



Governing Body – Education Committee

Minutes of the meeting held on **Tuesday 22nd September 2015** at **5pm** in **Meeting Room, D Floor** in **Lisburn 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(left 7.00pm), Dr R Davison (left 7.05pm), Mr S. Pollard (arrived 5.40pm)</p> <p>Apologies: Ms D Smyth (Secretary to Governing Body)</p> <p>In Attendance: Mr D. Smith (Director of Learning and Customer Support), Ms S Hull (Minute Recorder)</p> <p>In the Chair: Mrs H. Reid.</p>
2.	<p>Declarations of conflicts of interest</p> <p>The Committee members were asked for any declarations of conflicts of interest and none were noted.</p>
3.	<p>Minutes of the meeting held on 16th June 2015</p> <p>Ms Fraser proposed the adoption of the minutes as a true and accurate account and these were seconded by Prof Woodside.</p> <p>The Principal & Chief Executive asked that it be noted that the SPACE would be officially opened on Tuesday 13 October 2015 by Minister Farry and that an email had been sent to all Governing Body members detailing this.</p>
4.	<p>Matters arising</p> <p>Minutes of confidential meeting of 16 June 2015 – Confidential Business</p>
5	<p>Curriculum Provision and Enrolments.</p> <p>The Chair Reported that she has met with the Principal & Chief Executive, Director of Curriculum & Information Services and Director of Learning & Customer Support and asked if there could be a more detailed breakdown of the data and how it was presented to the Committee. All members agreed this was a good idea. The Principal & Chief Executive said that the enrolments are still accumulating as there are Essential Skills students to be assessed and yet to be enrolled so this will change</p>

Item No	Item
	<p>figures. The FLU figures will be presented at the next Committee meeting following the November data census lift by DEL.</p> <p>The Principal & Chief Executive referred to the document presented and detailed the areas which have fewer enrolments this year, these areas have been historically declining over recent years and in some areas schools are offering similar course's which is putting them in direct competition with SERC:</p> <ul style="list-style-type: none"> • Administration/Secretarial • Art and Design • Construction • Essential Skills • Health and Care • Public Services <p>With regard to essential skills over the last 3 years numbers have declined from 6000 to approximately 3000 students. The reason for this is that some students are coming not requiring essential skills and those that do, SERC are getting them their essential skills qualification in the first year and half of study.</p> <p>The Principal & Chief Executive added that the students who attend SERC are enrolled on multiple courses to include their main programme of study, essential skills, and enterprise course to ensure they 'Get the 'Edge'. With the introduction of the Youth Training Programmes focus is now being returned to GCSE Maths and English therefore essential skills will most likely start to phase out in time.</p> <p>Dr Davison asked if SERC was meeting the FLU target and what is happening with enrolments and if we will be falling short. Dr Davison also asked if the reduction in construction had been affected by the VES or if these questions were unanswerable. The Principal & Chief Executive referred to the table and noted that enrolments were up by 83 this academic year so far and a discussion then ensued. The Principal & Chief Executive added that the enrolment process was very complex as we offered so many courses and asked if the Committee was content with his response. The Chair thanked the Principal & Chief Executive for the ability and openness to ask questions. Dr Davison stated he was trying to understand the detail but if the data did not provide it he was happy to accept this. The Chair said the way forward was the new reporting format to the Committee and all agreed.</p> <p>Mr Pollard joined the meeting at this juncture (5.40pm)</p> <p>Professor Woodside said he would like to see marketing and selling what we have as flagship areas such as SPACE and engineering and capitalise on these. The Principal & Chief Executive agreed and said we are focused on priority skills and STEAM and industry lead areas. We need to recognise that those on level 2 courses won't and can't travel to other campuses.</p>

