



SOUTH EASTERN REGIONAL COLLEGE

Governing Body – Education Committee

Minutes of the meeting held on Wednesday 19th September 2018, Lisburn Campus

Item No	Item
1.	<p>Chair’s Business</p> <p>a) Attendance and Apologies</p> <p>Present: Mr K Webb (Principal/CEO), Prof A Woodside, Mr S Pollard, Mr A Corbett, Mrs K Scott, Mrs B Larkin, Mrs C King</p> <p>Apologies: Mrs H Reid, Mrs C King</p> <p>In Attendance: Dr Michael Malone (Director of Curriculum and Information Services), Heather McKee (Director of Strategic Planning, Quality and Support), Heather Miller (Head of Quality Excellence & Development), Claire Williamson (Secretary to the Governing Body)</p> <p>In the Chair: Barbara Larkin</p> <p>b) Declarations of Conflict of Interest</p> <p>No conflict of interest declaration were made.</p> <p>c) Minutes from meeting 21st February 2018</p> <p>The committee reviewed the minutes from the previous meeting and agreed they were a true and accurate record of the meeting.</p> <p>Proposer: Alan Woodside</p> <p>Seconder: Steve Pollard</p> <p>d) Annual Review of the Committee Terms of Reference</p> <p>The Chair advised members that in light of the recent discussion at the Governing Body in September regarding committee structures she felt it was prudent to review the terms of reference after the Governing Body have had a chance to engage in this wider discussion.</p> <div data-bbox="193 1794 1469 1901" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>Action Point: The committee agreed to review the terms of reference after the Governing Body had reached agreement on the committee structures and membership</p> </div> <p>e) Chair’s Report</p>

	<p>The Chair highlighted to members that in relation to action points and requests from the committee to the management team it is incumbent to be specific in terms of what the purpose is of the request, allocating a timeframe to an action point, a responsible owner and what the committee are specifically asking for. She asked members to note that this had been raised during the recent Governing Body meeting and it was agreed that all committees would undertake to take this approach and ensure that all Committee Chair's are fully aware of each action before it is agreed.</p> <p>The Chair advised that as there may be a change to the committee's terms of reference this may affect the agreed programme of work and this could be reviewed at a future meeting once the wider Governing Body have agreed on a committee structure and a strategic direction for the Governing Body for the rest of the academic year.</p> <p>Action Point: The committee requested a presentation on the Professional Skills Centre, Construction and the Curriculum Hub at their next meeting</p>
2.	<p>Matters arising:</p> <p>a) Action Points from meeting 21st May 2018</p> <p>The Chair advised members that most of the actions were complete or addressed on the agenda except those relating to the terms of reference which had been deferred (see agenda item 1E).</p> <p>Mrs. Scott addressed the committee and provided a high-level summary of the recent 14-19-Year-Old Strategy Innovation Lab she which attended in her role for the Education Authority. Mrs. Scott advised members the sessions were very well facilitated and there were good results from it, the recommendations will be reviewed by a 14-19 working group. The committee thanked Mrs. Scott for the update and welcomed the collaborative approach that seems to be taken and the focus on Project Based Learning that demonstrates a move away from focusing on qualifications.</p>
3.	<p>College Development Plan</p> <p>a) College Development Plan 2019</p> <p>The Director of Strategic Planning, Quality and Support presented an overview of the College Development Plan 2019 by way of presentation. She asked members to note that the CDP supports collaboration with other partners, outlines how the College contributes to the Programme for Government and impacts on the community. The Director asked the committee to approve the CDP for 2018/2019 so that it can be promoted and published on the College website.</p> <p>The committee commended the Director on the CDP and advised that it was an improvement on previous versions of this document specifically highlighting that to the reader it is interesting, relatable and has character. In response to a question whether hard copies are available the Director advised that it would be costly to produce large volumes of the CDP and the information will be outdated in a matter of</p>

	<p>months. The Principal highlighted that it had been previously requested to produce a short student friendly version and this could be explored, members agreed this was a more effective approach and suggested that posters directing readers to the full report would be a cost-effective way of promoting the document.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Action Point: The committee requested to review the promotional posters for the CDP to circulate within public amenities such as libraries, youth centres etc.</p> <p>Key Decision: The committee approved the College Development Plan 2018/2019</p> <p>Proposer: Kim Scott</p> <p>Secunder: Andrew Corbett</p> </div> <p>b) Revised DfE Timelines for CDP</p> <p>Members noted the revised timelines for providing returns to DfE .The Director of SQPS advised DfE will collate the data gathered from each College for their report on meeting PfG outcomes and this will be presented in an infographic, she advised these data lifts will be completed in September and March. The Director asked members to note the three reporting periods for the CDP and that the wider Governing Body may need to review the CDP reporting cycle to ensure that committee meetings are in line with the dates in the cycle.</p>
<p>4.</p>	<p>Higher Education</p> <p>a) Annual Provider Review 2017-2018</p> <p>The Head of Quality Excellence and Development directed members to the letter detailing the APR outcomes for 2017-18 with regard to Higher Education in the College. She advised members to note that prior to this review the College had been seen as developmental and this letter confirms the College in now an established institute with no areas for action or improvement identified. She further highlighted that QAA were very impressed with the BEST system in the College and would like to take this forward as a case study for best practice. The committee commended the Head of QE&D and her team for this achievement and asked that their thanks and appreciation was recorded for the effort that was put into this review.</p> <p>b) Final Higher Education QAA Inspection Report</p> <p>Members were asked to note the QAA inspection report.</p>
<p>5.</p>	<p>Policies for approval</p> <p>a) Work Placement Policy</p> <p>The committee reviewed and approved the Workplace Placement Policy.</p>

