



**SOUTH EASTERN REGIONAL COLLEGE**

**Governing Body – Education Committee**

Minutes of the meeting held on Tuesday 6<sup>th</sup> June 5pm, Lisburn 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,(Chair) Prof A Woodside, Mr D Sagar (Chair of the Governing Body), Mrs K Scott, Mrs C King, Mr A Corbett ,Mrs M Shaw (Student Governor), Mrs B Larkin</p> <p><b>Apologies:</b> Ms S Corbett, Ms C Meharg, Mr S Pollard, Mr K Webb (CEO/Principal), Mrs H McKee (Director of Strategic Planning, Quality and Support)</p> <p><b>In Attendance:</b> Dr Michael Malone (Director of Curriculum and Information Services), Heather Miller (Head of Quality Excellence and Development) Paul Walsh (Campus Manager), Lead Pastoral Care), Roger Duncan (Head of SERC Extra) Claire Williamson (Secretary to the Governing Body)</p> <p><b>In the Chair:</b> Mrs H. Reid</p> <p>The Chair welcomed everyone to the meeting and thanked them for accommodating a last minute venue change to allow Governors the opportunity to attend the Foundation Diploma Art &amp; Design and Photography End of Year Exhibition. The Chair invited Andrew Corbett to provide members with a brief overview of the event before the meeting began.</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.</p> <p>There were no declarations of conflicts of interest.</p>

**c) Minutes of the meeting held on 25<sup>th</sup> April 2017**

The Chair invited members to review and approve the minutes from the last meeting held on 25<sup>th</sup> April 2017. Members confirmed the minutes were a true and accurate record of the meeting.

**Proposer: Marie Shaw**

**Secunder: Andrew Corbett**

**d) Programme of work 2017/18**

**e) Schedule 2017/18**

The Chair advised members that four meetings have been scheduled for the committee for 2017/18 and the GB Chair had said that if necessary additional task groups or workshops could be held. The meetings are scheduled for November, January, April and June. She asked members to look at the schedule against the programme of work and the Terms of Reference and identify any additional items that members would like to review, the following points were noted:

- The Chair advised that the committee would normally meet in September to discuss results and look at the HE/FE Curriculum on offer. The November meeting normally scheduled would allow the committee to tie in with the WCSER and any ETI inspections at this time the committee would have sufficient time to review this work.
- The Chair advised that she had recently met with the new ETI District Inspector and had been able to discuss the new format of inspection.
- The Director of Curriculum and Information Services informed members that ETI will be trying to roll all inspections into one and he does not expect an early inspection as was the case in November 2016 as SERC also had a Work Based Learning inspection at this time. He also highlighted that at the end of September a more accurate picture can be reviewed in terms of enrolments and FLU targets.
- The Head of Quality Excellence and Development also asked the Chair to note the Annual Provider Review for HE must be signed off by the first week in December for review in January.
- The Director of C&IS advised that there will be a significant amount of work in term one linked to the Curriculum Development project.
- The Chair asked members to indicate if they were content to have two meetings in term1, one in term 2 and another in term 3. All members agreed this was a sensible approach.
- The Chair asked the Chair of the GB if he was content with this approach. He advised that he was and highlighted that the committee is here to support in a governance role and the Governing Body is available to review any items the committee cannot pick up over the meeting periods.

	<p><b>Action Point:</b> The Chair agreed to speak with the CMT and Chair of the GB to review the schedule dates and send draft dates out to members</p>
<p><b>2.</b></p>	<p><b>Matters Arising</b></p> <p>a) Action Points from meeting 25<sup>th</sup> April 2017</p> <p>The Chair noted that most actions were complete or on the agenda. The Chair advised the draft Interim College Development Plan was scheduled to be on this meeting's agenda but further background work is required before the draft can be presented, a further update will be provided at the Governing Body meeting in June.</p>
<p><b>3.</b></p>	<p><b>Items for Noting</b></p> <p>a) <b>Curriculum on offer for 2017/18</b></p> <p>The Director of Curriculum and Information Services directed members to the Curriculum Plan 2017/18 and asked them to note the amendments made to the document that had been highlighted, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The Director of C&amp;IS provided a brief overview of some the amendments made to the plan and in particular he highlighted there has been no change to the Higher Education curriculum and it is planned there will be an increase in part time HE courses. The Director of C&amp;IS also advised members that DfE are currently looking at putting a loan mechanism in place for part time students.</li> <li>• Members were asked to note the biggest provision offered is in computing followed by HE and Access to university courses. There have been significant enrolments in HE through computing and mechanical engineering. Members noted this and briefly discussed how the College are responding to the demands across the South Eastern region for both jobs and courses in these areas.</li> <li>• The Director of C&amp;IS informed members he Business Services unit are constantly engaging with business throughout the calendar and academic year to develop courses in new areas. He highlighted that the students recruited to participate in the Siemens Academy were the first to have done so through any College and this was in response to industry demand in this area across the province not just the South East.</li> <li>• Members enquired if there is any collaboration with other Colleges to ensure the competition for these types of courses is evened out and one College isn't monopolising on the demand. The Director advised that while there is no formal agreement between the Colleges there is a certain amount of collaboration to ensure that this isn't the case and each College needs to use its own judgement. He advised that in some areas capital barriers are so high there is no point in pursuing the courses.</li> </ul>

