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**MINUTES OF THE SIXTY THIRD MEETING OF THE EDUCATION COMMITTEE HELD ON 29 NOVEMBER 2022, COMMENCING 13:15**

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**PRESENT:** Prof M Ó Néill, Committee Chair  
Mr P Canavan  
Mrs J McKeever (joined 13:22)  
Mr L Murphy, Principle & Chief Executive  
Mr P Thompson (left 14:33)  
Ms V Toland

**IN ATTENDANCE:** Dr C O’Mullan, Director of Curriculum & Academic Standards  
Ms G Moss, Head of Client Services  
Mrs K Moore, Head of Quality Enhancement  
Mrs É Doherty, Secretary to the Governing Body

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**63.1 WELCOME & APOLOGIES**

The Committee Chair welcomed everyone to the meeting. The meeting had full attendance. The Committee Chair wished to acknowledge and congratulate the College in winning recent national awards. The Diploma in Health Studies Team won the Pearson BTEC Gold Award for FE Team of the Year. There were also two silver winners in the FE Lecturer of the Year Category.

Foundation Degree student, Rory Deehan achieved the Gold medal in the WorldSkills UK Competitions finals in London in the Lab Technician category.

*Mrs J McKeever joined the meeting during this item.*

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

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

**63.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 27 SEPTEMBER 2022****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 63.3 Draft Education Committee Minutes of the meeting held on 27 September 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

**63.3.1 MATTERS ARISING – 27 September 2022 Committee Meeting**

There were no matters arising from this meeting.

**63.4 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.

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

#### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

PAPER EC 63.5	Management Report
Report 1	College Development Plan, Targets and Actuals 2022/23
Report 2	Curriculum Operational Planning Cycle
Report 3	NWRC Institutional Approval Letter from The Open University
Report 4	The Open University Certificate of Accreditation
Report 5	ETI Quality Improving Planning Further Education
Report 6	Performance Review Guidelines, October 2022
Report 7	Achievement Strategy November 2022
Report 8	DfE Higher Level Apprenticeships Evaluation – Feedback note
Report 9	Skills for Life and Work 2021/22 QMER Feedback
Report 10	Traineeship 2021/22 QMER Feedback
Report 11	Academic Standards Committee, Draft Minutes November 2022

The Director of Curriculum & Academic Standards referred to the College Development Plan, Targets and Actuals 2022/23 ( Report 1). As at 20 November 2022, full-time enrolments against targets were good. Part-time enrolments are expected to increase during the year.

**Report 2** Curriculum Planning Cycle – this has been developed for the curriculum teams to assist with the management and monitoring of curriculum planning throughout the academic year. The Head of Client Services noted that applications have opened earlier this year. From September 2023-24 five new, one year Traineeships courses will be offered across the Sector, with four being offered at NWRC in the areas of Health and Social Care, Children's Care Learning & Development, IT and Hairdressing. These replace the current L2, FE provision.

**Report 3** NWRC Institutional Approval Letter from the Open University

**Report 4** The Open University Certificate of Accreditation

The Director of Curriculum & Academic Standards was pleased to inform Governors that the College had received approval as a Partner Institution of The Open University. The official launch will take place on 12 December 2022. The College can now offer/develop additional HE curriculum accredited by the Open University. A three year action plan is being finalised to assist with planning and staff/estates resourcing going forward.

Referring to curriculum events and achievements the Director of Curriculum & Academic Standards reported that several meetings with the commercial managers of First Landing Education (FLE), Beijing has taken place to discuss the possibility of

the College providing TVET Teacher Training courses. This will enhance the College's international reputation and generate income.

A Health & Social Care online Conference was held on 15, 16 November 2022 led by Ms S McGuinness, Curriculum Manager. This entailed collaborative virtual discussions with the US and Europe to share best practice.

Members of the Honourable Irish Society attended the Springtown Campus to launch the Traineeships Scholarship fund.

**Report 8** DfE Higher Level Apprenticeships Evaluation – Feedback note

**Report 9** Skills for Life and Work 2021/22 QMER Feedback

**Report 10** Traineeship 2021/22 QMER Feedback

The Director of Curriculum & Academic Standards drew attention to the reports. Positive feedback on the strong commitment and delivery of the provision as well as the areas for ongoing further development were noted.

