



**SOUTH EASTERN REGIONAL COLLEGE**

**Governing Body – Education Committee**

Minutes of the meeting held on Tuesday 7<sup>th</sup> February 2017, 5.00 pm, SPACE Bangor Campus

Item No	Item
1.	<p><b>Chairman’s Business</b></p> <p>a) <b>Attendance and Apologies</b></p> <p><b>Present:</b> Mrs H. Reid, Mr K. Webb, Prof A Woodside, Mr Sagar, Ms S Corbett, Mr S Pollard, Ms C Meharg, Mrs K Scott, Mrs C King, Mr A Corbett and Miss M Shaw</p> <p><b>Apologies:</b> Mrs B Larkin</p> <p><b>In Attendance:</b> Dr Michael Malone (Director of Curriculum and Information Services), Heather McKee (Director of Strategic Planning, Quality and Support), Claire Henderson (Head of Quality Excellence &amp; Development Quality Improvement &amp; Development), Heather Miller (Head of Quality Excellence &amp; Development Quality Improvement &amp; Development), Paul Walsh (Head of SERC Extra, Lead Pastoral Care), Veronica Healy (Acting Minute Secretary)</p> <p><b>In the Chair:</b> Mrs H. Reid</p> <p>b) <b>Declarations of conflicts of interest</b></p> <p>The Chair asked if any member had an actual, potential or perceived conflict of interest with any item on the agenda. The Chair reiterated if this was ever the case that members should either bring it to the attention of the Chair or the Chairman of the Governing Body. There were no declarations of conflicts of interest declared by members in the meeting.</p> <p>c) <b>Minutes of the meeting held on 15<sup>th</sup> November 2016</b></p> <p>These were agreed by members on the proposal of Mr S Pollard and seconded by Mr D Sagar.</p>

<p><b>2.</b></p>	<p><b>Matters Arising</b></p> <p>a) Action Points from meeting 15<sup>th</sup> November 2016</p> <p>All actions have already been dealt with and are covered on the agenda.</p>
<p><b>3.</b></p>	<p><b>Correspondence</b></p> <p>a) Letter from Department regarding Commissioning of College Development Plans 2017/18, dated 10<sup>th</sup> November 2016</p> <p>b) Letter from Department regarding College Development Plan 2017/18, dated 11<sup>th</sup> January 2017</p> <p>The Chair reported that following the arrival of these two letters the Principal along with the other College Principals had received a meeting request from the Director of Further Education, DfE to attend a meeting on the 15<sup>th</sup> February to discuss the College Development Plan process.</p> <p><b>The committee noted that the implications of both these letters would be discussed further under item 5 of the Agenda.</b></p> <p>c) Letter from the Education Minister regarding the Entitlement Framework, dated 16<sup>th</sup> January 2017 –</p> <p>Members noted that the Minister of Education had agreed to reduce the specified number of courses schools are required to offer at Key Stage 4 and post-16 from 24 and 27 respectively, to 21 qualifying courses at both stages and that, this change would take effect from September 2017. The Chair asked the Principal if there was any immediate implications for the College. <b>The Principal reported that he had yet to see the out-workings of this and would report further at a future committee meeting.</b></p> <p>d) Letter from DfE regarding Updated Inspection And Self Evaluation Framework Used By The Education And Training Inspectorate, dated 30<sup>th</sup> January 2017</p> <p><b>This was noted by the committee.</b></p>
<p><b>4.</b></p>	<p><b>College Development Plan 2016/17</b></p> <p>a) Update on College Development Plan 2016/17 targets</p> <p>Members reviewed the progress against each of the 2016/17 CDP Targets in turn and a detailed discussion was held.</p>

In respect of the **Target 1** “FLU Target” the Dir: C&IS gave details on the present position and the Principal confirmed that this matter had been discussed at his Accountability meeting at DfE with the Chairman of the Governing Body in attendance. DfE had indicated that they were not concerned about the College’s delivery. Mrs Scott enquired what the progression rates were for Essential Skills. The Dir: C&IS reported that they can progress from Level 2 up to a GSCE level.

**Target 2** – The Chair reported that the concerns that we had two years ago have come to fruition and in terms of the challenges for the leadership of the college trying to provide for these students and trying to build the progression are limited by the DfE Policy. The College will continue to monitor and evaluate the targets for this year and build them into the CDP. This will be revisited further for 2017/18. Members noted that a second Apprenticeship Catering Group had commenced.

**Target 3** – The Head of Quality reported that the College was looking at the HE enrolments and that there appeared to be a static trend. One of the struggles going forward was with the Quintile One - 26% are from Multiple Deprivation Measurement Quintile one and two.

