
MINUTES OF THE FIFTY SEVENTH MEETING OF THE EDUCATION COMMITTEE HELD IN STRAND ROAD CAMPUS ON 9 JUNE 2021 COMMENCING 1600

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

IN ATTENDANCE: Dr C O’Mullan, Head of Curriculum & Operations
Ms G Moss, Head of Learner Services (for item 57.0)
Prof M O’Neill (from 1630)
Mrs É Doherty, Governance Secretary

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

57.0 PRESENTATION

- **PREVIOUSLY ISSUED TO ALL MEMBERS**
Learner Services Annual Report – June 2021
Student Services Activity Video

The Committee Chair welcomed Ms G Moss to the meeting. Members got the opportunity to view the Student Services activity video. This followed with a Power Point presentation on an overview on the work of the Learner Services team including the highlights of the year and the work of the various teams, Safeguarding, Student Union/Health & Wellbeing, Learning Link, Student Finance, Library/Learning Centres and the Careers Academy.

The Student Welfare and Students’ Union Team won the Welfare Campaign of the Year award for supporting students during COVID at the United Student of Ireland, Student Achievement Awards 2021. A recent Internal Audit review on Student Engagement received a very positive outcome with no recommendations.

ETI recognised the work accomplished in safeguarding in sharing a best practice video. The College had only just received notification they had achieved the Quality Standard in Carer’s Support (QSCS). The College has been the first educational provider to introduce Elemental, a social prescribing platform. The Principal added the Sector were now looking to adopt this provision.

Members congratulated Ms Moss and the Student Services Team and acknowledged the work of the wider academic and support staff throughout a very challenging year.

Ms Moss left the meeting at this juncture.

57.1 WELCOME & APOLOGIES

Mr O’Kane, Committee Chair welcomed everyone to the meeting. He explained to members that Prof M O’Neill’s first term of office had completed on 6 June 2021. The Department (DfE) were currently processing his application to allow Prof O’Neill to serve another term of office. In the interim members were content that Prof M O’Neill join the meeting as an attendee.

57.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

Mr P Canavan noted his potential conflict of interest with Fin TrU, (referenced in the Papers EC 57.6). There was no declarations of any other business.

57.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 14 APRIL 2021.**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 57.3 Draft Education Committee Minutes of the meeting held on 14 April 2021

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

PROPOSED; Mr P Canavan

SECONDED; Mr S McGregor

57.3.1 MATTERS ARISING – 14 April 2021 Committee Meeting

56.3.1 Mr McGregor acknowledged receipt of the report he received on the Engineering courses in Limavady Campus.

56.7 The Revised Centre Assessment Policy was approved by the Governing Body. The Head of Curriculum & Operations added that the Regulator, CCEA, has since accepted the Policy.

57.4 COMMITTEE CHAIR’S BUSINESS**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Internal Audit Review Report – Appeals & Complaints – update on progress of actions

Report 2 Internal Audit Review Report – Student Engagement

The Committee Chair noted that the actions within the Internal Audit Review on Appeals & Complaints had all been completed. The review on Student Engagement was provided for information; the Review achieved a satisfactory assurance with no actions, a very positive outcome. Areas of good practice were noted.

The Committee Chair then invited Dr C O’Mullan, Head of Curriculum & Operations to present the Education Management Report.

57.5 MANAGEMENT REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

PAPER EC.57.5 Management Report

Report 1	Curriculum Policy
Report 2	Curriculum Plan 2021-24
Report 3	ERC Enrolment Targets 2021-22 & 2020-21
Report 4	College Attendance and Retention Dashboards
Report 5	Essential Skills Action Plan – May 2021
Report 6	Essential Skills Dashboard
Report 7	Traineeships Employer Brochure
Report 8	Presentation on Advanced Vocational Technical Awards
Report 9	Academic Standards Committee

The Head of Curriculum & Operations reported on the Curriculum Policy that had been revisited and updated and reflects the College's approach to the development and delivery of the curriculum portfolio. The Policy focuses on curriculum development and planning, the learning and teaching environment and continuous quality improvement. The Curriculum Plan 2021-24 sets out the key priorities influencing the development of a holistic curriculum portfolio and is underpinned by the College Curriculum Policy. In respect to new curriculum development the College is participating in the Sector curriculum reform in Level 2. An additional Level 3, Advanced Vocational Technical Award is planned for September 2021. The Head of Curriculum & Operations added that in setting target enrolments for 2021/22 a conservative approach was taken. Discussion took place on the proposed new and innovative curriculum development planned across the Campuses, subject to enrolments. Enrolments will be reviewed at the end of August/early September. To maximise recruitment a targeted marketing programme is planned. An extensive staffing resourcing plan has also taken place to ensure appropriately skilled staff are recruited. Following on, in respect to the 2020/21 enrolment targets the College achieved 93% of the overall enrolment target.

College attendance rates are currently 83% for full time and 84% for part time students. The retention rates at 1 June 2021 was 85% for full time students and 92% for part time students.

Reporting on the delayed qualifications for 2020/21 as a result of the COVID pandemic, the Head of Curriculum & Operations provided updated data from the time the Report (Ref. EC 57.5, no 4 Fig 2) was issued. The updated data was showing a significant reduction, the total number of potential learners in delay was now showing 377. Staff were commended for this great piece of work.

Work continues with the Sub Committee. The latest piece of work is collating information on how the curriculum teams can support those learners who have been impacted by 'lost learning' during the COVID pandemic. The Department (DfE) will provide additional funding for this provision.

Continuing her report the Head of Curriculum & Operations reported that an unannounced inspection by RQIA, HMIP and ETI is currently taken place at HMP Magilligan. The MOU between BMC and NWRC is currently being finalised. The first College Operating Group meeting has taken place.

The Principal reported on the establishment of a new cross-College Marketing Working Group that he serves on. A focus will be to promote recruitment in the coming months.

In concluding her report the Head of Curriculum & Operations highlighted the recent curriculum awards the College has achieved. Key items within the Academic Standards Committee Minutes from April 2021 to note were the ongoing schedule of periodic reviews and the Higher Education Academy that supports lecturing staff to gain Fellowship of the Higher Education Academy.

The Committee Chair thanked Dr C O'Mullan for her comprehensive report and invited the Principal to bring members through the Business Support Centre Report.

57.6 BUSINESS SUPPORT CENTRE UPDATE REPORT

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 57.6 Business Support Centre Update Report

The Principal highlighted key items within the Business Support Centre, including the work to support people affected by COVID, the continued delivery of the Assured Skills Academies and a new KTP project with Braidwater Group.

57.7 CORRESPONDENCE

There was no correspondence received.

57.8 SCHEDULE OF MEETINGS FOR 2021/22

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 57.8 Schedule of Meetings 2021/22

Members noted the schedule.

57.9 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 1750.

Date of Next Meeting: 20 October 2021

Signed: _____ Committee Chair
Mr Martin O’Kane

Date: 20 October 2021

APPROVED