding. He said that Project Based Learning is a key theme to the updated Curriculum and made reference to the success of the Basque model. The Director of Curriculum and Information Services provided a timescale of approximately 2-5 years for this project with the first regulated Apprenticeship ready to start in September 2017. The Director of Curriculum and Information Services said Level 1 has been given a two year extension by DEL. The Director of Curriculum and Information Services informed the Committee of a planned study visit to Finland at end of February, to observe best practice.

Professor Woodside enquired as to how many Level 3 Apprenticeship Programmes will follow on to relevant foundation degrees and the Director of Curriculum and Information Services said that all students that complete Level 3 can progress on to a foundation degree. The Chief Training and Contracts Officer added that the *CDST* are currently designing Level 3 programmes and in order for a Level 3 Apprenticeship Programme to be approved a progression or exit route has to be available, for example to foundation degree.

The Chair thanked the Director of Curriculum and Information Services for his presentation to the Committee.

12.3 Training Contracts update (Presentation)

The Chief Training and Contracts Officer outlined the four active Level 2 Traineeship Pilots and their features, for example, they are all equivalent to 4-7 GCSES. He explained the retention rate percentage is 86.66% based on 60, but should be updated to 58 as 2 of the leavers started apprenticeships, which would ultimately increase the retention rate percentage.

The Chief Training and Contracts Officer noted an observation that the staff involved with Traineeships appear to have a more positive relationship. He added that the Quality, Excellence & Development team are actively involved in improving the success of the Traineeship Pilots. The Chief Training and Contracts Officer addressed the challenges brought to the College from the set-up of Traineeships to include the absence of a formal payroll system which the College is aiming to develop. He also made reference to the E-Register system used by the College and the challenge created to add "Placements" to the current system. By overcoming this hurdle, this would ensure the Trainee's attendance can be tracked in every aspect of the programme.

The Chief Training and Contracts Officer added that all Apprenticeship NI and Training for Success programmes that are currently delivered will be extended through to an end date of 31st March 2017.

The Chair thanked the Chief Training and Contracts Officer for an interesting presentation

<p>13.</p>	<p>Cause for Concern</p> <p>The Principal gave an update on the Cause for Concern referrals, noting that there is very little difference between the two largest campuses. The Principal said there has been an increase in referrals, but anticipates this to be a pre-cautionary measure by staff and added that he meets with the Head of Pastoral Care and the Campus Manager for Newtownards & Downpatrick on a weekly basis to examine all the referrals individually.</p> <table border="1" data-bbox="284 510 1350 1240"> <thead> <tr> <th></th> <th>2012/13</th> <th>2013/14</th> <th>2014/15</th> <th>2015/16 (up to 15th January 16)</th> </tr> </thead> <tbody> <tr> <td>Total Referrals</td> <td>286</td> <td>266</td> <td>259</td> <td>186</td> </tr> <tr> <td>Social Services/PSNI</td> <td>33</td> <td>46</td> <td>32</td> <td>19</td> </tr> <tr> <td>Mental Health/Depression</td> <td>51</td> <td>86</td> <td>129</td> <td>94</td> </tr> <tr> <td>Self-Harm</td> <td>36</td> <td>25</td> <td>27</td> <td>16</td> </tr> <tr> <td>Thoughts of Self-Harm</td> <td>18</td> <td>39</td> <td>35</td> <td>20</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>19</td> </tr> <tr> <td>Bullying</td> <td>Not recorded</td> <td>Not recorded</td> <td>15</td> <td>12</td> </tr> </tbody> </table> <p>Mr Pollard said that this Cause for Concern update was reassuring.</p>		2012/13	2013/14	2014/15	2015/16 (up to 15th January 16)	Total Referrals	286	266	259	186	Social Services/PSNI	33	46	32	19	Mental Health/Depression	51	86	129	94	Self-Harm	36	25	27	16	Thoughts of Self-Harm	18	39	35	20	Suicide	0	2	1	1	Homelessness	Not recorded	29	22	19	Bullying	Not recorded	Not recorded	15	12
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<p>14.</p>	<p>Enrolment Update/CDP FLU Bid 9</p> <p>The Director of Curriculum and Information Services updated the Committee that SERC is within 1% of target. He said Essential Skills enrolments are still an issue and Higher Education needs a further recruitment drive.</p> <p>The Chair said there are support measures in place to retain students and it is the nature of the Organisation to have withdrawals, however, the trends will be monitored closely.</p>																																													
<p>15.</p>	<p>DEL Statistical Bulletin</p> <p>The Director of Curriculum and Information Services said that FE enrolments have decreased alongside Essential Skills. SERC has a disproportionately high percentage of Essential skills and a disproportionately low percentage of Higher Education coupled with the highest success rates.</p> <p>The Committee noted the report.</p>																																													

16.	<p>Any other notified business</p> <p>The Chair said there were no items to be taken and thanked all present for their contribution to the meeting.</p>
17.	<p>Date and time of next meeting</p> <p>The next meeting was scheduled for Tuesday 5th April 2016 at 5pm in the Lisburn Campus.</p> <p>There being no further business, the meeting ended at 7:20 p.m.</p>

Attendees	Time Arrived	Time Left	Duration	Entitlement to Payment
				Y/N
Heather Reid	5pm	7:20pm	2:20	Y
Steve Pollard	5pm	7:20pm	2:20	Y
Karen Fraser	5pm	7:20pm	2:20	Y
Professor Alan Woodside	5pm	7:20pm	2:20	Y
Kim Scott	5pm	7:20pm	2:20	Y
Ed Jackson	5pm	7:20pm	2:20	Y
Ken Webb	5pm	7:20pm	2:20	N

Signed: _____

Date: _____

Chair of Governing Body