
MINUTES OF THE FORTY THIRD MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN MEETING ROOM 1, STRAND ROAD CAMPUS ON TUESDAY 6 FEBRUARY 2018 @1610

PRESENT: Mr M O’Kane, Chair
Mr P Canavan
Mr G Killeen
Mr A Magee (until 1700)
Mr L Murphy, Principal & Chief Executive
Mr S McGregor (from 1615)
Mrs L Taggart (from 1645)

IN ATTENDANCE: Mrs S Traynor, Vice Principal, Curriculum & Information Services
Mrs É Doherty, Governance Secretary

The Chair welcomed everyone to the meeting.

43.1 APOLOGIES

Apologies were received from Mr S Gillespie, Dr M O’Neill, Mr B Quinn and Mrs K Duffy.

43.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

No conflict of interest declarations were made. There were no declarations of any other business.

43.3 MINUTES OF THE MEETING HELD ON 25 OCTOBER 2017.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 43.3 Draft Education Committee Minutes of 25 October 2017

It was taken that the Minutes were read and were a true and accurate record of the meeting.

PROPOSED; Mr M O’Kane

SECONDED; Mr A Magee

43.3.1 MATTERS ARISING – 25 October 2017 Committee Meeting

Presentation: GB Secretary to forward members an electronic copy of the paper ‘Raising the Profile and Attainment Levels of Mathematics in the North West’.

Update: Copy provided to members on 2 November 2017 and available on MinutePad, Documents Library.

42.6 Whole College QIP Operational Plan 2016-17

A revised due date to be inserted into the plan, item 7.2D (2/6)

Update: Revised copy sent to members on 6 November 2017.

42.3.1 40.5 Management Report – Drop in applications, pupils/students in the region leaving to study in Belfast and Great Britain rather than study locally – the Principal to gather statistics if available.

Update: The Vice Principal reported that work is currently underway with DCSDC and Belfast Metropolitan College in sharing data. The Vice Principal hopes to bring some data to the next Committee meeting if it is accessible.

College External Sports Facilities – The Principal to correspond with the Council representative for Sport with a request to bring together the relevant people for a discussion on Sports Facilities in the region.

Update: Meeting planned for 7 February 2018.

Sports Department to present to the Committee in the next academic year

Update – The Vice Principal and Head of Department, Health & Sports will Report on this item at the next Committee meeting.

A recommendation was made to include the Manager of Limavady Campus into this piece of work to include data on the Sports facilities in the Limavady/Dungiven area.

42.4 Review of Committee's Terms of Reference

Update: Approved at the Governing Body meeting held on 15 November 2017.

Mr S McGregor joined the meeting during this item.

43.4 CHAIR'S BUSINESS

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

FE Sector Complaints & Compliments Policy

The Chair referred to the Policy which was updated to reflect the changes in ETI/QAA evaluation requirements. The Policy remains the same.

Members were content with the updates and recommended approval to the Governing Body.

PROPOSED: Mr A Magee

SECONDED: Mr S McGregor

The Chair then invited Mrs Traynor to present her report to members.

43.5 MANAGEMENT REPORT – MRS S TRAYNOR, VICE PRINCIPAL, CURRICULUM & INFORMATION SERVICES

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 43.5 Management Report

Report 2 - Enrolment Comparison Tables

Report 4A - ETI Training for Success and ApprenticeshipsNI, Inspection Report Nov 2017

Report 4B - Work Based Learning, Inspection Action Plan – Wood Occupations

Report 5 - Quality Improvement Plan Whole College WBL/FE/HE 2017-18

Report 6 - Letter from QAA re Quality Review Visit March 2018

Report 7 - HLA Progress Report November 2017

Report 8A - Letter from DfE re QA Visit of HLA 2018

Report 8B - Redraft of Quality Indicators HLA Jan 2018

Report 12 - Agenda of IMLSN Conference Dec 2017

Report 15 - Student Induction Survey, Initial Analysis Dec 2017

Report 16A - Academic Standards Committee – Terms of Reference

Report 16B - Academic Standards Committee – Draft Minutes Jan 2018

The Vice Principal highlighted the following items within her report;

The estimate for the 2017/18 FLU as at 30 December 2017 was showing a delivery of 89% of target. Fulltime FE FLU figures are partly impacted by the pilots in Youth Training and Apprenticeship as these pilots have a separate funding stream. In 2017/2018, fifty seven trainees/apprentices enrolled onto these pilots.

The Vice Principal added the main area of concern is within the part time, further education provision where estimated delivery is in the region of 70%. Actions to improve include a new short course offer promoted from January 2018 and work ongoing in relation to refreshing our community education offer. A Curriculum Management post is currently being recruited with a specific focus on building our part time community education enrolment.

Enrolment comparisons were provided for academic years 2014-15 – 2016-17 and shows enrolments for 2014-15, at 22,603 and for 2016-17, at 17,577. This decline is largely down to falling demography in the NW catchment area, the ongoing challenges with the lack of coherence around 14/19, together with and the expanding post 16 curriculum offer in post primary schools as previously reported. An analysis of the professional and technical curriculum on offer across the post primary schools in the three ALCs within the College catchment area has now been completed and illustrates significant duplication and overlap in provision.

