



## SOUTH EASTERN REGIONAL COLLEGE

Minutes of a Meeting of the Education Committee of the Governing Body (the “Committee”)  
held on Tuesday 30<sup>th</sup> April 2024 at 17:30, in Meeting Room D Floor, Lisburn Campus and via  
Microsoft Teams Videoconference

### 1. Chairs Business

#### a) Attendance and apologies

Present: Mr Ken Webb (Principal), Mr John Nugent (Chair of the Governing Body), Mr Darren Stewart, Mrs Deborah O’Hare, Mr Samuel Hagen, Mrs Carolyn King, Mr Alan McCrum, Ms Majella Corrigan, Mr Derek Wilson, Mr Michael McQuillan, Ms Vikki Pinkerton

In attendance: Mrs Heather McKee (Director of Strategic Planning, Quality & Support, Mrs Claire Williamson (Secretary to the Governing Body), Mrs Claire Henerson (Chief Officer Quality, Excellence and Development, Mr Noel O’Hare (Deputy Chief Officer Quality, Excellence and Development , Dr Michael Malone (Director Curriculum & Information Services)

Apologies: Mr Mark Huddleston, Dr Danny McConnell

In the Chair: Mrs O’Hare

#### b) Declarations of Conflict of Interests

The following conflict were declared:

- Mrs O’Hare advised she is employed by The Board of Governors of the Wallace High School (a NDPB) as Principal. The sponsor department for funding and development work and other applications is DENI supported by or delegated to the EA as appropriate. Is also current member of the College Advisory Group (Education) CAFRE DAERA CAFRE offers level 2 to level 6 + qualification.

- Ms Corrigan declared she is employed by CCMS whose sponsor department is DENI. She is a current member of the Governing Body of Stranmillis College.

- Mr McQuillan declared he is Chief Executive of Enterprise NI and a board member of Invest NI. No action was taken in relation to the declared conflicts.

No action was taken in relation to any of the declared conflicts.

c) Minutes of Education Committee meeting, held on 6<sup>th</sup> February

*Minutes previously issued to all members.*

The committee reviewed the minutes from the meeting held on 6<sup>th</sup> February and agreed they were a true and accurate reflection of the meeting. The minutes were agreed on the proposal of Sam Hagen and seconded by Darren Stewart.

## 2) Matters Arising

*Paper previously issued to all members.*

Members noted the actions points from the previous meeting were complete.

## 3) Correspondence

*Correspondence previously issued to all members.*

a) CDP

- Commissioning Note
- Final Budget 23/24

Members were asked to note the enclosed correspondence.

b) Standing down Task and Finish Group

Members noted the enclosed correspondence and noted the Director of SPQS will likely take part again when the group reforms.

c) DoE License Review

The Principal directed members to the correspondence and advised this was an annual review in order for the College to continue offering awards for Duke Edinburgh. He commented that the

scheme has immense benefits for young people and that the combined award offers something for everyone and also fits in with our view on integrated education.

He added that as accounting officer he is happy to extend for a further 3 years. He highlighted to members the scale of what SERC are doing in the scheme and the impact this work has. Members commended the height regard the DOE hold the college in and noted that across the UK the college is held as an exemplar.

**Action:** The Principal will write to all staff involved in the DoE scheme to thank them for giving their time voluntarily and to commend the impressive work that has been undertaken

## 5) Raising outcomes to meet qualification supply gaps

The Deputy Chief Officer of QED presented an overview of the supply of qualifications in the SERC region and advised members that he would like members views on what a new management regime may look like and that will help inform where funding should be placed within each College.

The Chair facilitated a robust discussion on the topic and noted that the committee could receive an update every other meeting to ensure they keep focus on it.

## 5) College Development Plan

*Papers previously issued to all members.*

### a) College Development Plan Progress Report

Members were asked to note the enclosed report at 005a. The Director of SPQS highlighted that the report is a similar format to the previous, 3 tabs are now re titled, will no doubt change to ministers 4 priorities and that is the iteration we will be working on.

The Chair advised she was pleased to hear duplication of reporting is being reviewed and acknowledged the amount of progress within the report and noted that the amount of green is very impressive with the RAG status.

### b) Applications and Enrolments

The Director of C&IS presented the report at 005b and highlighted the key points for the current status of applications and enrolments.

c) SER/QIP Update

The Chief Officer of QED talked to the report at 005c and advised members the team had submitted the plan in January and the ETI response in March was very positive and there was a high degree of confidence provided.

The Chair noted that it was reassuring for the committee to see a working document and that the targets are stretching enough, there is a lot of substantial work going on across the College.

## 6) Higher Education/Further Education

The Director of SPQS presented the minutes from the recent meeting that took place on 20<sup>th</sup> March. She provided a brief overview of the content of the meeting. The minutes were approved on the proposal of Majella Corrigan and seconded by Alan McCrum.

**Action:** The HERB terms of reference will be shared with the committee for information

## 7) Items for Information

*Papers previously issued to all members.*

a) Engagement Update Report and update on funded programmes

The Chair took the report as read at 007a and highlighted the success of the Step Up programme. The Director advised that it has been challenging deliver a full programme within 6 months and the College have come close to target overall. She noted that she was very pleased with the outcome and commended the team involved as they they worked very hard to deliver the programme on time. Members noted that the programme had a big impact on adult returners and once they are in the College they are progressing to other courses or jobs.

b) Safeguarding report

The Chair referred to the report at 009b and asked members to note that there may be an increase in referrals in the next report because of exam time and associated pressures.

## 8) Policies for review

A) Work Placement Policy

The committee reviewed the policy and the suggested changes. In response to a question from the Chair of the GB, Mrs King (policy responsible owner) confirmed that several other policies behind this policy for example the competition work placement SOP. She advised that employers have to meet certain criteria in order to have student placed and this will consider health and safety and there is

an edited risk assessment for each individual depending on their needs and job role they are doing. The Chair of the GB noted that is very reassuring in terms of how health and safety is linked and considered for student placements.

The policy was approved on the proposal of Majella Corrigan and seconded by Alan McCrum.

#### 9) Any other business

The Chair of the GB highlighted the significant risk posed by the withdrawal of the awarding organisations from NI and how that will impact creating new qualifications. Members had a robust discussion and agreed that the risk should be discussed in full at the next GB meeting on 14<sup>th</sup> May.

Action: Risk on the creation of new qualifications will be presented to GB on 14<sup>th</sup> May

**No other business was discussed, and the Chair closed the meeting at 7.04pm**