
MINUTES OF THE FIFTY EIGHTH MEETING OF THE EDUCATION COMMITTEE HELD ON 26 OCTOBER 2021 COMMENCING 1600

PRESENT: Mr M O’Kane, Committee Chair
Mr P Canavan (from 1605)
Mrs R Dougherty
Mr G Killeen (from 1607)
Mr S McGregor
Mr L Murphy, Principal & Chief Executive
Prof M Ó Néill
Mrs L Taggart

IN ATTENDANCE: Dr C O’Mullan, Head of Curriculum & Operations
Ms G Moss, Head of Client Services
Mrs É Doherty, Governance Secretary

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

58.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting and to Ms G Moss who was joining the Committee in her new role as Head of Client Services. On behalf of the Committee, he congratulated her and wished her well.
Apologies were received from Dr N Hand.

58.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

58.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 9 JUNE 2021**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 58.3 Draft Education Committee Minutes of the meeting held on 9 June 2021

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

PROPOSED, Mr M O’Kane

SECONDED, Mr P Canavan

58.3.1 MATTERS ARISING – 9 June 2021 Committee Meeting

There were no matters arising from the June 2021 meeting.

58.4 COMMITTEE CHAIR'S BUSINESS

The Committee Chair had no business to discuss. The Governance Secretary reported that the Student Governor Election had taken place. Mr Deaglán Ferns had been duly elected. Approval was required for Mr Ferns to serve on the Education Committee for the remainder of this academic year.

PROPOSED, Mr M O'Kane

SECONDED, Mr S McGregor

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

58.5 MANAGEMENT REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

PAPER EC.58.5 Management Report

Report 1 College Development Plan Progress Report 2020/2021

Report 2 Draft College Development Plan 2021/2022

Report 3 CDP Targets v Enrolments by Department 2021/2022

Report 4 Notification Letter from ETI re Review of Curriculum Hubs

Report 5 Draft Academic Standards Committee Minutes - May 2021

The Head of Curriculum & Operations referred to the Management Report (EC 58.5). The 2020/2021 Performance against Enrolment Targets as at 30 June 2021 was showing full-time enrolments largely on target. Part-time enrolments were well down on target. The Essential Skills overall enrolment achieved 73% of target, mainly due to the impact of the COVID-19 circumstances (Report 1). The work of staff during the COVID pandemic was acknowledged.

Reporting on the delayed assessment data, there were 227 learners with delayed assessments. This was a result of the inability to complete work placement assessments for 2020/2021. Work continues to reduce this figure with a target date set for December 2021.

The Draft College Development Plan for 2021/2022 (Reports 2 and 3) included details of the enrolment targets agreed. Overall, 84% of the full-time enrolment target and 51% of part-time enrolment targets had been achieved as at 12 October 2021. This figure is reflective of the Sector. Challenges continue in a combination of areas previously reported to the Committee. The current trend shows a decline in full-time FE and HE across the Sector. The Curriculum Management teams continue to review the position and action plans are in place. The Principal added that discussions continue with the Department (DfE) on the strategic elements.

Members were content to recommend approval to the Governing Body of the Draft College Development Plan 2021-2022

PROPOSED, Mr M O'Kane

SECONDED, Mr G Killeen

To date there has been 62 HLA enrolments against a projected target figure of 85. Uptake in the Traineeship programmes has been disappointing however target enrolments for the Advanced Technical Award programmes have been very positive, exceeding each target area. There is a demand for the part-time, short term, upskilling intervention programmes.

An update was provided on the new courses that are now running in 2021/2022 and those courses planned but which did not take place due to low recruitment. These offers and other unique offers will be reviewed and considered again for 2022/2023.

Continuing her report the Head of Curriculum & Operations reported that the ETI review visit will take place in November 2021 (Report 4). The review will focus on the work undertaken to progress the development and implementation of the Curriculum Hubs in the FE Sector. The report will be presented to the Education Committee.

An update was provided on the re-start of curriculum delivery with a phased return to campus in September 2021. The College bid and secured additional funding for Lost Learning. In response to the Committee Chair's question, it was confirmed that curriculum and support staff are available to deliver these additional hours. The impact of these additional hours to support students will be measured in the year end retention, achievement and success outcomes for 2021/22 along with learner feedback.

A focus for the Curriculum management for 2021/2022 will be on data and performance management to underpin curriculum planning and quality improvement.

The Head of Curriculum & Operations covered the key developments within the Sector which included the provisional planning for the introduction of more traineeships provision for delivery in 2022/23. A summary was provided on the work currently undertaken by the Technology Enhanced Learning Department, the Teaching and Learning Team and the Review of the Curriculum & Quality Improvement Cycle.

A review and revision of the structure have taken place within Community Education to reflect the roles and responsibilities. An enhanced induction process and an improved line management communication and support has been developed.

The Head of Curriculum & Operations highlighted the key points within the Draft Academic Standards Committee held in May 2021 (Report 5).

The Committee Chair thanked Dr C O'Mullan for her comprehensive report and invited the Principal to bring members through the Business Support Centre Report.

58.6 BUSINESS SUPPORT CENTRE UPDATE REPORT**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 58.6 Business Support Centre Update Report

The Principal highlighted key items within the Business Support Centre. The College is a partner on the Smart Nano NI Project with an investment in an Industry 4.0 training facility in Springtown Campus. The Principal reported on the funding received from the Department (DfE) for the 'Skill-UP Flexible Skills Fund' to deliver and develop new programmes and to support people affected during the COVID pandemic.

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

Report 1 Compliments, Complaints and Assessment Appeals Annual Report 2020/2021

The increase in compliments received was noted within the Compliments, Complaints and Assessment Appeals Annual Report. The majority of compliments identified the very good support received from staff and students. Mrs L Taggart, Staff Governor added that staff were now more aware of the procedure in passing on compliments through the Quality Manager.

58.8 CORRESPONDENCE

There was no correspondence received.

58.9 ANY OTHER BUSINESS

The Principal wished to thank those Governors who will be leaving the Board in December, Mr M O'Kane the Committee Chair, Mr S McGregor, Mr G Killeen and Dr N Hand. The Principal paid tribute to them for their contribution to the Committee and Board over the preceding years.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 1730.

Date of Next Meeting: 26 January 2022

Martin O' Kane

Signed; _____
Mr M O'Kane, Committee Chair

Date: 26 January 2022