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**MINUTES OF THE SIXTY FOURTH MEETING OF THE EDUCATION COMMITTEE HELD ON 22 FEBRUARY 2023, COMMENCING 11:30**

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**PRESENT:** Prof M Ó Néill, Committee Chair  
Mr P Canavan  
Ms A Donnell  
Mrs J McKeever  
Mr L Murphy, Principle & Chief Executive  
Mr P Thompson  
Ms V Toland

**IN ATTENDANCE:** Dr C O’Mullan, Director of Curriculum & Academic Standards  
Ms G Moss, Head of Client Services  
Ms A Smith, Project Based Learning Mentor/Coordinator (for item 64.0)  
Mr A Cameron, Entrepreneur in Residence (for item 64.0)  
Mrs É Doherty, Secretary to the Governing Body

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**64.0 PRESENTATION**

The Committee Chair welcomed Ms A Smith, Project Based Learning Mentor/Coordinator and Mr A Cameron, Entrepreneur in Residence to the meeting. Mr Cameron has been appointed to support students and drive entrepreneurship as a career pathway as well as inspire students to take their first steps into business. Mr Cameron brought members through the Strategy; the work achieved to date including the issue of the Entrepreneurship Guide 2022/23. Mr Cameron also provided detail on the planned future work. The College’s first IDEATOR Awards will take place on 23 February 2023.

Ms A Smith followed with an update on the some of the recent Project Based Learning projects. The in house Project Based Learning Awards are followed by the Sector Awards. A question and answer session followed. Key points included the importance of a business ecosystem, the involvement of part-time learners and the wider communication piece to students.

The Committee Chair thanked Ms A Smith and Mr Cameron for their presentation.

*Ms Smith and Mr Cameron left the meeting at this juncture.*

**64.1 WELCOME & APOLOGIES**

The Committee Chair welcomed everyone to the meeting. He extended a special welcome to Ms A Donnell who was attending her first Education Committee meeting as the Student Governor representative.

**64.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

Mr P Canavan declared his position as an Advisory Board member with FinTrU.

FinTrU has been referenced in the papers (Ref 64.5, Report 7).

The Committee Chair indicated he wished to take an item under any other business later in the Agenda (64.8).

**64.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 29 NOVEMBER 2022****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 64.3      Draft Education Committee Minutes of the meeting held on  
29 November 2022

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

**PROPOSED**, Mr P Canavan

**SECONDED**, Mrs J McKeever

**64.3.1 MATTERS ARISING – 29 November 2022 Committee Meeting**

**63.6** Dr C O’Mullan, Director of Curriculum & Academic Standards reported that the mid-year progression boards and periodic reviews of HE is currently taking place. **An update will be provided to the next Committee meeting on the curriculum areas where the success rates were below the 80% College target for 2021/22.**

**64.4 COMMITTEE CHAIR’S BUSINESS**

The Committee Chair had no other business to discuss.

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

**64.5 MANAGEMENT REPORT – Dr C O’Mullan, Director of Curriculum & Academic Standards.****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

EC 64.5      Management Report  
Report 1      HE Planning 2023/24  
Report 2      Higher Education Report 2022/23  
Report 3      FE Sector Customer Complaints and Compliments Policy – Feb 2023  
Report 4      Curriculum Policy February 2023  
Report 5      Academic Standards Committee Agenda – February 2023  
Report 6      Final Minutes of the Academic Standards Committee Meeting held on  
16 November 2022  
Report 7      Business Support Centre Update

The Director of Curriculum & Academic Standards reported on the CDP targets against enrolments achieved by 12 February 2023. This showed a similar pattern to data provided at the beginning of the academic year. Work continues with Essential Skills. Positive performance was noted in relation to targets achieved in HLA, APPSNI full-time and Traineeship full-time.

Full-time attendance currently stands at 83.2% and part-time attendance at 86.3%. Data was provided on unmarked registers. Those areas with more than 5% registers unmarked are being monitored by curriculum management teams to resolve any issues. The Committee was alerted to the action short of a strike by College UCU

members that commenced on 21 February 2023. One of the impacts of this action is that the electronic registers may not be marked.

Overall College retention is 96.65% for full-time provision and 98.26% for part-time provision.

The Director of Curriculum and Academic Standards provided information on the updates within the Sector. Ms V Toland, Staff Governor has been nominated to join the Steering Group for the 10X Conference on HE. This conference will take place in Stranmillis in March 2023.