- The Chair of the Governing Body enquired if the College is responding to demands for more night time, holiday, short and online courses. The Director of C&IS confirmed more courses are being offered and fees have been reduced for part time courses to make these more attractive and accessible. He advised that the area of online courses is more difficult to compete in as the market is extremely changeable and most providers are offering free courses.
- Members briefly discussed the sector is now facing from local schools are they continue to expand the courses they are offering students and which directly impacts on the Level 2 and 3 courses being offered by the College. The Director of C&IS informed members that CCEA are also offering a vocational GCSE which is more of a concern for the College. He also asked members to note that this is a localised issue with no impact in Lisburn but there has been in Bangor and Downpatrick, which the College has responded to by developing programmes in Downpatrick.
- The Chair noted that whilst there is a lot of competition from various sources it is susceptible to geographical nuances. The Director agreed and further noted that the College needs to have a clear differentiated market from both the schools and universities in order to compete for enrolments.
- The Chair enquired about the courses offered if for example they do not have enough uptake; are they dropped and staff reorganised? The Director confirmed that more courses are offered than what is delivered and additional cohorts are also delivered if demand is there for it to maximise on numbers.
- The Chair thanked the Director of C&IS for the overview of the Curriculum and advised members that they should feel free to ask questions throughout the year on the curriculum and highlight course demand if it comes to their attention.

**b) Update on WCSER Targets**

The Head of Quality Excellence and Development asked members to note the written report provided.

**c) Update on CDP Targets**

The Head of Quality Excellence and Development asked members to note the written report provided. A brief discussion took place when members queried if there is a summary that can be provided as to why FLU targets are not met, the following points were noted:

- Members noted that this is a complex area and the Director of CI&S highlighted that in order to maximise FLU the College needs to attract more enrolments and he gave a brief summary of incentives the

	<p>College has done in the past such as offering refunds on certain STEM subjects and other ‘early bird’ discounts.</p> <ul style="list-style-type: none"> <li>• The Director of C&amp;IS advised that this year the College has changed the format of the open days, the Robocon event recently took place at SPACE and there is a plan for a showcase event across all schools to try and encourage people to attend the College and give parents a better sense of what the College can offer.</li> <li>• The Student Governor enquired if any contact was made with youth clubs to target the 14-19 age. She advised that she has experience working as a youth worker and believed this would have a good and positive impact on young people and suggested holding an information session for youth workers.</li> <li>• Professor Woodside highlighted the South Eastern area has at least 4 large construction companies and asked the Director of C&amp;IS if an academy for construction could be set up similar to the Siemens academy. The Director of C&amp;IS advised that similar schemes have been carried out in the construction sector and the College would need a sufficient number of students in order to substantiate an academy in this area.</li> </ul> <div data-bbox="368 976 1386 1095" style="border: 1px solid black; padding: 5px;"> <p>Action Point: The Director of C&amp;IS will provide the committee with an update on what interaction has taken place with Youth clubs (since this meeting) at the next scheduled meeting of this committee</p> </div> <p><b>d) Cause for Concerns</b></p> <p>The Head of SERC Extra directed members to the written report provided and provided a brief verbal update on the highlights within the report. Members briefly discussed the services available to students and noted the new categorisation of some areas such as mental health to give further information on each referral.</p> <p>The Head of SERC Extra highlighted the resources in place like the Carecall facility where students will have access to a counsellor every Tuesday on site or the 24/7 telephone line. The Student Governor advised that Student’s Union Peer Mentoring Programme is now well under way and they have had 16 applicants from students across the 4 main campuses, she explained this would enable students to speak to their peers who will act as a sign poster for help.</p> <div data-bbox="368 1760 1386 1839" style="border: 1px solid black; padding: 5px;"> <p><b>Action Point:</b> The committee requested more detail on prevention with regard to Cause for Concerns for the next meeting</p> </div>
4.	<b>Student Satisfaction and Destinations</b>

