

SOUTH EASTERN REGIONAL COLLEGE

Governing Body – Education Committee

Minutes of the meeting held on Wednesday 20th February 2019, 5pm, Lisburn Campus

Item No	Item
1.	<p>Chair’s Business</p> <p>a) Attendance and Apologies</p> <p>Present: Mrs H Reid, Mr K Webb (Principal/CEO), Mr G Hetherington (Temporary Chair of the Governing Body), Mr A Corbett, Mr J Mackell, Prof A Woodside, Mr S Pollard, Mrs C King, Mrs K Fraser, Mr N Bodger</p> <p>Apologies: Miss A Gallagher</p> <p>In Attendance: Dr Michael Malone (Director of Curriculum and Information Services) In attendance except for items 6A-C, 6E,7 and 9 , Heather McKee (Director of Strategic Planning, Quality and Support), Claire Williamson (Secretary to the Governing Body), Paul Walsh (Head of Pastoral Care) Item 4a only, Roger Duncan (Head of Pastoral Care & SERC Extra) Item 4a only , Aurla McLoughlin (Deputy Head of Enterprise and Entrepreneurship) Item 3 only (Lizzie Buick (Deputy Head of Enterprise and Entrepreneurship) Item 3 only</p> <p>In the Chair: Heather Reid</p> <p>b) Declarations of Conflict of Interest</p> <p>No conflicts of interest were made. The Chair reminded members that they were responsible for declaring a conflict including any perceived conflicts at the beginning of each meeting.</p> <p>c) Minutes from meeting 21st November 2018</p> <p>The Chair invited members to review the minutes from the previous meeting. The committee reviewed the minutes from the previous meeting and agreed they were a true and accurate record of the meeting.</p> <p>Proposer: Karen Fraser</p> <p>Seconder: Andrew Corbett</p>

	<p>d) Chairs Update</p> <p>The Chair reminded members that some time ago the Governing Body had agreed to collaborate with committee Chairs of other colleges in the sector particularly the Education committees. She advised that arrangements are being made for a meeting to be held imminently for the chairs of the Education committees.</p>
<p>2.</p>	<p>Matters arising:</p> <p>a) Action Points from meeting 21st November 2018</p> <p>The Chair asked members to note that all actions had been completed or were addressed on the meetings agenda.</p> <p>The Chair thanked Karen Fraser for volunteering for the role of Safeguarding Governor and advised members that she would step aside to allow Mrs. Fraser to take over the role once she has received the appropriate training. The Chair appealed for a male volunteer to come forward for the role from within the Governing Body, she advised that there should be a gender balance in the roles and noted that Professor Woodside will be stepping down from the Governing Body in June.</p> <p>Action Point: The Chair asked the male members of the Governing Body to consider the role of Safeguarding Governor to ensure there is a gender balance in the two assigned roles.</p>
<p>3.</p>	<p>Employers -Entrepreneurial and Employability delivery</p> <p>The Deputy Heads of Enterprise and Entrepreneurship addressed the committee to present on the current work within the department. The DHoE&E's advised that entrepreneurial ecosystems within the College is a major strategic objective so that the College can help support the local economy. They further emphasized that entrepreneurial activity should be based on ecological foundation and encourage the social economy to produce better citizens.</p> <p>As part of the detailed overview of the department the Director of Curriculum & Information Services highlighted that Project Based Learning and resilience is crucial in the development of the curriculum.</p> <p>Members thanked the DHoE&E's for their presentation and wished them well in the future projects that had been outlined. Mr. Pollard thanked the DHoE&E's for hosting visitors from the</p>

	<p>University of Denmark recently on behalf of Ulster University and made comment that the work was very impressive and recognized internationally.</p>
<p>4.</p>	<p>Social Inclusion</p> <p>a) Care, Welfare and Safeguarding Presentation</p> <p>The Heads of Pastoral Care began their presentation by setting out the current issues being reported under Cause for Concerns and the challenges that staff are facing in having to deal with these issues. They highlighted the proposed actions that put a focus on staff resilience and capability, members were advised that in putting a more robust structure in place it ensures staff are in a better place to lead on student resilience. Members were provided with an overview of the three-tier approach that is in place to support the actions, tier one focusses on general awareness of Adverse Childhood Experiences and Trauma informed Practice. Members noted that that tier one training will begin before the next academic year and the Chair highlighted that it would be useful for members of the Governing Body to complete this training also.</p> <p>The Chair highlighted to members that the Audit committee had discussed staff absence at their last meeting in November and had asked if this committee could consider if there was a link between how the College is empowering staff to deal with these issues and the absence levels. She highlighted that this matter is being monitored across the three committees from the operational risk in audit to the impact on staffing levels in Finance and General Purposes.</p> <p>A brief discussion took place and members reflected that this is an extremely important piece of work and suggested that as early intervention is crucial for these cases a multi-agency approach would be beneficial. The Heads of Pastoral Care advised that the College has engaged with external agencies such as the health trusts to provide as much support to students as possible. The Chair went on to reflect that as more emphasis is placed on social inclusion through the College Development Plan these types of issues may become a much a larger piece of work and it was sensible to reinforce a proactive approach to staff training.</p> <p>In summary, the Chair concluded that there are three strands of work to take forward:</p>

1. Students- To continue to provide support to students with Adverse Childhood Experiences
2. Staff- to skill and empower staff in their capabilities to deal with trauma and issues
3. Leadership- to continue to engage with multi- agencies and establish any relevant new links as quickly as possible

Action Point: The committee recommended that a wider piece of work on staff resilience (in relation to care, welfare and safeguarding of students) is taking forward by the Governing Body

Action Point: The Chair requested regular updates on this staff training from the Heads of Pastoral Care

b) **Engagement Update**

The Director of Strategic Planning, Quality and Support began her report by reminding members that the Engagement Strategy had been presented to the committee at their last meeting and this report was to update the committee on Community Engagement contributing to outcomes under the Social Inclusion Report Card of the CDP. The Director highlighted that different engagement mechanisms are used in each council area to ensure that it is effective, she advised that engagement needs to be a separate mechanism from marketing as often individuals from deprived communities need further encouragement and support to come back to education. In response to questions from members the Director provided an overview of some of the agencies the College has been working with to reach out to the local community, she advised that Men's Sheds are engaged through local councils and other community groups have been engaged through the College Restart Teams.