	<p>Proposer: Steve Pollard</p> <p>Seconder: Andrew Corbett</p> <p>b) Complaints and Compliments Policy</p> <p>The committee reviewed and approved the Complaints and Compliments policy and noted that it had been revised ahead of the QAA inspection.</p> <p>Proposer: Barbara Larkin</p> <p>Seconder: Kim Scott</p> <p>c) Care Welfare and Safeguarding Policy</p> <p>The committee reviewed the Care Welfare and Safeguarding Policy, the Director of SQPS advised members that the policy was in line with current legislation.</p> <p>Proposer: Andrew Corbett</p> <p>Seconder: Alan Woodside</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>Action Point: The committee requested if the GB could review the Governors assigned to the Safeguarding roles to ensure this is covered with a change in GB membership over the next 12 months</p> </div> <p>d) Student and Trainee Performance, Behaviour And Disciplinary Management Policy</p> <p>The committee reviewed and approved the Student and Trainee Performance, Behaviour And Disciplinary Management Policy.</p> <p>Proposer: Barbara Larkin</p> <p>Seconder: Andrew Corbett</p>
<p>6.</p>	<p>Items for Information</p> <p>a) Applications and Enrolments</p> <p>The Director of Curriculum & Information Services presented a paper detailing the latest figures on applications and enrolments to the committee, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • In presenting the paper the Director started by explaining the difference between the enrolment figures and the actual head count of the student population, he asked members to note that when the College amalgamates its 30k enrolments only 4k of these may be eligible for funding. • The Director presented an overview of the latest figures and advised that the College is still facing pressures from schools retaining 6th form pupils and different patterns have emerged this year in terms of strong subjects seeing a decrease in numbers such as ICT, engineering and science whilst others like construction have seen an increase for the first time in a few years. He asked members to note that there has not been a late surge in enrolments in computing which has caused some

concern as it is the biggest course in the College. The committee were asked to note that final figures cannot be completed until the end of September.

- The Director highlighted that Higher Education is down from 43 from the same time last year despite a huge amount of effort in this area such as extra open days with specific ones for part time and a new dedicated HE prospectus, He advised that as there are areas of concern it would be useful to look at a new provision for this year which doesn't conflict with any offerings from universities or other providers.
- In response to a question from a member whether the College is balanced in relation to the decrease in demographics the Principal advised that applications are still strong, and this demonstrates the marketing campaigns are effective but the conversion to enrolments is what we need to focus on going forward.
- The Chair noted that the committee have had a robust discussion previously around HE fees, and she enquired is there anything more the College can do to promote the benefits of lower of fees, she suggested that engaging with parents more maybe a better approach.
- The Director of C&IS agreed that from the students point of view they do not factor in the cost of fees and the level of debt they will incur for HE study and he advised the committee that the CMT have discussed that increasing fees and issuing a bursary in some form such as a laptop to students may make the College a much more attractive option to them.
- The committee briefly discussed the advantages of being in work and studying for a qualification for students and noted that Higher Level Apprentices have increased.
- The Principal highlighted that it is important not to lose sight of young people that are gaining qualifications through business especially with regard to the areas that have seen a reduction in enrolment figures this year.

b) Marketing Activity

The Director of SQPS asked members to note the Marketing Advertising and Applications Annual Report. The Director presented a high-level overview of the report and advised that the marketing activity has driven up applications. A dedicated person has been assigned to look after Digital media and this has been very successful both in terms of promotion and engagement. One of the approaches taken is to use Spotify as new vehicle to reach and engage people, it will allow the College to do this with a very targeted audience. The committee advised this was a very innovative idea and commended the marketing team on the good news stories covered in the press that are sent out regularly to the Governing Body. The Principal informed the committee that it is likely DfE will cut the marketing budget of the Colleges further this year and the College is trying to supplement this making use of free means of marketing.

	<p>c) Prospectus 2019-2020</p> <p>The Director of SQPS presented the Prospectus to the committee and took them through the changes introduced to make the College more attractive for HE, she advised that the language and content used is correct in order to comply with QAA. The Director advised the online version will be completely interactive and will allow changes throughout the year to be made which was impossible when using a print version.</p> <p>d) Cause for Concerns</p> <p>The committee were asked to note the enclosed report detailing Cause for Concerns, the Director of SQPS advised that due to the summer break the report was much the same as the committee had reviewed in May.</p> <p>e) Student Satisfaction</p> <p>The Head of QE&D provided members with a brief overview of the student survey system for full time students.</p>
7.	<p>Any other business</p> <p>a) Belfast City Region Future Skills Needs Report</p> <p>The Director of SQPS asked members to note the document and provided a brief overview of the Belfast City Region Deal and how the College can use this report. She advised that as it is a very lengthy document it would be beneficial for the committee to take some sections to focus on that are relevant to the College and look at how it affects the curriculum offer.</p> <div data-bbox="193 1265 1469 1373" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>Action Point: The committee agreed to use the Belfast City Region Future Skills Needs Report as part of their programme of work</p> </div> <p>Mrs. Scott advised that this was her last committee meeting before her term ended and she stated that it had been a privilege to watch how the CMT conducted meetings and that she had learned a lot during her time as a Governor. The Chair thanked Mrs. Scott for her contribution and advised that the wider Governing Body appreciated her help and input during her term.</p>
	<p>Date and time of next meeting:</p> <p>21st November 2018, Bangor Campus</p>

The meeting concluded at 18.35pm