The Vice Principal was pleased to report the overall success rate for 2016-17 has been maintained at 84% resulting in the College being ranked third in the Sector in terms of performance. The College also has the highest achievement rate across the Sector at 92.7%. There are challenges in relation to retention at 90.7%. Success rates in Science, Technology and Creative Industries was noted and it was agreed that the Vice Principal bring to the Committee a Sector comparison of this data. Discussion followed on the barriers to young people that hinder them in completed their course of study.

AGREED ACTIONS;

- **The Vice Principal to bring Sector data to the Committee on the success rates in the area of Science, Technology & Creative Industries.**
- **The Vice Principal to update on work to improve student retention to the Committee.**

The ETI carried out an inspection in early November 2017 on Work Based Learning Inspection. The Vice Principal was pleased with the report which identifies many strengths and good practices, an area for improvement was the quality of provision offered with the area of Wood Occupations. This provision will be the subject of a re-inspection in 12 months from the date of inspection with an interim visit planned six months after the inspection. The Vice Principal added an action plan has already been submitted to the Department that will be taken to improve the quality of provision in the area.

The Principal wished to commend the Vice Principal and her team for the work undertaken in preparation for the inspection.

Mrs L Taggart arrived to the meeting during this item.

The Vice Principal continued with her report stating that following a robust self-evaluation of the provision offered in FE/HE and WBL 2016/17, a Whole College Quality Improvement Plan (QIP) has been submitted to the Department. It is unlikely that the College will receive any feedback in relation to the QIP until the interim visit for the re-inspection of Wood Occupations.

QAA will be carrying out a Quality Review Visit from 20 – 21 March 2018. The College must submit a Self-Evaluation Document (SED) and a student submission to demonstrate how the College meets the regulatory requirements for Higher Education. The draft will be sent out to all members once completed.

Mr A Magee left the meeting during this item.

The Vice Principal continued her report advising that the Quality Improvement Team, Department (DfE) will also be visiting the College in April 2018 to gather information to contribute to the quality assurance of the Higher Level Apprenticeships provision.

In reference to the Curriculum Reform the Vice Principal reported that the Curriculum Directors across the Sector have been working to develop a scoping paper which was presented to the Department outlining a road of direction in relation to curriculum reform for the new non-employed traineeship programme for implementation from September 2019. This will replace current WBL provision at L2 including FT FE.

The Vice Principal added that in partnership with the other five Colleges the College will deliver a mentor led programme entitled, 'Further Education Progression Pathways' (FEPP). This initiative will commence April 2018 and will operate for a period of four years. The aim of the programme is to support young people aged 16-24 (NEET) to support their holistic development and provide the opportunity to achieve a full level one qualification.

A number of Sectoral Partnerships have been established to look at curriculum reform at L2 and L3 and the College is represented on the Hospitality partnership and will be represented on the Agri-food Sectoral Partnership. As the leader in the Health & Social Care Hub the College will lead the FE Sector including the Sectoral Partnership for HSC. The Committee welcomed this news.

The Maths Centre continues to attract more students with 122 registering in Semester 1 compared with 187 for the full academic year 2016/17. An awareness event is scheduled for February 2018 of the Izak9 Cubes with a roll out to the primary schools and associated training with a completion date of May 2018.

A member asked if the Head of Department would look into the offering of a programme for supporting teachers to help deliver maths.

AGREED ACTION; The Vice Principal to pass the request to the relevant Head of Department.

The Principal reported that the signing of the Memorandum of Understanding between the Ulster University, LYIT, Donegal Education & Training Board (ETB) and the College will take place on 23 February 2018. The aim is to support long term growth outcomes for the North West City region. Members of the Education Committee will receive a formal invite.

Members welcomed the update that 15 trainee welders were currently enrolled in the Welding Academy which was launched in December 2017. This programme was funded by DCSDC to provide long-term sustainable solution to the skills shortage constraining the growth of the engineering and manufacturing sectors in the city region. Members agreed to continue and develop this important piece of work with the relevant Councils.

In concluding her report the Vice Principal reported on the recent student success at the National Finals of the WorldSkillsUk Competitions in Birmingham in November 2017 and participation in the WorldSkills Abu Dhabi 2017. Work is ongoing with Heads of Department to increase the level of participation in a wide range of competitions work and awards.

The Student Induction Survey data had been received and the overall response rate was disappointing. It is hoped that action taken will improve this. There were many positives captured in the survey and an action plan is in place in areas that need improved on.

Members noted the Terms of Reference and the Draft Minutes of the Academic Standards Committee meeting of 24 January 2018.

The Chair thanked the Vice Principal for her report.

43.6 HR SERVICES MANAGEMENT REPORT – EDUCATION COMMITTEE

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 - HR Services Management Report
Report 2 – Learner Services Annual Report 2016-17

The Chair reported that the two reports were provided to members for information. He added a lot of good work was taking place in supporting staff development and the great work outlined in the Learner Services Annual Report in supporting students.

43.7 CORRESPONDENCE

There was no correspondence received.

43.8 AOB

There was no other business to discuss.

43.9 RESERVED BUSINESS

Taken separately.

Date of Next Meeting: 10 April 2018

That being the end of business the Chair thanked everyone and brought the meeting to a close at 1755.

SIGNED: _____ **CHAIR**
Mr M O’Kane

DATE: 10 APRIL 2018

APPROVED