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**MINUTES OF THE THIRTY SEVENTH 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 JUNE 2016 @16:00**

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**PRESENT:** Mr M O’Kane (Chair)  
Mr P Canavan  
Mr R Kelly  
Mr G Killeen (from 16:15)  
Mr S McGregor  
Mr L Murphy (Principal & Chief Executive)  
Mr B Quinn

**IN ATTENDANCE:** Mr D Kinnaird (Vice Principal, Curriculum & Information Services)  
Mrs É Doherty (Governance Secretary)

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The Chair welcomed everyone to the meeting.

**37.1 APOLOGIES**

Apologies were received from Mr M Cooper.

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

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

**37.3 MINUTES OF THE MEETING HELD ON 05 APRIL 2016**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper; Draft Education Committee Minutes of 5 April 2016

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

**PROPOSED;** Mr B Quinn

**SECONDED;** Mr P Canavan

**37.3.1 MATTERS ARISING**

**36.3 Strategy Day Update -‘BEST’ Meeting**

After discussion it was agreed that the Principal will liaise with the Chair and the Vice Principal and a draft paper to be brought to the June Education Committee.

**Action: Item to be discussed under AOB (37.7)**

In the discussion of ‘BEST’ the Principal was pleased to report that the recent Audit reviews on:-

- Corporate Governance & Risk Management
- Strategic and Corporate Planning

had received substantial assurances ratings with no issues identified.

Members wished to congratulate the staff on a very successful outcome of the audits and thanked the staff for their great work.

**36.9 AOB**

Shared Campus – Limavady; The Principal to provide updates on the project through the Committee.

**Action;** The Principal had reported on this item at the Governing Body Meeting on 11 May 2016 (Ref GB 50.6). He reported he had recently met with the Principal of Limavady High School and

offered his willingness to sit on the Development Committee. There was no further update on this item.

#### **37.4 CHAIR'S BUSINESS**

The Chair had no business to discuss.

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

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

PAPER EC 37.5 Management Report

Report 6 University of Ulster SER Process

Report 7 Maths Centre Update

Report 8 Draft Academic Standards Committee Minutes –May 2016

Tabled ETI Level 2 Youth Training Pilot Programmes March 2016

The Vice Principal reported on the following items within his report:

1. **FLU** – The estimated final FLU for 2015/16 remains under target in the region of 97-98%. The 2016-17 FLU of 6615 will be challenging to achieve. The College has now agreed with the DfE (Department for the Economy) an extended pilot of the Youth Training and Apprenticeships. This will negatively impact FLU as these pilots have a separate funding stream. In addition, the full time application trend has remained below at the level of last year. Current applications are 89% of the previous year's trend. As previously reported expected applications at levels 2 & 3 are experiencing the largest decrease in line with the demographic challenges. Higher Education shows a slight drop and the College has some concern reaching the MASN figure (710). The trend across campuses ranges from Limavady (83%) to Strand Road (91%). STEM applications are positive with current applications 95% of the previous year's trend. The College will continue to strive to increase applications and the Marketing Team is actively working in this area. Members discussed the concerns around this including the impact of a potential claw back.
2. **OUTREACH PILOT** – The Vice Principal reported that actual enrolments for the pilot as at 31 May 2016 was 353 with 217 of these at Level 2. Final agreement has not yet been received from the local councils as to the funding for examination/registration fees. The Vice Principal added that a larger roll out of the programme is planned for September 2016. Members discussed the pilot and congratulated the College and the Councils in their efforts in widening participation.
3. **HIGHER LEVEL APPRENTICESHIPS**  
The Vice Principal reported that the College has a target set by DfE of 50 new HLA'S. Currently 48 HLA'S have been offered, subject to vetting and applications process. The College has a new offer of Digital Marketing. The challenges around the Software Development HLA were discussed. It was highlighted a lot of close guidance/support from employers is required in this area.
4. **INTERIM EVALUATION OF HLA APPRENTICESHIPS**  
The Vice Principal referred to the Action Plan to address the key areas for development reported at the last Committee meeting (Ref 36.5, Report 3).

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**5. PHASE 2 ETI LONGITUDINAL INSPECTION, YOUTH TRAINING AND ESSENTIAL SKILLS CHANGE FUND INTIATIVE – Tabled**

The Vice Principal tabled the Report which confirmed the verbal feedback reported at the Education Committee's April meeting; overall, a high level of capacity was awarded for sustained improvement. Hairdressing and Health & Social Care were awarded 'Very Good' Performance grades.

**ESSENTIAL SKILLS CHANGE FUND**

The College has been requested by the DfE to continue this pilot for another year. The Vice Principal indicated that going forward it was imperative that the Schools work within the parameters of the programme.

**6. UNIVERSITY OF ULSTER SER PROCESS**

The Vice Principal reported that as part of conditions for Institutional re-approval for the delivery of Ulster awards, as a collaborative partner the College staff must adhere to all Quality Assurance Policies and Procedures of Ulster University. A grid of the required documents and timelines had been drawn up, (Ref Report 6). The Quality Manager will monitor this on an ongoing basis. The Vice Principal stressed that there were no issues regarding the quality of the provision.

**7. MATHS CENTRE UPDATE**

A report was provided (Report 7) which was completed by a Stranmillis College student on the Maths Centre. The Report highlighted that whilst the number analysed were not high the statistics indicate growth in participation in the Maths Centre. Student feedback reported 100% of respondents rated 5 out of 5 in terms of how useful they felt the service was and the same percentage indicating that the support had helped them remain on their course.

It was noted that there will be a further roll out of the service in 2016-17 led by the planned, temporary appointment of a Maths Lecturer for the Maths Centre. It was highlighted that a dedicated space would be beneficial to support this.

A further case study is planned to be published in the summer together with a more extensive research project for late 2017. A member wished to personally thank the Vice Principal and the author for a very informative report. Members wished to acknowledge the staff within the Centre for their good work.

**8. ACADEMIC STANDARDS COMMITTEE**

Members noted the Minutes.

The Chair thanked the Vice Principal for his report.

**37.6 CORRESPONDENCE**

There was no correspondence received.

**37.7 AOB**

**37.3.1** The Principal tabled a paper to members, 'To Be The Best Delivering The Vision'. He went through the detail of the paper together with details within the GB Chair's paper. He highlighted a number of elements that could be illustrated in the definition of 'BEST'. It was agreed that members get the opportunity to go through the Papers and the sub group to meet at a future date. A paper will be prepared to go through the next Education Committee meeting and then to the Governing Body.

**AGREED ACTION; The Secretary to arrange a meeting for the Sub Group to meet to further the item.**

That being the end of business the Chair thanked everyone and brought the meeting to a close at 6.00pm.

**Date of Next Meeting:** Tuesday 1 November 2016

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

Date: 08 November 2016