
MINUTES OF THE FIFTY FIFTH MEETING OF THE EDUCATION COMMITTEE HELD VIA VIDEO CONFERENCE ON 10 FEBRUARY 2021 COMMENCING 1600

PRESENT: Mr M O’Kane, Committee Chair
Mr P Canavan
Mrs R Dougherty
Mr D Ferns
Dr N Hand
Mr G Killeen
Mr S McGregor
Mr L Murphy, Principal & Chief Executive
Prof M O’Neill
Mrs L Taggart

IN ATTENDANCE: Mrs K Moore, Head of Quality Enhancement (from item 55.6)
Dr C O’Mullan, Head of Curriculum & Operations
Mrs C McGovern, Boardroom Apprentice
Mrs É Doherty, Governance Secretary

Due to restrictions associated with COVID-19 pandemic all members and attendees joined the meeting via Microsoft Teams.

55.1 WELCOME & APOLOGIES

Mr O’Kane, Committee Chair welcomed everyone to the meeting. He extended a special welcome to Mr Deaglan Ferns, Student Governor who was joining his first Education Committee meeting, to Mrs Carla McGovern who was attending her first meeting under the Boardroom Apprentice Programme and to Mrs Lisa Taggart, Academic Staff Governor who had returned following a short absence.

The Committee had full attendance.

55.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There were no conflict of interest declarations or any declarations of any other business.

55.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 3 NOVEMBER 2020.**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 55.3 Draft Education Committee Minutes of the meeting held on 3 November 2020

The Draft Minutes were taken as read and were a true and accurate record of the meeting.

PROPOSED; Mr P Canavan

SECONDED; Mrs R Dougherty

55.3.1 MATTERS ARISING – 3 November 2020 Committee Meeting

The Governance Secretary brought members through the agreed actions from the November 2020 Committee meeting. Approval was received at the Governing Body meeting held on 11 November 2020 for Mr D Ferns, Student Governor to serve on the Committee and for Mrs C McGovern to attend the Committee meetings under the Boardroom Apprentice Programme. The Essential Skills Action Plan was included as part of the meeting papers (EC 55.5, Report 4.5). In relation to the outstanding matter (51.5), data on sector full-time HE Enrolments for 2019/20. It was noted the Department (DfE) took the decision that due to qualifications being assessed/adapted without formal examinations in 2019/20, they do not intend to provide the usual benchmarking data for this period as it would not be comparable with the previous four years.

55.4 COMMITTEE CHAIR'S BUSINESS

The Committee Chair had no business to discuss and invited Dr C O'Mullan, Head of Curriculum & Operations to present the Education Management Report.

55.5 MANAGEMENT REPORT➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC.55.5 Management Report

Report 2	CDP Targets 2020/21
Report 3	ETI Data Pack 2019/20
Report 4.1	Academic Standards Committee - ToR
Report 4.2	Essential Skills Working Group - ToR
Report 4.3	Work Based Learning Working Group - ToR
Report 4.4	Tutorial Working Group - ToR
Report 4.5	Essential Skills Action Plan
Report 5	Traineeships Prospectus 2021/22
Report 9	Academic Standards Committee Draft Minutes

The Head of Curriculum and Operations drew members' attention to the data on the CDP Progress Report against Targets, this was showing part-time FE and HLA's enrolments below target. Part-time enrolments were showing 29% below target, impacted by the COVID pandemic restrictions. It was noted that HLA had achieved 66 enrolments against a target of 69. Essential Skills enrolments target is on track, 1514 against a target of 1762 with further enrolments planned for 2020/21.

In respect to residual 2019/20 qualifications a few curriculum areas were outstanding due to the COVID pandemic restrictions, mainly in the crafts, hair & beauty, early years and health care.

Retention (94%), Achievement (87%) and Success (80%) targets for 2019/20 were all above 2018/19 rates.

