



## SOUTH EASTERN REGIONAL COLLEGE

Minutes of a Meeting of the Education Committee of the Governing Body (the “Committee”)

held on Tuesday 18<sup>th</sup> June 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: Mr Tommy Martin (Deputy Chief Executive), Mrs Heather McKee (Deputy Principal Student Support Services) Claire Williamson (Secretary to the Governing Body), Mr Noel O’Hare (Deputy Chief Officer Quality, Excellence and Development), Ms Shirely Moore (Senior Careers Officer) Item 5 only, Mrs Elaine McKeown (Senior International Development Manager) Item 4 only, Mr Gary Ritchie (Deputy Principal Curriculum)

Apologies: Mr Mark Huddleston, Dr Danny McConnell, Mr Steven Lee

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. She is also current member of the College Advisory Group (Education) CAFRE DAERA CAFRE offers level 2 to level 6 + qualification and a member of the NI Skills Council.

•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.
- The Deputy Chief Executive declared his daughter was a part time lecturer at the College.

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

c) Minutes of Education Committee meeting, held on 30<sup>th</sup> April 2024.

*Minutes previously issued to all members.*

The committee reviewed the minutes from the meeting held on 30<sup>th</sup> April and agreed they were a true and accurate reflection of the meeting. The minutes were agreed on the proposal of Alan McCrum and seconded by Michael McQuillan.

d) Committee Terms of reference review

The Committee terms of reference were reviewed and approved on the proposal of Alan McCrum and seconded by Michael McQuillan.

e) Committee Cycle of Business-for noting

The Chair advised that in consultation with the GB Secretary and Deputy Principal Student Support Services, the cycle of business would be reviewed once the new staff structure had time to be properly implemented and will be presented again for review in September. Members agreed this was a sensible approach.

**Action:** The Committee cycle of business will be presented for approval at the next meeting in September.

## 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) Open University IPM Completion
- b) SERC response to QIP Submission 23/24

Members were asked to note the enclosed items of correspondence.

#### 4) International

*At this juncture the Senior International Development Manager joined the meeting.*

The SIDM provided the committee with an update on the work of the international team, during which she highlighted the funding opportunities and current partners and programmes of the College. The Chair noted that the work is excellent and in terms of the added value this work provides for students.

The SIDM highlighted that the SERC brand is improving and the College has an excellent reputation in this field and this aids recruitment of international students to the College. The DCEO added that fees are competitive and are quite uniform across the sector.

The Chair thanked the SIDM for her informative presentation and on behalf of the committee commended the team on the excellent results they have produced.

*At this juncture the SIDM manager left the meeting.*

#### 5) Careers

*At this juncture the Senior Careers Officer joined the meeting.*

On the invitation of the Chair the Senior Careers Officer presented an overview of the work of her department. In discussion afterwards the following points were noted:

- The Chair began by **commending** the careers team on the matrix report and invited members of the committee to ask questions.
- In response to a question on what the biggest frustrations are for the team, the SCO advised that the team have excellent links with the DfE careers service and are adept at keeping up with the latest developments.
- In terms of post primary schools, the team are working with the marketing team to increase engagement this year.
- In response to a query from a member on how alumni are used by the College to promote careers and the college the SCO confirmed that past students are invited back to speak to students, used in marketing campaigns and are excellent at doing testimonials for the College.
- The Student Governor highlighted that feedback from students in the matrix focus groups was exceptional and that SERC had been the only College to conduct mock interviews for students.

Action: GB members requested if they could be provided with the careers bulletin

Action: GB Members advised they were happy to help with mock interviews

*At this juncture the SCO left the meeting.*

## 6) College Development Plan

*Papers previously issued to all members.*

### a) CDP Commissioning letter and template

The Deputy Principal Student Support Services (DPSSS) referred to the new template included at 006a and advised that there is a move away from counting enrolments to individuals and aligning tables to the Minister's 4 key priorities. There is also a move to indicators that would be more in line with outcome-based accountability.

In response to a question on the reduction of reporting the DPSSS advised that the DfE are working on it however it is a slow process and officials have been out to meet with MIS staff, so it has been a positive start.

**Action:** The Chair asked members and staff to consider inviting **Departmental** officials to the committee meetings next **year** and to provide some ideas on the focus areas for the invitations.

### b) Applications and Enrolments

The Deputy Principal Curriculum talked to the written report provided at 006B and highlighted there has been an increase in applications, in comparison to the same time last year there has been an increase of over 900. The focus now is to turn these into enrolments and ensuring that students are placed on the correct course. He added that the careers and curriculum teams will play a vital role in this work over the next few months.

### c) SER/QIP update

The Deputy Chief Officer Quality, Excellence and Development presented the updated to the SER/QIP that had been submitted. He highlighted that the work is progressing through with only small number of areas waiting to fully achieve, these are largely around achievement statistics and cannot be judged until exam results are known in August.

### d) Big 14 report

The Deputy Chief Officer QED directed members to the report and highlighted that there had been a very impressive level of participation from learners.

He added there has been a 1% decrease in satisfactory, however this was not surprising given the action short of strike this year. The DCOQED added that the report is used by the College for detailed analysis and enables teams to identify areas for improvement, strength and development.

The Chair commended the report and noted that scrutiny internally is what drives change and reflection, she concluded this is a useful report as it informs the next steps and is important that people feel actions been taken from their input.

## 7) Higher Education/Further Education

### a) HERB minutes-For approval

The committee reviewed the minutes from the HERB meeting on 29<sup>th</sup> May and noted the curriculum plan and proposal to DfE on HLA's.

**Agreed:** The HERB minutes from 29<sup>th</sup> May were approved on the proposal of Carolyn King and seconded by Majella Corrigan.

### b) HERB Terms of Reference

Members had requested sight of the ToR at the previous meeting, the Chair asked members to note the ToR.

### c) UCAS update on onboarding

The Chair directed members to the UCAS report at item 7c for noting.

## 8) Items for Information

*Papers previously issued to all members.*

### a) Engagement Update Report and update on funded programmes

The DPSSS talked to the written report provided at item 008a and advised the team are now looking strategically at mapping changes to the demographic profile. The committee will receive an update in September that will demonstrate how engagement in key geographical areas and a high presence in communities has contributed to increase an increase in applications.

### b) Safeguarding report

## 9) Policies for review

### a) FE Admissions Policy

**Agreed:** The FE Admissions Policy was approved on the proposal of John Nugent and seconded by Michael McQuillan.

## 10) Any other business

The Chair acknowledged that this would be the Principal's last education committee meeting and thanked him for his positive contributions to the committee. She added she had enjoyed working with him and on behalf of the committee wished him well for the future.

**No other business was discussed, and the Chair closed the meeting at 6.50pm**