
MINUTES OF THE FIFTIETH MEETING OF THE EDUCATION COMMITTEE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS ON TUESDAY 29 OCTOBER COMMENCING 1611

PRESENT: Mr M O’Kane, Committee Chair
Mr G Killeen
Mr A Magee
Mr L Murphy, Principal & Chief Executive
Dr M O’Neill

IN ATTENDANCE: Mrs D McElwee, Acting Vice Principal, Curriculum & Information Services
Mr K McDowell, Boardroom Apprentice
Mrs É Doherty, Governance Secretary

The Committee Chair opened the meeting and welcomed everyone, he extended a special welcome to Mr K McDowell, Boardroom Apprentice who was attending his first Education Committee meeting.

50.1 APOLOGIES

Apologies were received from Mr P Canavan, Mrs R Dougherty, Dr N Hand and Mr S McGregor.

50.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

50.3 MINUTES OF THE MEETING HELD ON 4 JUNE 2019.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 50.3 Draft Education Committee Minutes of 4 June 2019

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

PROPOSED; Mr M O’Kane

SECONDED; Dr M O’Neill

50.3.1 MATTERS ARISING – 4 June 2019 Committee Meeting

The Committee Chair reported that it was not possible to hold the October meeting in the DIAL Centre as proposed. The next Committee meeting will be held in the Centre with an opportunity of a walkabout of the facility.

48/3.1 College Curriculum Plan 2019-2022 – Plan to be available for the October 2019 Committee meeting.

Update: College Curriculum Plan included within papers.

49.5 Management Report – The Head of Department, Science, Technology & Creative Industries to provide a presentation at a future Committee meeting.

Update: This presentation is scheduled for the April 2020 Committee meeting.

49.8 Governance Issue – this item to be reported through the Education Committee

Update: Under Reserved Business (Ref 50.9)

50.4 COMMITTEE CHAIR'S BUSINESS

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 - Committee's Terms of Reference

The Committee Chair advised members that the Terms of Reference have been reviewed and no changes were made.

Members were content to recommend approval of the Committee's Terms of Reference to the Governing Body.

PROPOSED; Mr M O'Kane

SECONDED; Mr A Magee

The Chair invited Mrs D McElwee, Acting Vice Principal, Curriculum & Information Services to present her report to the Committee.

50.5 MANAGEMENT REPORT – Mrs D McElwee, Acting Vice Principal Curriculum & Information Services

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC.50.5 Management Report

Report 6 TFS Compliance Issue – Correspondence from DfE

Report 9 NI Traineeship

Report 12 Academic Standards Committee Draft Minutes, June 2019

Report 13 College Curriculum Plan 2019-2022

The Acting Vice-Principal referred to the Management Report which indicated that the College had achieved an overall enrolment target of 95% in 2018/19. The Acting Principal reported that full time HE provision continues to be a challenge and part time enrolments did not improve following Easter 2019. The Acting Vice Principal provided data for 2018/19 in relation to retention 94%, achievement 89% and success rates 84%. The Sector data has not yet been issued by the Department.

The Acting Vice Principal was pleased to report that the Employers Report Card Outcomes for the period March 2019 – April 2020 shows the College performance is on track to meet targets.

In reference to the Social Inclusion Report Card Outcomes 2018/19 retention achieved 94% against a target of 93%. The Acting Vice Principal reported that the Retention Working Group continue with their good work in this area. Retention rates for students from Quintile 1 for 2018/19 was 93% against a target set at 88%.

Retention of students with a disability for 2018/19 also achieved over target at 96% against 90%. The Acting Vice Principal indicated that further data needs to be validated and entered into the Report Cards.

There was an improvement in GCSE success in 2018/19 with a 9% increase in Maths which was showing a consistent improvement over the last three years. GCSE English had improved significantly in 2018/19 by 20% on 2017/18 results.

Members discussed the 2019/20 full time enrolments which were showing reductions in all full time provisions for 2018/19. The Acting Vice Principal indicated that some courses had not yet commenced. A member requested data for part-time evening enrolments by Campus.

HLA Enrolments 2019/20 were 85 to date against a projected figure of 91. A HLA in Civil Engineering did not proceed due to staffing issues.

Continuing her Report the Acting Vice Principal referred to a formal written warning issued by the Department regarding unsatisfactory performance of the Training for Success 2017 Contract. The matter relates to an inadequate level of compliance with the requirements of the Contract. The Acting Vice Principal reported that an Improvement Plan had been submitted by the Training Unit and approved by the Department. A follow up inspection is expected from the Department's Auditors before the end of December 2019.

Committee members expressed their concern and noted the actions to redress the situation. The Committee requested that they receive updates on progress to resolve these issues.

The Acting Vice Principal provided a summary of the College events that took place as part of Maths Week 14-19 October 2019.

Further detail on the planned ETI Evaluation of Level 3 provision was provided which included the areas for inspection that had been identified for the College. The inspection is expected to commence in February 2020. The Acting Vice Principal outlined the details on the curriculum reform for 16-24 year olds. From September 2020 a new NI Vocational Education and Training Programme, 'Traineeship' will be introduced in FE Colleges.

It was noted that the HE Self Evaluation Report 2018/19 and the FE Work-Based Learning Self Evaluation Report 2018/19 were still in draft and will be circulated to Committee members when complete. These will then progress to the Governing Body prior to submission to the Department.

Concluding her report the Acting Vice Principal provided a summary of some recent curriculum events highlighting the successful SkillsBuild NI Competition that took place in Magilligan Campus, the first time the event has been held in a prison in the UK.

Members noted that Academic Standards Committee Minutes from June 2019 and the College Curriculum Plan 2019-2022.

AGREED ACTIONS

- **The Acting Vice Principal to obtain data in relation to part time evening provision by Campus.**
- **Updates on the Training for Success compliance issues to be brought to the Committee.**

50.6 QUALITY REPORTS**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 - Compliments & Complaints Annual Report 2018-2019

Report 2 – Draft FE Sector Customer Complaints and Compliments Policy

Members noted the Compliments, complaints, Academic Assessment Appeals 2018-2019 Report and agreed **to recommend approval to the Governing Body of the Customer Compliments & Complaints Policy Oct 2019.**

PROPOSED: Mr M O’Kane

SECONDED: Dr M O’Neill

The Committee Chair thanked Mrs McElwee for her report.

50.7 CORRESPONDENCE

There was no correspondence to report on.

50.8 ANY OTHER BUSINESS

That being the end of public business the Chair thanked everyone and the meeting ended at 1720.

50.9 RESERVED BUSINESS

Item taken separately.

Mr A Magee and Mr K McDowell left the meeting at this juncture.

Date of Next Meeting: 11 February 2020

Signed: _____ **Committee Chair**
Mr M O’Kane

Date: 11 February 2020