The College received verbal feedback from ETI in relation to the submission of the Whole College SER, the overall outcome was graded A, (satisfactory assurance rating).

The outcome of the Internal Audit, Lost Learning Review was satisfactory with no recommendations, reflecting significant interrogation and planning between Curriculum, Finance and Client Services.

A summary of College curriculum events and competitions was provided. Three students were successful in joining the Study USA 2023/24 programme.

#### **Report 1 HE Planning 2023/24**

Governors were appraised of the new course provisions planned and courses withdrawn for the academic year 2023/24. The Director of Curriculum & Academic Standards was pleased to report on the three Open University courses planned to commence 2023/24.

The provisional full-time, HE Targets 2023/24 was showing 466, subject to further scrutiny. This is an increase of 100 enrolments on actual for 2022/23 which was 366. DfE funding in 2023/24 will be for actual MaSN recruited as opposed to target.

#### **Report 2 Higher Education Report 2022/23**

The Education Committee was required to consider the Higher Education Report 2022/23. The Report, along with other information e.g. minutes of the Academic Standards Committee provides evidence that the College is managing quality assurance and quality improvement in HE and give sufficient assurance to the Governing Body. The Governing Body Chair and the Principal if content sign the DfE proforma - the Annual Quality Assurance Statement.

**The Director of Curriculum & Academic Standards commended the Report to the Education Committee. The Education Committee were content to recommend the report to the Governing Body.**

The signed Statement is required to be submitted to DfE by 3 March 2023. The Governing Body Temporary Chair advised the Higher Education Report 2022/23 will now proceed to the remaining Governors for their consideration and approval within the DfE timelines.

**Report 3 FE Sector Customer Complaints and Compliments Policy – February 2023**

The Director of Curriculum & Academic Standards brought members through the amendments to the Sector Policy.

**Members were content to approve the Policy to the Governing Body.**

**PROPOSED**, Mrs J McKeever

**SECONDED**, Mr P Canavan

**Report 4 Curriculum Policy - February 2023**

The Curriculum Policy has been reviewed and strengthened to align with the 10X Economic Policy.

**Report 5 Academic Standards Committee Agenda – February 2023**

The Agenda for the February 2023 meeting was provided. The Minutes will be available at the next Committee meeting. The HE Student Representative is now a member of the Committee.

**Report 6 Final Minutes of the Academic Standards Committee Meeting Held on 16 November 2022**

Members noted the Minutes from the Academic Standards Committee meeting. Ms V Toland, Staff Governor provided the meeting with detail on the Advance HE Fellowships available to staff. Ms Toland is currently undertaking her Senior Fellowship.

**Report 7 Business Support Centre Update**

Members noted the Report.

The Committee Chair thanked Dr C O' Mullan and invited Ms G Moss to present her report to the Committee.

**64.6 CLIENT SERVICES – Ms G Moss, Head of Client Services****➤ PREVIOUSLY ISSUED TO ALL MEMBERS****Report 1 Safeguarding Report**

The Head of Client Services reported on the key points, safeguarding continues to see an increase in referrals for support with an increase of 53 students from the same point last year. The FE Sector is working to become involved in Operation Encompass, a partnership between PSNI and schools and FE Colleges in supporting children and vulnerable adults who are victims of domestic abuse.

LGBT history month is celebrated in February. There are initiatives and processes being reviewed to support both students and staff in the College to ensure our environment remains inclusive to all.

Mr P Thompson, Governor completed Designated Safeguarding Officer training in February facilitated through the NSPCC.

Data on Access NI checks undertaken was provided for applicants and students. On

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behalf of the College Academic Staff, Ms V Toland, Staff Governor passed on appreciation and thanks on behalf of the academic staff to the Safeguarding Team for their work and support to the students.

**64.7 CORRESPONDENCE**

There was no correspondence.

**64.8 ANY OTHER BUSINESS**

The Committee Chair referred to a piece of correspondence in relation to curriculum planning that had been referred to himself as Chair of the Committee. The Committee Chair advised that he met with the individual and had a constructive and positive conversation.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 13:21.

**Date of Next Meeting - 6 June 2023**

Signed: \_\_\_\_\_

APPROVED

*M Ó Néill*

**Prof M Ó Néill, Committee Chair**

**Date: 6 June 2023**

APPROVED