Item No	Item
6	<p>Chairman's Business</p> <p>Annual Review of Committee Terms of Reference</p> <p>Mrs Reid asked if Terms of Reference were fit for purpose for 15/16, explaining that she would also refer to the Programmes of Work and after the presentations she would ask the Committee members for their thoughts and feedback on this.</p>
7	<p>7.1 Strategic Curriculum Developments and Delivery Models Presentation</p> <p>The Director of Learning & Customer Support presented the above presentation. The Principal & Chief Executive said that the TfS contract was due to finish in March 2016 but will continue to 2017 and then this would be superseded with Youth Training. The Principal & Chief Executive said that although he did not have it in writing he wished to inform the members there will be no delivery of Apprenticeship level 3 from March 2016 by the private sector except for large companies such as Bombardier, however, this is yet to be formally announced. Apprenticeships level 3 and above will be delivered by the FE sector and level 1 and 2 will continue as is.</p> <p>The Principal & Chief Executive reported that there was a sector collaboration programme and under this will be a number of new projects. SERC are involved regarding the NICIS system and Dr Malone is leading the qualification project. There will be additional funding for this purpose. The Principal & Chief Executive said that this would allow for an opportunity for a more focused curriculum but is this is what the Industry wants.</p> <p>The Director of Learning & Customer Support explained that all this work came very late in the day. The Chair commended the staff for dealing so efficiently with the workload. The Principal & Chief Executive added that it should be noted that Mr William Greer, Head of Training Organisation co-ordinated responses from the sector and liaised with DEL during the summer to keep the process progressing.</p> <p>The Director of Learning & Customer Support stated that there were some pilots we did not recruit for, however, we are committed to run the ones which have recruited 58 recruits for Youth Training and 42 for HLA.</p> <p>Dr Davison asked for Management's views on the Youth Training and its speedy introduction. The Director of Learning & Customer Support said that it appeared that the structure was leaning more towards FE than TfS, however, there are still a lot of details to be filled in. The Principal & Chief Executive continued that there is a willingness in the sector to make this work and to learn from any mistakes, adding that this coupled with VES and cuts in budget everything was happening at once but all involved were eager to progress with things.</p> <p>The Chair thanked the Principal & Chief Executive and Director of Learning & Customer Services for the presentation.</p> <p>7.2 Blended Learning Circular</p> <p>This was noted for circulation.</p>

Item No	Item
	<p>7.3 DEL FE Strategy</p> <p>The Director of Learning & Customer Support presented this document and detailed that there had been a big change in terms of sectoral collaboration and how everyone was now more willing to work together.</p> <p>The Director of Learning & Customer Support discussed the Policy commitments and said that he would require any responses electronically by 30 September 2015. Dr Davison asked was there much differential between the strongly agree and agree. The Director of Learning & Customer Support said the responses were marginal and if anything only indicated a shadow of doubt. Mrs Scott said she had her own opinion and it was from an EA prospective and asked that this be noted in the Minutes. Mr Pollock said he that although he worked in a University this would cause no conflict of interest. Mr Pollock said he would be keen to know what is meant by entrepreneurship and asked that creativity be listed also.</p>
8	<p>DEL HE ‘Big Conversation’</p> <p>Members were asked to note this document. Dr Davison said it was a good opportunity for us as a College and believed the big issues would be the role of FE in HE and what is the driving cost, adding that we should pitch our tent well. Mr Pollock stated he would be keen to know which areas we would be going into. The Principal & Chief Executive said there was no consensus yet within the sector, however, Universities would be keen to put the fees up, adding that funding for the Colleges had not increased since 2006 and if a student leaves we are penalised and under QPA money has to be returned to DEL.</p> <p>Mr Pollock suggested a discussion between the entire HE sector. Ms Fraser said about a teaching framework which is to be introduced across the Universities and how we would need to get on board with this. The Principal & Chief Executive said he would look into it and assured the members that the College was advanced in terms of training staff and asked for any feedback before 23 October 2015.</p> <p>The Chair then referred back to the Terms of Reference and asked the members if they thought they were sufficient. The Chair said she felt they were, but would like to add a point 13 to include ‘Ensuring the College’s curricular provision and pedagogic approaches aligns collaboratively with the sector strategic approaches’</p> <p>All agreed with this and that the wording would be refined if required.</p> <p>Mrs Scott asked if there would be an opportunity to see course results etc. The Principal & Chief Executive said the reports on enrolments, retention and achievement will detail this adding that the data will also be available in the WCSE/R/QIP.</p>
9	<p>Update on DEL Pilots – Youth Training/Traineeships Level 2, Apprenticeship Level 3 and Higher Level Apprenticeships</p> <p>The Director of Learning & Customer Support reported that there were 4 pilots on the level 2 and level 3 courses and suggested at a later meeting we could look at</p>