**Report 11** Academic Standards Committee, Draft Minutes November 2022  
Governors noted the draft Minutes.

## 63.6 QUALITY REPORTS

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1 Compliments, Complaints and Assessment Appeals Annual Report 2021-22
- Report 2 Draft Whole College Self Evaluation Report 2022-2024 & Whole College Quality Improvement Plan 2022-2024 Appendices 2.1 – 2.1.8

Mrs K Moore, Head of Quality Enhancement referred to the Compliments, Complaints and Assessment Appeal Annual Report 2021-22. The number of compliments had increased by 47% on the previous year. 96.23% of compliments identified the very good support for staff and students. Informal complaints have decreased by 31.58% and formal complaints have increased by 25%. Mrs Moore assured Governors that there was a robust process in place that investigates all complaints.

The Director of Curriculum & Academic Standards referred to Report 2 and provided a summary to the background and purpose of this report.

The Key Performance Indicators (KPIs), (Whole College FELS/DfE KPI Data) for the academic year 2021/22 for Retention Achievement and Success were reported. The FELS data is in-year data and does not include Essential Skills or Work Based Learning, whereas the ETI data drawn down from the MIS reflects the ETI descriptors for performance and as it is whole course data usually reflects a slightly lower retention rate.

ETI KPIs - Retention was showing 81%. This is down on the previous year. Achievement had increased to 85%. Success (Retention x Achievement) was

showing 69%. This was down on the previous year. ETI criteria for 'good' success outcomes is 79 -80% and above.

The biggest impact and consequences of COVID-19 was the retention of learners on their FE mainstream programmes. While additional academic and learner services support was provided to FE learners via the secured 'Lost Learning' funding, there are still challenges emanating from the post COVID landscape.

The outcomes for Essential Skills (ES) have also had a negative impact on the overall outcome data. There are complexities around the planning and operational delivery of Essential Skills to students. While the colleges actively promote opportunities for literacy and numeracy qualifications and skills (with IT being delivered where it is a programme requirement) there are ongoing challenges around motivating and retaining students on these classes. These classes are perceived as not being mandatory and where staff are traditionally addressing poor learner experiences at school or in previous training. The College Essential Skills Working Group has implemented actions to improve student induction, collective course team work, diagnostic assessment, ESK timetabling and attendance and retention strategies. However, the outcomes still remain lower than expected an issue identified in the Sector, exacerbated by the format of the numeracy paper itself. Going forward a separate Essential Skills Achievement Strategy has been developed to support improved outcomes and the DCAS will review the overall ESK delivery model within NWRC.

Post pandemic there is a substantial percentage of courses where the success rates sit below the 80% College target. Action plans are in place for improvement in these curriculum areas to deliver an overall uplift in the College outcomes for learners.

The College will review its performance in year with a series of mid-year progression boards in January 2023 during Inter-semester week and will consider both progress vs the corporate targets for the KPIs for this year 2022/23.

**It was agreed for regular updates to be provided to the Committee.**

Mrs K Moore, Head of Quality Enhancement reported that based on the Colleges Self-Evaluation and Quality Improvement Plan, the impact of COVID-19 and the significant decline in retention, the College deems the overall effectiveness to be 'Good'. The outcomes for learners will be an important area for improvement. The overall effectiveness statement within the Report states, '*the organisation demonstrates the capacity to identify and bring about improvement in the interests of learners.*'

Behind the data is the many dedicated learning and support teams that work for the benefit of all learners. Governor, Mrs J McKeever commended the staff who were managing and supporting students, especially to those students who were experiencing mental health issues.

**Members were content to approve the Draft Whole College Self Evaluation Report 2022-2024 & the Whole College Quality Improvement Plan 2022-2024**

**PROPOSED**, Mr P Canavan

**SECONDED**, Mrs J McKeever

The Governing Body Temporary Chair on behalf of the Governing Body signs off the Self-Evaluation and Quality Improvement Assurance Statement (Ref Paper 63.6, Report 2, page 4) and was content to report that full assurance is being provided for 2022/24.

Due to the timelines the Reports will progress to the remaining Board members for their review/comments and approvals sought. The Reports are due with the Department on 8 December 2022.

*Mr P Thompsom left the meeting during this item.*

**63.7 CLIENT SERVICES – Ms G Moss, Head of Client Services**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1                      Safeguarding Report

Report 2                      Social Impact and WAPP Report May – October 2022

The Head of Client Services reported that anxiety continues to be the most common reason for referral to the Safeguarding Team.

Members noted the Social Impact and WAPP Report May – October 2022 that covered the depth of work and events held within the community.

**63.8 CORRESPONDENCE**

There was no correspondence to report.

**63.9 ANY OTHER BUSINESS**

There was no any other business to report.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 1450 .

**Date of Next Meeting – 17 January 2023 - subsequently rescheduled to 22 February 2023.**

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

  
Prof M Ó Néill, Committee Chair

**Date: 22 February 2023**