**Target 4** – this target has been met and it will need to be reviewed and amended with the new framework.

**Target 5** - The Head of QED reported that in addition to the 26 Lesson Observations that had been carried out by QED and the Lesson Observation team, ETI had carried out observations of 46 directed training sessions during the WBL Inspection in November 2016. Outcomes for these were extremely positive with 94% of lessons graded good or better, with 55% of these graded as Outstanding and Very Good. **The Committee agreed that the outcomes of the 46 directed training sessions by ETI should be included in the target set for the year in the CDP.**

**Target 6** - Financial performance remains within limits.

**Target 7** - Mr Corbett reported that at the January Staff Briefing presentation, the Principal had made reference to all staff that there had been a robust Whistleblowing Policy in the College. The Principal agreed to bring a report back to the Committee following the Staff Survey. Mr Pollard indicated if we could understand the definition of “Satisfaction”.

**The committee noted the progress that had been made against each of the seven targets.**

b) Whole College SER/QIP – update on the targets

Members reviewed and noted the progress that had been made against each of the Whole College SER/QIP targets and a brief discussion took place.

	<p>Members noted that the Principal and the Dir: C&amp;IS would be visiting Forthvalley College in March. Mrs Scott enquired about the attendance rate and the Dir: C&amp;IS indicated that this depended on the type of student and programme. The Chair reminded members that Retention remained a target for the Committee and that it would be discussed again further for next year.</p> <p>Ms Shaw thanked the College on behalf of the student body and indicated that since the Moodle interface had been updated it had greatly improved the experience to students.</p> <p>Mr Pollard commended the Leadership Team on their characteristic approach of the College's Self Evaluation process and how it gave him great comfort to read the progress that had been made. The Chair and the other Committee members also echoed this and acknowledgement and thanks was noted to all of the staff involved.</p> <p style="text-align: center;"><b>c) ETI Inspection Report</b></p> <p>Members noted the draft ETI Inspection Report that the College had received for factual accuracies, prior to publication. The Chair reported that the College had responded to ETI with a few typos and job title changes but nothing of a technical nature. The Chair asked members if they had any comments/amendments they would wish to make to this draft report and nothing was recorded. The Chair also indicated that it was impossible for a governing body to examine every result and every course and that the SERs and QIPs provided members with the evidence on how we were progressing as a College and how inspections were so important. It was noted that it was a key comfort that nothing was flagged up in the ETI report that was not known to members. Mr Pollard reported that the contents of the inspection report gave him such comfort and how it had contributed to the education aims of the College, the leadership and the experience of the learners and was reassuring for members. This comment was also reiterated by the other committee members and a special thanks was noted for all of the staff involved in the inspection.</p>
<b>7</b>	<p><b>c) Upskilling Uganda/Fields of Life Presentation</b></p> <p>The Head of Quality Excellence and Development (QED) (CH) gave members a presentation on Upskilling Uganda and the SPHEIR application, which was currently being prepared. Prof. Woodside asked if Stranmillis College were involved with FOL and the Principal indicated that they were. The Principal and the Head of QED have received a request from the Principal of Stranmillis College to meet on the 20<sup>th</sup> of February to discuss the Memorandum of Understanding.</p> <p>Members noted the contents of the presentation and thanked the team who had visited Gulu, Uganda during mid-January.</p>

<p>5.</p>	<p><b>Chairman's Business</b></p> <p>a) Planning College Development Plan 2017/18</p> <p>The Chair, in consideration of the College Development Plan for the next three years asked members for their views in relation to arranging a dedicated Education Committee meeting with the College's Quality Team which would be specifically considering the CDP and the CDP targets. Members noted that the SWOT analysis from the Governing Body Strategy Day in October 2016 had already been circulated. The Principal reported that the DfE recognises the need for change in the CDP process.</p> <div data-bbox="418 660 1386 819" style="border: 1px solid black; padding: 5px;"> <p><b>Action Point:</b> Members supported the idea of having a working group and it was agreed that the Secretary would circulate a few options for a possible dedicated meeting.</p> </div> <p>b) Programme of Work for 2017</p> <p>The Chair reported that she had been monitoring the items on the programme of work during each meeting but there had been a few areas that had not been completed and that they would be reviewed in due course.</p> <div data-bbox="370 1093 1386 1245" style="border: 1px solid black; padding: 5px;"> <p><b>Action:</b> The committee agreed that the 2<sup>nd</sup> phase of the EntreBRAINeur research would be presented at the next scheduled meeting.</p> </div>
<p>6.</p>	<p><b>Principal's Business</b></p> <p>a) <b>F&amp;GP Committee request to ensure education is accessible to all</b></p> <p>The Chair reported that this paper was following on from the F&amp;GP Committee's request to the Education Committee to ensure education is accessible to all. An update was provided by the Principal and members noted that the Chairman of the Governing Body and the Principal had met with the Director of Education, Department for the Economy about this matter and that it was hoped that the introduction of additional bursaries would be made available for students. Since this meeting, the Principal has also been lobbying The Minister of Communities, Minister of the Economy and officials across government to address the issue of students becoming financially worse off on returning to education and significant progress has been made. It has now been referenced in the draft Programme for Government (PfG) with a commitment by the Department of Communities and Department of the Economy to work together to ensure that students can complete their courses even if they have obtained employment. The</p>