The Head of Curriculum & Operations reported concerns with outstanding decisions from the Awarding Organisations on the mitigations in relation to work based learning elements of the curriculum, in particular TFS and APPNI. Due to the continued restrictions being placed upon the Sector, some students may not achieve their qualifications prior to the end of this academic year.

The Head of Curriculum and Operations referred to the Terms of References that were included as papers to the Committee. A few teams have been re-established to focus on curriculum planning and quality improvement. A FE Forum has been established to specifically consider new curriculum provision for 2021/22. The Principal wished to record his thanks to Dr C O'Mullan and her colleagues for this piece of work.

The Essential Skills Action Plan (Ref: EC 55.5 Report 4.5) was included within the papers following a request from the Committee at their November 2020 meeting. The Essential Skills Working Group meet every two weeks to monitor the Action Plan and updates are provided to the Curriculum Leadership Team.

The development of the Traineeship provision is a significant curriculum development for the FE Sector as part of an ongoing initial reform of qualifications. Funding has been secured within the Department (DfE) to support the provision. Planning is underway to commence delivery in September 2021 for Level 2 qualifications in a number of professional and technical areas. The Traineeship creates a clear pathway of progression to allow participants to progress to an Apprenticeship at Level 3 or alternatively to FE at Level 3 and then to the Higher Education options. The Head of Curriculum & Operations highlighted that this provision will be only available through the Sector Colleges.

It was agreed that Mr G Killeen through his membership of the Education & Skills Delivery Partnership Group would bring this item to the Group's attention for further discussion.

The Head of Curriculum & Operations provided members with an update on the LMS/EBS. The EBS Dashboards are now live and available to some staff with further roll out expected. The high-level sets can be drilled down by managers for further analysis. The importance of timely, user friendly, meaningful training to staff on the new system during the current circumstances was noted.

The Head of Curriculum & Operations provided information on some of the strategic collaborations with curriculum including, MUF and UU Foundation Programme, the cross border cluster collaboration between the College, UU, LYIT and ETB and the QUB Collaboration – HE in FE.

The Principal reported that a new five year Service Level Agreement would be signed with the NIPS for curriculum provision at HMP Magilligan. Some new curriculum offers will be available to participants.

The Committee Chair thanked Dr O'Mullan for her comprehensive report and useful discussions. He then invited Mrs K Moore, Head of Quality Enhancement to join the meeting.

55.6 QUALITY REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1 Interim Self Evaluation Report 2019/20 and Quality Improvement Plan 2020/21
- Report 2 HE Provision Report Level 4+
- Report 3 HLA Self Evaluation Report 2019/20 and Quality Improvement Plan 2020/21.

The Head of Quality Enhancement referred to the Interim Self Evaluation Report 2019/20 together with the Quality Improvement Plan 2020/21.

Committee members were content with the submission and recommended acceptance of the Report to the Governing Body.

The Head of Quality Enhancement referred to a recently issued Report, 'A Higher Skills Ambition for N Ireland'. It was agreed that a copy be forwarded to the Governance Secretary for issue to Committee members.

Mrs K Moore left the meeting at this juncture.

55.7 BUSINESS SUPPORT CENTRE UPDATE REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 55.7 Business Support Centre Update Report

The Principal indicated that the Business Support Centre Report was an additional Report to the Committee. Data as at January 2021 was listed within the report for the various programmes/projects. Enrolments for Skills Focus had increased, possibly due to remote learning being able to facilitate more students. DfE Assured Skills Academies continue with online delivery with Alchemy and Fin Tru. A new course has been launched between NWRC and SERC to deliver the Institute of Export L3 International Transport and Documentation. Uptake has been very positive with 40 participants enrolled to date.

The Principal suggested it would be useful to begin a process to hold a North West annual innovation conference to showcase the work of the various educational institutions.

55.8 CORRESPONDENCE

There was no correspondence received.

55.9 ANY OTHER BUSINESS

There was no any other business to discuss.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 1745.

Date of Next Meeting: 14 April 2021

Signed; _____ Committee Chair
Mr M O'Kane

Date; 14 April 2021

APPROVED