
**MINUTES OF THE SIXTY FIRST MEETING OF THE EDUCATION COMMITTEE HELD ON
1 JUNE 2022, COMMENCING 1600**

PRESENT: Prof M Ó Néill, Committee Chair
Mr P Canavan (from 1610)
Mrs R Dougherty
Mr G Killeen
Mr S McGregor
Mrs J McKeever
Mr P Thompson

IN ATTENDANCE: Dr C O'Mullan, Director of Curriculum & Academic Standards
Ms G Moss, Head of Client Services
Mrs É Doherty, Governance Secretary

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

61.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting. Apologies were received from Mr P McKeown, Interim Principal & Chief Executive. Mr P Canavan gave advance notice that he would late joining the meeting.

61.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

61.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 13 APRIL 2022**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 61.3 Draft Education Committee Minutes of the meeting held on 13 April 2022

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

PROPOSED, Mr S McGregor

SECONDED, Mrs J McKeever

61.3.1 MATTERS ARISING – 13 April 2022 Committee Meeting

The Governance Secretary updated members on the agreed items arising from the meeting;

60.5 The Project Based Learning presentation was forwarded to members on 10 May 2022.

- The College Development Plan to come through the June 2022 Committee/Board – The Director of Curriculum & Academic Standards reported that the Sector are

still awaiting confirmation from the DfE on the template to be used for 2022/23. The Director of Curriculum and Academic Standards will refer to this matter again during the Management Report (Ref 61.5, point 2).

60.10 To contact the Student Governor to encourage him to attend the Committee/Governing Body meetings – The Governance Secretary and staff from Student Services have been in contact with the Student Governor, however due to personal circumstances he has been unable to fulfil his Student Governor duties. Student Services are supporting him. The Committee Chair thanked Student Services for their help in this matter.

61.4 COMMITTEE CHAIR'S BUSINESS

The Committee Chair reported this was the last meeting for three esteemed Committee members. Mr G Killeen and Mr S McGregor joined the Committee in November 2011 and Mrs R Dougherty joined the Committee in October 2019. The Committee Chair thanked them for their significant contribution to the Committee over this period.

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

61.5 MANAGEMENT REPORT – Dr C O'Mullan, Director of Curriculum & Academic Standards

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

- PAPER EC 61.5 Management Report
- Report 1 CDP Target Enrolments 2022/23
 - Report 2 College Curriculum Plan 2022-2025
 - Report 3 DfE Letter to HLA Training Providers
 - Report 4 DfE Letter to the Principals Group
 - Report 5 Internal Audit Review – Academic Framework Governance
 - Report 6 University Conclusions – NWRC Institutional Approval
 - Report 7 Curriculum Leadership Team – Terms of Reference
 - Report 8 Academic Standards Committee – Terms of Reference
 - Report 9 Curriculum & Academic Standards Accountability Chart
 - Report 10 Essential Skills Provision
 - Report 11 COVID Update
 - Report 12 Academic Standards Committee Minutes, April 2022

The Director of Curriculum and Academic Standards referred to Report 61.5, CDP and College Enrolment Targets for 2021/22. The report highlighted that the College achieved 96% of the part-time target, 86% of the full-time target and 92% of the Essential Skills target. The retention for full-time is currently at 84.3%, part-time at 91.2% with the overall College retention rate at 89.4%. The full-time attendance rate is currently 80% and 83.8% for part-time students. Challenges exist within certain curriculum areas in relation to retention and attendance, partially as an impact from

the post COVID landscape. It was considered that the Lost Learning funding has been a necessary and valuable initiative.

Referring to the CDP template for 2022/23 (Ref 60.5), it is anticipated the Department (DfE) will finalise the template in early June 2022. A draft CDP may be available for the Governing Body June meeting. In the interim the College recruitment targets have been collated for 2022/23. These targets have been aligned to the draft budget position. Considering the challenges faced it is hoped to sustain the enrolments for 2022/23 as of 2021/22.

Referring to the review of the Curriculum Portfolio the Director of Curriculum and Academic Standards reported that as well as the development of new courses she is presently working with the Heads of Department to identify any courses where there has been a significant decline in enrolment numbers or where retention/achievement/success rates are red ragged below corporate targets. A specific Action Plan will be put in place or the course will be considered for withdrawal.

The Curriculum Planning Process works closely with HR to plan and recruit an annual Staffing Resource Plan. Following the rebalancing of curriculum departments during 2021/22 there has been work undertaken with HR to consolidate a number of management posts.

The Curriculum Plan 2022-25 (Report 2) noted the FE portfolio of the further development of Traineeship at Level 2 in 2021/22. A further offer of Traineeships programmes, FE and HE courses will be offered in 2022/23. The Director of Curriculum & Academic Standards brought members through the CDP Target Enrolments for 2022/23 and provided detail to the challenges in the various categories.

The Committee agreed to recommend approval to the Governing Body of the proposed new FE and HE courses to be offered in 2022/23.

PROPOSED; Mr G Killeen

SECONDED; Mr P Canavan

Mrs J McKeever expressed her interest in noting discussions taking place with the College in collaborating with Atlantic Technological University (ATU) Letterkenny Campus, in exploring progression pathways which include hybrid vehicle repair.

