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**MINUTES OF THE FIFTY SECOND MEETING OF THE EDUCATION COMMITTEE HELD VIA VOICE CONFERENCE ON TUESDAY 7 APRIL 2020 COMMENCING 1600**

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**PRESENT:** Mr M O’Kane, Committee Chair  
Mr P Canavan  
Mrs R Dougherty  
Dr N Hand  
Mr E Kelly  
Mr G Killeen (joined at 1610)  
Mr S McGregor  
Mr L Murphy, Principal & Chief Executive  
Dr M O’Neill (until 1704)  
Mrs L Taggart

**IN ATTENDANCE:** Mrs M Jones, PA to Senior Management  
Mrs É Doherty, Governance Secretary

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**52.1 WELCOME & APOLOGIES**

Mr O’Kane, Committee Chair welcomed everyone. All members and attendees were joining the meeting via video conference due to the COVID-19 pandemic. No apologies were received.

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

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

**52.3 MINUTES OF THE COMMITTEE MEETING HELD ON 11 FEBRUARY 2020.****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 52.3 Draft Education Committee Minutes of 11 February 2020

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;** Mr P Canavan

**52.3.1 MATTERS ARISING – 11 February 2020 Committee Meeting**

50.5 Part-time Evening Provision – Data included within papers for part time evening provision in all campuses. (Ref: 52.3.1, Report 1)

51.4 Committee membership – the Governing Body at their meeting held on 27 February 2020 approved that Mr G Finnegan, Governing Body Chair to serve on the Education Committee.

51.5 FT, HE Enrolments – Historical data was provided for the Sector (2016/17, 2018/19), (Ref: 52.3.1, Report 2). The data for the College for 2019/20 was provided which showed 538 FT, HE enrolments, the target was 597 therefore

the College achieved 90% of the MaSN target. Sector data for 2019/20 will be provided at a later date.

#### 52.4 COMMITTEE CHAIR'S BUSINESS

The Committee Chair had no business to discuss and invited Mr L Murphy, Principal & Chief Executive to present the Education Management Report.

#### 52.5 MANAGEMENT REPORT

##### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

PAPER EC.52.5 Management Report

Report 1	CDP Targets
Report 3	Correspondence to the Principal from ETI, DfE
Report 5	Correspondence to Principal from DfE re MaSN 2020/21
Report 11	Academic Standards Committee Minutes

The Principal stated he would be reporting to the Committee largely on the range of critical issues relating to the curriculum and the impact on students as a result of the COVID-19 pandemic. These circumstances bring new and complex challenges.

The Principal reported the upcoming evaluations to several of the six colleges by the Education and Training Inspectorate's (ETI) Sector review of Level 3 Provision have been postponed. The evaluation took place at NWRC during February 2020.

The Principal referred to Report 3 noting that in February 2020 the ETI carried out a scrutiny of the Quality Improvement Plan (QIP) and associated documentation from the self-evaluation and quality improvement processes in the College. The correspondence received from the Department (DfE) in March 2020 confirmed that there is sufficient evidence that the College is planning effectively to sustain improvement.

Due to the current circumstances, the Principal reported that the Department has postponed the submission dates for the draft College Development Plan 2020/21. The FE Traineeship Project start date has been delayed to September 2021. The STS Project is continuing.

In regards to the continuity of course delivery lecturers and students have been able to have virtual classrooms via various online platforms. The IT Services Team have established a Microsoft Team site to deal with any queries that staff may have whilst delivering online classes. Concerns were highlighted in relation to students from quintile 1 who may have challenges with accessing the digital learning platforms.

In relation to progressing student qualifications for 2019/20, the Principal stated that Further Education assessment is complex with both the volume of awarding bodies and some courses requiring statutory placement hours/practical assessments. The Curriculum Directors Working Group are collating information received from each

College relating to Awarding Body guidance on assessment of student achievement for 2019/20 in an effort to ensure a consistent and fair approach to student exam/assessment guidance is implemented in respect to the NI, FE Sector. The Department (DfE) have established a Task & Finish Group working with the regulator for qualifications in NI, CCEA. The Sector is represented in this group. Discussion took place on the requirement for guidance from the Department (DfE) for the FE Sector to provide learners/staff with reassurance on these matters.

The Principal reported that some apprentices have been released by their employers at this time; however, he assured members that this matter is being managed. Financial support from the various streams of Education Maintenance Allowance (EMA), Training for Success (TFS), Hardship Fund and the Student Loan Company (SLC) payments will continue to eligible students. The Principal reported that online applications are continuing with the opportunity of potential webinars to support the marketing of courses. The challenges continue in respect to HE enrolments.

Online support for students continues in the areas of finance, welfare, learning support and counselling. The Safeguarding Team continue to monitor students at risk. College support services for staff also continues with access to online resources. The Staff Governor reported she was part of a working group to provide activities to staff who have young children at home.

The Committee Chair referred to the retention data and the reasons provided for students leaving the College. The Committee Chair stated it was useful to have this information and requested further detail under the heading 'college reasons'.

The Principal reported the Economy Minister and Health Minister have praised the Colleges and Universities for their invaluable contribution in the fight against COVID-19. The College through the Business Support Centre and the Product Design Centre, Greystone Campus have produced face guards. PPE stock in Campuses have been also passed to those in need.

Members noted the Academic Standards Committee Minutes.

#### **AGREED ACTIONS;**

- **The Principal to request a report on online course delivery from the IT Team for the Governing Body meeting.**
- **The Principal to ask the Director of Finance & Economic Engagement to provide an update on the engagement with the Causeway Coast & Glens Council in relation of the current COVID-19 crisis.**
- **The PA to the Senior Management to provide further data on the student leavers report.**

The Committee Chair thanked Mr Murphy for his report.

*Dr M O'Neil left the meeting at this juncture.*

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**52.6 CORRESPONDENCE****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1      Transition of Young People into Careers Project (Project Manager, DfE)

Members noted the correspondence relating to the Transition of Young People into Careers (14-19) Project would be suspended due to the COVID-19 pandemic to allow staff (DfE) to be redeployed to support work on a range of business critical issues.

**52.7 ANY OTHER BUSINESS**

Members noted their thanks to the Principal and College staff for their work during these challenging times. The Student Governor requested for the avenues for communicating with students in relation to the COVID-19 to be further explored.

**AGREED ACTION; The Principal to speak with the Head of Learner Service with this request.**

**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1      Tribal VFM Action Plan

An updated Action Plan from the Tribal VFM exercise was provided to members up to March 2020. Members were content with the plan.

That being the end of public business the Committee Chair thanked everyone and the meeting ended at 1718.

**Date of Next Meeting: 9 June 2020**

Signed: \_\_\_\_\_ Committee Chair  
Mr M O'Kane

Date: 9 June 2020