Item No	Item
	<p>look at how the collaboration is going. The Chair said she would like this noted for the Agenda of the next meeting.</p> <p>The Chair said she would put this forward to the Governing Body at their next meeting and ask that this forms the basis of work for the Strategic Workshop in January.</p>
10	<p>Cause for Concern</p> <p>The Director of Learning & Customer Support reported on the student discussed at the previous meeting who had died of natural causes, and asked that it be noted that staff had visited the family home to deliver qualifications and any monetary entitlement owed. The family were very happy and complimentary of how SERC had dealt with the situation.</p> <p>The Director of Learning & Customer Support went on explain that there was Peer Mentoring Pilot as part of PIPS and that there had been a workshop with ZEST on self-harm as part of staff development and that this would take place again in October. Mr Pollock asked if there was any scope to work with Charities to help reduce the numbers and do we have any indication as to why they are at this level. The Chair explained that these figures were in keeping with statistic across the province and there was funding from Health Trusts to ensure individuals were directed to the correct level of help when required.</p> <p>Professor Woodside asked if there was anything being done to make staff aware. The Director of Learning & Customer Support explained that at every staff briefing staff were shown these figures and told to report any issues via the College procedures. The Director of Learning & Customer Support continued that there were two more dates scheduled to have ZEST in to train 20 staff on self-harm, although it was acknowledged this was a small cohort it could still prove to be significant, this would be paid for by the Trust. The Chair stated that there are a good number of Safeguarding Officers throughout the College to deal with issues also.</p> <p>The Chair said that a word has been changed in the Safeguarding Policy and asked that this be tabled at the next meeting for approval.</p>
11	<p>College Development Plan</p> <p>It was agreed that Mr Pollard and Mrs Scott would forward updated pen pictures to the Director of Learning & Customer Support by 23 September 2015 prior to the Governing Body meeting on 24 September 2015. It was noted that the CDP would be on the intranet and not a paper format. The Chair asked that all agreed that this document be presented to the Governing Body for approval and adoption.</p> <p>Professor Woodside left the meeting at this juncture (7pm).</p>
12	<p>Committee Work Programme</p> <p>The Chair noted the Committee Work Programme and all members agreed that the SPACE should be included in the Plan of Work. The Chair asked if there were any</p>

Item No	Item
	<p>areas that members would like to see presented. Dr Davison said that that there had been very good School and Unit presentations but he would like to see them more thematically. Suggestions made were as follows:</p> <ul style="list-style-type: none"> • HE in FE what's our offer • Safeguarding • Business Engagement • Entrepreneurship • Apprenticeships as they progress throughout the year • School Partnerships <p>The Chair proposed that at the next meeting there is a presentation on Safeguarding and School Partnerships and that that Safeguarding Policy be updated along with the proposed plan of work for next year.</p>
13	<p>Update on CDP Targets</p> <p>The Director of Learning & Customer Support presented the above document and noted that SERC will have a FLU data lift again in November and that any under delivery in 14/15 has been taken into our financial allocation for 15/16. SERC will not meet the 14/15 target.</p> <p>The Principal & Chief Executive explained that the TfS achievement rate has risen by 7% and that this was a phenomenal achievement for the TfS student and staff. Mrs Scott asked how this had been achieved. The Principal & Chief Executive said it was simply down to disciplined management and ensuring the students were kept on board.</p> <p>Dr Davison left at this juncture (7.05pm)</p>
14	<p>Update on Steps 2 Success</p> <p>The Director of Learning & Customer Support gave an update and it was noted all were pleased with how things has gone. The Principal & Chief Executive said that reality was SERC was out performing our Contractor and it was down to the hard work of staff. It was agreed that all involved be complimented and that this be removed from the Strategic Risk Register as it was no longer a risk.</p>
15	<p>15.1 Report on Continuous Professional Development</p> <p>The Principal & Chief Executive reported that SERC and SWC are the two outstanding Colleges in this area, adding that in February we are planning to run a CDP training day for the sector and we are sharing best practice. SERC are currently working on an Agenda and may open it up to Schools also.</p> <p>15.2 Note of Contract Review Meeting between SERC and Supplier Performance Branch 26 August 2015</p> <p>The Director of Learning & Customer Support presented this document and it was noted.</p>

Item No	Item
	<p>15.3 Outcome of Review of Performance Levels and conclusions on Inspection - FE</p> <p>The Principal & Chief Executive reported that ETI have renamed their areas of inspection. It was noted that these will now be reflected in School SERS and the WCSER. The SERs completed in June will be amended to reflect these changes.</p>
16	<p>AOC Beacon Award – update</p> <p>The Principal & Chief Executive gave an update on the JISC AOC Beacon Award in relation to ES and ILT Pedagogy training adding that there were assessors in College all day on 18 September 2015, they spoke with staff and students. All feedback was very positive and complimentary and AOC will make the announcement of the winner at their annual dinner in November.</p>
17	<p>Date and time of next meeting</p> <p>The venue and time was deliberated, but it was agreed that the next meeting would be held on 3rd November 2015 at 5pm in Bangor Campus.</p>
18	<p>Close of meeting</p> <p>Meeting concluded at 7.20pm.</p>

Chair

Date

HR/SH

23 September 2015