The Chair commended the work completed on engagement so far and advised members that this will be a rolling agenda item for the committee as engagement is fundamental in contributing to the College Development Plan.

	<p>c) Driving Social and Economic Change Conference Update</p> <p>The Director of SQPS reported on the Driving Social and Economic Change Conference that took place in January. The committee noted that speakers focused on the complexity of social issues and suggested mechanisms for addressing these. She advised members the conference was hugely successful, and the main outcome is that the perception of SERC has shifted, as a leader of change.</p> <p>Mr. Pollard informed members that he had attended the conference and it was a very positive experience, the quality of the speakers was exceptional and the realization about the College certainly came across in various platforms.</p>
<p>5.</p>	<p>Qualifications</p> <p>a) FE Update</p> <p>The Director of Curriculum & Information Services a first draft of the Curriculum Plan for 2019/20, he advised that the focus is on full time enrolments and it is too early to draw projections on part time. In providing an overview of the plan the Director advised that the plan is dependent on funding from DfE; which will enable the College to deliver what is set out in the plan.</p> <p>b) Construction Hub</p> <p>The Director of C&IS reported on the Construction Hub and advised that the College is a central hub in this area as designated by DfE. The Director advised that the College will lead in this area and link with the sector in order to aggregate the teaching and curriculum excellence, CPD, sectoral knowledge and employer engagement to provide an ongoing consistently high-quality provision for learners and employers across Northern Ireland.</p> <p>In response to questions from members the Director highlighted that as some awarding bodies are withdrawing from the market the sector will have to produce our own, this is however a lengthy process as they would have to be benchmarked against EU standards.</p>

5. College Development Plan

a) Draft College Development Plan 2019/20

The Director of SPQ&S presented the first draft of the College Development Plan 2019/20 to the committee and advised that the draft is in line with the commissioning note received from DfE. The Principal asked members to note that the CDP will be submitted on 22nd March and by such time the College may not be aware of their allocated budget for 2019/20.

The Director provided a high-level overview of the sections within the CDP and advised that she has updated the CDP to reflect the discussions in the recent Governing Body strategy session. The Chair commended the Director and her team on the work completed so far on the CDP and encouraged members to provide feedback in line with the commissioning note.

Action Point: Members were asked to provide feedback on the CDP through the live document by Friday 29th February

b) Update on GB Strategy Day

The Director of SQP&S presented a written synopsis on the Governing Body Strategy Day held on 21st January. Members noted that the report was an accurate representation of the session.

c) Tribal VFM Review

The Director of SQP&S asked the committee to note the actions identified through the Tribal report commissioned by DfE. The committee recommended that the action plan will be formally adopted by the Governing Body and noted that further actions can be added to the plan if the Governing Body wish to do so.

Action Point; The committee recommended the Tribal Action Plan to the Governing Body for adoption

d) Applications and Enrolments

The Director of C&IS directed the committee to the written report provided on the most recent figures for applications and enrolments, he highlighted that the numbers for Higher Education are down but in FE and apprenticeships in the College are performing well. The Chair advised members that the audit committee are monitoring this issue as an operational risk.

	<p>In response the Director highlighted that the College is actively seeking out new courses and providers to ensure that the College has a unique offering that doesn't put us in direct competition with competitors.</p> <p>e) Whole College Quality Improvement Plan and Whole College SER</p> <p>The committee noted and paid compliment that the status for all the targets in the plan are green and on target.</p> <p>d) Student's Union CDP Poster</p> <p>The Chair advised that this item would be reviewed at the next meeting when the Student Governor is in attendance.</p> <p>Action Point: The Student's Union CDP poster will be reviewed at the next meeting in May</p>
7	<p>Higher Education</p> <p>a) HE Review Board Minutes & (b) HE Curriculum update</p> <p>The committee reviewed the minutes from the HE Review Board meeting on 6th February 2019 and noted the HE curriculum update that had been presented and considered by the HE Review Board during the meeting.</p>
8.	<p>Policies Review Schedule</p> <p>a) Curriculum Policy</p> <p>The policy was approved on the proposal of Andrew Corbett and seconded by Neil Bodger.</p>
9.	<p>Items for Information</p> <p>a) Cause for Concerns</p> <p>The Director of SPQS directed members to the written report and highlighted the increase in the complexity of issues that are being reported. Members noted that the detail had been discussed during the presentation earlier in the meeting at agenda item 4a.</p> <p>b) DfE Survey of FE College Leavers – Academic Year 2017/18</p> <p>The Principal asked members to note the correspondence and outlined that the methodology of the survey will be changing in order to get more accurate results.</p>
10.	<p>Any other business</p> <p>No other business was discussed.</p>
	<p>Date and time of next meeting:</p> <p>Wednesday 8th May 2018, 5pm, Bangor Campus</p>

The meeting concluded at 7.08pm