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SOUTH EASTERN REGIONAL COLLEGE

Governing Body – Education Committee

Minutes of the meeting held on Tuesday 15th November 2016, 6.07pm, Lisburn Campus

Item No	Item
1.	<p>Chairman's Business</p> <p>a) Attendance and Apologies</p> <p>Present: Mrs H. Reid, Mr K. Webb, Prof A Woodside, Mr Sagar, Ms S Corbett, Ms B Larkin</p> <p>Apologies: Steve Pollard, Claire Meharg, Kim Scott</p> <p>In Attendance: William Greer (Chief Training & Contracts Officer), Claire Henderson (Head of Quality Excellence & Development Quality Improvement & Development), Heather Miller (Head of Quality Excellence & Development Quality Improvement & Development), Roger Duncan (Head of SERC Extra, Lead Pastoral Care), Claire Williamson (Secretary to the Governing Body)</p> <p>In the Chair: Mrs H. Reid</p> <p>b) Declarations of conflicts of interest</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> <p>c) Minutes of the meeting held on 19th October 2016</p>

	<p>The Chair advised the committee she would review the minutes from 19th October to condense them and agree a new format of minutes from November onwards.</p> <p>Item 2.a: To note the seven areas listed as the committee’s Terms of Reference</p> <p>Proposer: Alan Woodside Seconder: Shirleen Corbett</p> <p>d) Programme for Government Consultation</p> <p>The Principal advised the committee the consultation had recently been released and the return date is late December. The Principal sought agreement from the committee to circulate a draft response to Governing Body members due to the timing of the deadline.</p> <p>Action Point: The committee agreed a draft response of the Programme for Government consultation could be circulated to members by email for review and response</p>
<p>2.</p>	<p>Matters Arising Programme of Work for 2016/17</p> <p>The Chair asked the committee to note that whilst a brief update on Cause of Concerns was on the agenda for this meeting she noted from the last meeting members had wanted a much more detailed update. However due to the weight of tonight’s business she has moved this to the next meeting in February and updated the programme of work accordingly.</p> <p>Members noted that the programme of work until April had been agreed and this was not reflected in the table presented, the Chair asked the Secretary to ensure the table was populated for the next meeting.</p> <p>Action Point: The Chair requested the GB Secretary to review the programme of work and ensure it is populated until April 2017</p>
<p>3.</p>	<p>Update on Governing Body Strategy Day</p> <p>The Chair advised the committee that all Chairs will cross reference the work from the Strategy Day and feed it back into the programme of work.</p> <p>Action Point: The Chair requested that a copy of the SWOT analysis presentation was sent to the committee</p>

4.	<p>Correspondence</p> <p>The committee were asked to note the letter from ETI confirming the College Inspection on the week commencing 21st November.</p>
5.	<p>Items for Approval:</p> <p>The Chief Training and Contracts Officer and both Heads of Quality Excellence & Development Quality Improvement & Development addressed the committee and presented the Whole College Self Evaluation Report 2015/16 and Whole College Quality Improvement Plan 2016/17. Ms Millar provided the committee with a brief overview of the inspection process and that the Education are tasked with approving these reports on behalf of the Governing Body so that they can be submitted to ETI by 18th November as they will form the basis of the inspection.</p> <p>The Chair informed the committee that she would very much like the review of the reports to be interactive and to have an open discussion, Ms Millar echoed these comments and advised that her team need to evidence that governors are aware of the processes, areas for improvement and the associated action plans.</p> <p>Before the committee reviewed the document Ms Millar explained that as it is a lengthy document they would highlight the main areas and explained that the document is written in a specific style as it is split for different audiences and uses the ETI guide. She further explained that the reports are used by the team after the inspection throughout the year extensively to manage the quality performance of the college and the areas of improvement that had been recommended.</p> <p>The committee reviewed the document and proposed the amendments noted below:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action Point: The committee recommended quoting the source of evidence in many areas across the report to ensure that it remained factual</p> <p>Action Point: The committee asked that the figures quoted in the Executive Summary on Pg.7 were amended to 32,000 enrolments</p> <p>Action Point: The committee agreed it was appropriate to use descriptors in the report such as ‘we are very good’ as it is in line with the ETI scale</p> <p>Action Point: It was noted that the quotes used on Pg. 17 and Pg.21 are the same and need revised</p> <p>Action Point: The Chair asked all members to email any typos or grammatical errors they had noticed to the team after the meeting no later</p> </div>

	<p>than close of business on 16 November 2016. All typos and grammatical errors highlighted in the meeting were noted for change.</p> <p>Action Point: The committee requested that it should be highlighted the list of companies in section 1.10.7 Collaboration between Industry and the Curriculum is a sample and not an exhaustive list</p> <p>Action Point: Ms Millar agreed to check if the Student Governor would be required for the inspection and inform the Secretary if necessary</p> <p>Action Plan: The committee requested that the overview provided verbally by Mr Greer to the committee during the meeting with regard to retention on work based learning programmes was included in the report</p> <p>Key Decision: The committee unanimously agreed to use the presented Whole College Self Evaluation Report 2015/16 and Whole College Quality Improvement Plan 2016/17 to ETI as the basis of the November 2016 ETI inspection</p> <p>The Chief Training and Contracts Officer highlighted student awards, competitions, projects and student companies to the committee during the review. The committee were extremely impressed with some of the work highlighted and asked that student presentations on these areas was built into their programme of work over the coming year to provide them with an opportunity to meet with the students involved.</p> <p>Action Point: The committee requested that graduation ceremonies are publicised to the Governing Body</p> <p>Action Point: The committee requested the students involved in the ‘My Radio’ project to present their work to the committee at a future meeting</p>
<p>6.</p>	<p>Items for Noting:</p> <p>a) Cause for Concern Referrals</p> <p>The Head of SERC Extra and Lead Pastoral Care provided a brief verbal overview on the written report provided to the committee for noting. The Chair thanked Mr Duncan for the overview and asked the committee to note</p>

	<p>that more focus and detail will be given to this matter at the February meeting as agreed in the programme of work.</p> <p>b) MOU between SERC and Fields of Life</p> <p>The committee were asked to note and approve the MOU provided between SERC and Fields of Life. The Principal provided the committee with brief background on the project and how SERC became involved with the charity. The committee briefly discussed the financial arrangements of the charity and noted that students had raised £10,000 through fundraising efforts and the charity themselves are hopeful to obtain a £1.5 million from the US this year. Ms Henderson advised that she is also looking at more funding opportunities for the Charity through Sphere and all activity will be reported to the Governing Body. The Principal advised the committee that there are no contractual commitments with the project and this paper is merely detailing the governance arrangements to ensure that the arrangement is operating correctly.</p> <p>Key Decision: The committee approved the MOU between SERC and Fields of Life</p>
<p>7</p>	<p>Any other notified business</p> <p>No other business was discussed.</p>
<p>8.</p>	<p>Date and time of next meeting</p> <p>The next meeting was scheduled for 7th February 2017 at 5pm in the Bangor Campus.</p> <p>There being no further business, the meeting ended at 8:12 p.m.</p>