Referring to the letter from the Department (DfE) to the Principals' Group (Report 4) the Director of Curriculum & Academic Standards stated the College is proposed as secretariat lead in the area Leisure and Wellbeing Sectoral Partnership. The College will agree the curriculum of apprenticeships and offer advice and support on the new Traineeships Programme in this area.

Referring to the Internal Audit Review – Academic Framework Governance (Report 5) it was noted that the Review received a satisfactory assurance with three low priority actions. An action plan is in place to manage these.

During reporting of the actions from the Open University, Institutional Approval (Report 6) a few amendments were noted for the Academic Standards Committee to be added to Report 9 and a wording amendment to the Academic Standards Committee ToR (Report 8).

The Director of Curriculum & Academic Standards to make the required amendments.

A useful discussion took place on the Essential Skills Provision (Report 10) The paper provided an overview of the delivery and the significant operational challenges in managing this provision. Governors expressed their support in the College's commitment in providing such an essential provision to students.

The Director of Curriculum and Academic Standards was delighted to report on some of the recent events, competitions and awards. The Higher Education and Access Graduation ceremony took place on 25 May 2022. Mr Ivor Neill, lecturer, Ms Jacqueline Turner, lecturer and the Health Studies Team have won three prestigious awards at the Pearson National Teaching Awards. Student Awards included Brendan Duddy competing in the UK Team for WorldSkills Shanghai 2022.

Governor, Mrs J McKeever reported she was delighted to a judge at the Project Based Learning competition and congratulated the College in winning the Social Impact category with their Rosemount Regeneration Project (Princes Trust Team).

Governors noted the Academic Standards Committee Minutes April 2022 (Report 12).

Mr P Canavan joined the Committee early in this item.

61.6 BUSINESS SUPPORT CENTRE UPDATE REPORT

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 61.6 Business Support Centre Update Report

The Director of Curriculum & Academic Standards reported that all the targets had been exceeded with the various Innovation projects.

The Committee Chair thanked Dr C O'Mullan for her comprehensive report and invited Ms G Moss, Head of Client Services to report to the Committee.

61.7 CLIENT SERVICES - Ms G Moss, Head of Client Services**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

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| Report 61.7 | Client Services Report |
| Report 1 | Internal Audit - Safeguarding Review Report |
| Report 1.1 | Update on Recommendations from Internal Audit Review – Safeguarding |
| Report 2 | Equality Working Group – Minutes March 2022 |
| Report 3 | Equality Calendar 2021/22 |
| Report 4 | Social Impact Report |

The Head of Client Services reported that she thought it useful to provide details on the remit of the new Client Services Department in supporting the student's journey. (Ref 61.7, 1).

In reference to the Safeguarding statistics from September 2021 – May 2022 the data showed that anxiety continues to be the highest area of concern. Details followed on the workshops delivered to support Mental Health Week from 9 – 15 May 2022.

The Safeguarding Review Report (1) was provided to members on the Internal Audit Review that took place on January 2022. Report 1.1 was the tracking Report following the recommendations from that Review. There was one low priority action in relation to outstanding, Safeguarding Staff Mandatory Training and actions are in place to address this.

Ms G Moss wished to take the opportunity to thank the Committee Chair, Mrs R Dougherty in her role as the Safeguarding representative on the Board.

The Head of Client Services reported that the Department (DfE) are currently performing a student support review in the FE Sector. Stage 2 of the review is currently reviewing the Additional Support Fund and Student Finance elements.

Head of Client Services was pleased to report that the Learning Link team was presented with the Impact Award from Autism NI. The Student Services Team was awarded the Matrix Quality Standard Award in providing students with high quality, impartial advice and guidance.

The Department (DfE) has provided funds to comply with the Period Products (Free Provisions) Bill which states that each public service body must ensure that period products are obtainable free of charge and this covers further education institutions. The College has also signed up to the Public Health Agency campaign to allow public areas in campuses to be used by breastfeeding mothers.

In concluding her report the Head of Client Services referred to the Social Impact Report (4) and provided Governors with further details on the many campaigns/events/fundraising/volunteering opportunities and programmes recently delivered.

The Committee Chair thanked Ms G Moss for her comprehensive report.

61.8 CORRESPONDENCE

There was no correspondence received.

61.9 GOVERNANCE SECRETARY BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Schedule of Committee Meetings 2022/23
Report 2 Committee Membership – verbal report

The Schedule of Committee meetings for 2022/23 was noted. A discussion took place in continuing to facilitate the Committee meetings in the Microsoft Teams platform with the option for face to face meetings as well. Discussions will continue in the new academic year.

In preparation for the academic year 2022/23 approval was requested to recommend approval to the Governing Body for the recently elected Staff Governor, Ms Violet Toland to serve on the Education Committee.

PROPOSED, Mrs R Dougherty

SECONDED, Mr P Canavan

Members were advised that permission will be sought from the Governing Body to delegate authority to the Temporary Governing Body Chair and the Governance Secretary to allocate the new Governors who will join the Board on 1 July 2022 to the relevant Committees.

61.10 ANY OTHER BUSINESS

The Committee Chair thanked Governors, Mr G Killeen, Mrs R Dougherty and Mr S McGregor in attending their last Committee meeting. These Governors terms of office will complete shortly. He thanked them for their sterling efforts and their contributions to the Committee.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 1735.

Date of Next Meeting – 18 October 2022

Signed _____



Prof M Ó Néill, Committee Chair

Date 27 September 2022