	<p>Department of the Communities have appointed a working group to address the issues that have been raised.</p> <p>Members agreed that the Committee should monitor and consider this further and include in our CDP how we can support these students. Members thanked the Principal for his comprehensive and detailed report and noted the progress that had been made.</p> <p><b>b) Update on educational usage at Newcastle Campus</b></p> <p>Members noted the contents of the circulated report together with the Action Plan for the Development of a Community Education Hub at Newcastle Campus. An update was provided by the Principal. It was also noted that there had been twenty eight enrolments last Friday for the Restart to Education programme and a unlimited deal of enthusiasm from these students getting the chance to come back to Education. The costs and income for childcare/nursery facilities are being finalised to inform a Business case which will be reported to the Committee.</p> <p>Mrs Scott enquired if the College had a representative on the Newry, Mourne and Down Strategic Partnership Group. Mrs McKee reported that she was a member of this and provided an update to members.</p> <p>Ms Meharg suggested that the PSNI would be a good link to identify people that would be interested in this programme.</p> <p>Professor Woodside reported that he had attended the recent Newcastle Open Day and that it was a compliment to staff on their efforts. A special thanks to the staff involved was also echoed by members.</p>
7	<p><b>Items for Noting</b></p> <p><b>a) Cause for Concern Referrals</b></p> <p>The Head of Learning Support and Pastoral Care provided a brief verbal overview on the written report provided to the committee. Members noted the number of Cause for Concern referrals had been 185 and for the same period in 2015/2016 there had been 212 referrals. The Head of Learning Support and Pastoral Care brought to member’s attention the key issues from the last update and these were noted by members together with the Well-Being theme being promoted in the classrooms, the Wellness Hubs and the lobbying of the Health and Social Care Trust to enable referrals to be speeded up. The Chair and the Head of Learning Support agreed to discuss this further.</p>

	<p>The Chair thanked the Head of Learning Support and Pastoral Care for the overview and highlighted that ETI now consider care and wellbeing in their inspection process and emphasised the importance of the ongoing pastoral care developments.</p> <div data-bbox="371 387 1386 506" style="border: 1px solid black; padding: 5px;"> <p><b>Action Point:</b> The Chair asked the committee to note that a further analysis of the outcome of the pastoral care interventions would be completed for the next meeting.</p> </div> <p><b>b) Student Resilience Support Activities Update</b></p> <p>Members reviewed and noted the Student Resilience Support Activities that were taking place and commended the College staff in being proactive and also noted that it was encouraging to learn that staff were bringing forward these ideas. Miss M Shaw (student rep governor) updated members on the Student Hub Guide and circulated a copy of this booklet to members.</p> <div data-bbox="371 857 1386 1014" style="border: 1px solid black; padding: 5px;"> <p><b>Action Point:</b> Ms Shaw agreed to send an electronic copy of the Student Hub Guide to the Secretary of the Governing Body for the wider circulation to governors.</p> </div> <p><b>c) Upskilling Uganda/Fields of Life Presentation</b></p> <p>Already covered above.</p> <p><b>d) New HE Inspection Model</b></p> <p>The Chair reported that the form of the HE Review model would be emerging and a full briefing would be available for the April meeting. It is, however, becoming clear that the model differs from previous models in that:</p> <ul style="list-style-type: none"> <li>• It is an emphasis on compliance rather than development</li> <li>• It is a gateway to being allowed to deliver HE</li> <li>• There is an emphasis on the role of the Governing Body</li> </ul> <p>Members noted that a further discussion of HE within the Education Committee may be necessary as we go forward and this would be clearer when all of the model has been progressed.</p>
<p><b>8.</b></p>	<p><b>Any Other Business</b></p> <p>The Chair raised the issue that she had not received updated training as a Safe Guarding Governor and that Mr Pollard had not received any training in this area. This had been requested on several occasions and the Chair emphasised the need for Safe Guarding Governors to be provided with appropriate training.</p>

	<b>Action Point:</b> The Secretary to chase up specific training for the roles and responsibilities for designated Safe Guarding Governors
<b>9.</b>	<b>Date and time of next meeting</b>  The next meeting is scheduled for 25 <sup>th</sup> April 2017, 5.00 pm in the Lisburn Campus and as agreed above a dedicated meeting would be scheduled for the CDP and CDP targets.  There being no further business, the meeting ended at 7.07 pm