	<p>The Head of Quality Excellence and Development directed members to the written report providing the results of the Student surveys and asked them to note this is an area of transition as DfE manage the process and would like to review how it is done but haven't confirmed how of it the process will change, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The HQED advised members students were surveyed students twice (Oct/Nov and April/May), the College Management Team do like to look at the survey twice per annum but have recognised the first survey may be too early and there have been discussions to reduce the survey to one. Further discussions are needed however to ensure that one is sufficient before any decision is reached on this proposal.</li> <li>• The HQED advised that as part of the surveys focus groups have been held across all levels and they highlighted that there are too many surveys. The HQED advised that we should listen to our students whilst ensuring the balance is right to enable the College to collect sufficient data.</li> <li>• The Chair asked the HQED what a suitable timetable would be to enable the results to be presented to the Governing Body and allow the CMT to use the data proactively. The HQED advised that a survey in March would be suitable to provide a report in May or June.</li> <li>• The Chair asked members what detail they would like from the surveys and briefly discussed how the statistics gathered are presented.</li> <li>• Mrs Scott suggested that it would be useful to use the data internally in order to help inform decisions of potential students, she noted that the data could be used to demonstrate why someone would choose SERC over another college. The Chair agreed and highlighted that it is about the selection of appropriate data and using integrity in how it is utilised.</li> <li>• The committee agreed the promotion of good news stories in marketing campaigns would be extremely useful such as promoting the next stage students reach when leaving SERC and how many go onto to HE.</li> </ul> <div data-bbox="368 1487 1386 1800" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>Action Point:</b> The committee requested the CMT to discuss survey practices and report back to the committee</p> <p><b>Action Point:</b> The committee requested a high level of detail is presented on survey results</p> </div>
5.	<p><b>Student Governor Term</b></p> <p>The Chair advised members that a discussion had been planned to discuss the length of time a student governor is able to hold office as most currently serve</p>

	<p>a one-year term, which is very short. The Chair informed members that the Articles of Government however stipulate the term is only for one year and therefore it cannot be amended.</p> <p>A brief discussion took place around getting students interested in running for the post and the entire Student's Union executive posts as it was noted that only one candidate has put themselves forward for the role of Student Governor for next year.</p> <p>The Head of SERC Extra advised that other FE colleges struggle to recruit for these posts but Belfast Met does seem to have more success than others.</p> <p>The Head of Quality Excellence and Development advised that the Student's Union is under her management and she has worked with the SU team to refocus it this year to make it more relevant to students. They have launched campaigns like the Peer Mentoring Scheme and the You in Mind campaign because this is what is important to the students.</p> <p>Members enquired if we could provide an incentive to students like paying part of their fees and to try and get the message out more to students that this role would be excellent for their CV.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action Point:</b> The Student Governor will contact other SU's and enquire if they have had any success running more candidates this year for the role of Student Governor and get some feedback how they have achieved this</p> <p><b>Action Point:</b> The committee agreed to consider a financial incentive for students who become the Student Governor</p> </div>
<p><b>6.</b></p>	<p><b>Correspondence</b></p> <p>Nothing to note</p>
<p><b>7.</b></p>	<p><b>Review of Safeguarding Policy</b></p> <p>The Campus Manager addressed the committee and advised the Review of the Safe Guarding Policy had been due for regular review but this review provided SERC with the opportunity to bring the language in line with what the ETI inspection. The Campus Manager highlighted the main changes set out in the cover note provided to the committee.</p> <p>The Chair of the GB asked if the policy could be reduced in length to include what aspects of safeguarding is included in the policy, how it is measured, who is involved and what defines the process. Mrs Scott asked if the policy could be made more coherent as she advised it only makes sense when read along with the SOP and the SOP should also include the language being used in the</p>

	<p>policy to reflect the ETI inspection. She also enquired if Care and Welfare could be bolstered more across both the SOP and the Policy.</p> <p>The Campus Manager advised members that the SOP is also currently under review to ensure that it is in line with ETI, he highlighted that by shortening the SOP further there is a risk in leaving out essential information. The Head of SERC Extra informed members this version of the Policy has been reduced by 50% already and it is in line with the sector wide template used for all policies. The Chair echoed the views shared for a short, sharp and direct policy whilst ensuring that the sector wide template is adhered to.</p> <p>The Chair enquired if the policy could be reviewed externally to ensure it would stand up to scrutiny. The Head of SERC Extra confirmed the Policy will be reviewed by CNI when they facilitate the next Safeguarding training session in September.</p> <div data-bbox="368 815 1388 936" style="border: 1px solid black; padding: 5px;"> <p><b>Action Point:</b> The committee agreed that the current Safeguarding Policy will remain in place until the revised version is screened by CNI, the revised version will be presented to this committee at their next meeting</p> </div>
<p><b>8.</b></p>	<p><b>Any Other Business</b></p> <p>The Chair highlighted the part time course open evening was taking place in the 4 main campuses on Wednesday 7<sup>th</sup> June 2017.</p>
<p><b>9.</b></p>	<p><b>Date and time of next meeting</b></p> <p>The next meeting is currently scheduled for Wednesday 15<sup>th</sup> November 2017, Lisburn Campus but as agreed within the body of the meeting a revised schedule of meetings for the Education Committee will be discussed by the Chair and the CEO and circulated for agreement.</p>

**The meeting concluded at 19.31pm**