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**APPROVED MINUTES OF THE THIRTY NINTH MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN MEETING ROOM 1, TOWER BUILDING, STRAND ROAD CAMPUS ON TUESDAY 07 FEBRUARY 2017 @1600**

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**PRESENT:** Mr M O’Kane (Chair)  
Mr P Canavan  
Mr G Killeen  
Mr S McGregor  
Mr L Murphy (Principal & Chief Executive)  
Mr B Quinn

**IN ATTENDANCE:** Mr D Kinnaird (Vice Principal, Curriculum & Information Services)  
Mrs D Laverty, Head of Department, Science, Technology & Creative Industries,  
Mrs É Doherty (Governance Secretary)

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The Chair welcomed everyone to the meeting with an extended welcome to Mr D Laverty, Head of Department, Science, Technology & Creative Industries.

**39.1 APOLOGIES**

Apologies were received from Mr M Cooper and Mrs K Duffy.

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

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

**39.3 MINUTES OF THE MEETING HELD ON 08 NOVEMBER 2016**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 39.3 Draft Education Committee Minutes of 8 November 2016

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

**PROPOSED;** Mr P Canavan

**SECONDED;** Mr S McGregor

**39.3.1 MATTERS ARISING**

**38.5 Management Report**

The Principal to invite post Primary Principals to a meeting to discuss how to improve mathematics standards in the region.

**Action taken:** An invite was sent to Principals in the Post Primary Schools within the Foyle Learning Community. A meeting is planned for February 2017.

**Further Action Agreed:**

**The Principal will provide an update at the next Committee Meeting.**

- The Vice Principal to gather data on the qualification status and previous schools attended of recent student enrolling in the College.

**Action taken:** Report included within Management Report 39.5, Report 5.

The Chair referred members to the report. The Vice Principal indicated that the Report was from the current intake of students and was a general picture, the analysis is somewhat compromised as there is not a full set of data.

It was noted that data collection processes will be put in place for enrolments in 2017 to ensure a more complete dataset for analysis is available.

- **Maths Centre Update:** The Vice Principal reported a full update would be provided at the next Committee meeting.  
**Action taken:** Report included within Management Report 39.5, Report 7

Mr Laverty reported that in Semester 1 there have been 608 appointments made in the Cube from 123 students. This equates to approximately the same number as all of last year. The students attending have been 70% female, further work is required to encourage more males to the service. The provision is facilitating students from a range of courses. There has been initial development of Learning Objects to provide virtual support to students in the completion of exam questions.

It was noted that diagnostic tests have indicated that handling data is the maths topic that is most in need of support within the Centre. It was suggested that the College make further use of its existing contacts in Letterkenny Institute of Technology.

There have been very positive feedback from students receiving provision and from staff on their students who received provision from the Centre.

Mr Laverty also provided details on the actions completed within the Maths Action Plan since the last Education Committee meeting.

#### **AGREED ACTIONS:**

- **The Principal to report to the Committee on the meeting with school Principals.**
- **Mr Laverty to be invited back to the Committee for updates.**

The Chair thanked Mr Laverty for his report.

*Mr D Laverty left the meeting at this juncture.*

#### **39.4 CHAIR'S BUSINESS**

The Chair had no business to discuss.

#### **39.5 MANAGEMENT REPORT – MR D KINNAIRD, VICE PRINCIPAL, CURRICULUM & INFORMATION SERVICES**

##### **➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 39.5 Management Report

Report 5a	ETI Scrutiny Inspection of the Self- Evaluation & QIP Processes
Report 5b	ETI Evaluation, Youth Training Level 2, Apprenticeships Level 3
Report 8	Quality Improvement Plan GCSE Maths 2016-17
Report 9	College Curriculum Plan 2016-19

The Vice Principal highlighted the following items within his report;

#### **2016-17 FLU**

The estimate for 2016-17 FLU is in line with the previous estimate with an overall delivery in the region of 90% to 91%. The significant below target estimate in Essential Skills is partly impacted by the drop in fulltime students who would normally also have undertaken Essential Skills as well as some of the FE curriculum moving to Youth Training. There is however a genuine drop in

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the uptake of Essential Skills course across all areas. These under delivery estimates will be an area of discussion in the upcoming Bilateral meeting between the College and the DfE.

### **2015-16 OUTCOMES**

The College has maintained its success rate of 84%, it moved from an overall position of equal second to third in the Sector. The curriculum departments have previously identified programmes requiring improvement and plans to address improvement are underway. Retention rates would be below Sector averages in the majority of SSA areas. Discussion took place on the challenges that the high levels of deprivation bring to our students. The College plans to create a working group to review the current support mechanism and propose a wider retention strategy.

The Chair welcomed this initiative.

### **AGREED ACTION**

**The Vice Principal to keep the Committee updated with progress on the working group.**

After a number of years leading the Sector in success rates and while increasing performance on the previous year in Essential Skills, the College is placed third in the overall rankings. Only 1.3% separates third from first placing. Overall, the College Essential Skills performance remains strong but will face challenges in the current year with the changes in assessment model.

### **QUALITY PERFORMANCE ADJUSTMENT (QPA)**

The Vice Principal reported that performance financial value of QPA was £39K. There will be no financial clawback in relation to QPA.

### **QUALITY DATA ADJUSTMENT (QDA)**

It was confirmed by the Department that there were no data errors in the 2015-16 dataset and hence no clawback.

### **ETI INSPECTION/EVALUATION**

An evaluation of the College's Youth Training, Level 2 and Apprenticeships, Level 3 pilot programmes, incorporating the scrutiny inspection of the Colleges' processes for Self – Evaluation and Quality Improvement Planning took place on 23, 24 January 2017. The scrutiny inspection had an overall outcome of Confident and listed a small number of areas for improvement. Action Plans will be in place to address these.

The Youth Training, Level 2 and Apprenticeships, Level 3 evaluation has no performance level attached and there will be no formal College report, however a summary of the verbal feedback was provided. The Chair reported he attended the Inspection Feedback meeting and it was very positive with a number of recommendations made.

### **COLLEGE CURRICULUM PLAN 2016-19**

The Vice Principal reported the College Curriculum Plan had been approved by the College Leadership and Management Team.

Members noted the Report.

The Chair thanked the Vice Principal for his report.

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**39.6 LEARNER SERVICES REPORT 2015- 16****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 39.6 Learner Services Report 2015-16

The Principal referred to the report, in 2016 Learner Services commenced a dynamic period of change in re-evaluating the service to supporting the student journey in providing a range of services including; student well-being, counselling, finance, support, events, career advice and guidance etc.

The Careers Academy provides a 'one-stop shop' for student support needs; to get students 'job ready' with support in CV and interview preparation, workshops and career planning. Future developments planned include a Careers/progression fair.

The Academy achieved the Matrix Quality Mark in May 2016 with a report of Excellence within College careers.

**39.7 CORRESPONDENCE**

There was no correspondence received.

**39.8 AOB**

There was no other business to discuss.

That being the end of business the Chair thanked everyone and brought the meeting to a close at 1730.

**Date of Next Meeting:** Tuesday 4 April 2017

**SIGNED;** \_\_\_\_\_ **CHAIR**

**Mr M O'Kane**

**DATE; 04 APRIL 2017**