
MINUTES OF THE FORTY SIXTH MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN MEETING ROOM 1, STRAND ROAD CAMPUS ON WEDNESDAY 7 NOVEMBER 2018 @ 1600

PRESENT: Mr M O’Kane, Chair
Mr P Canavan
Mr S McGregor (until 1738)
Mr B Quinn
Mrs L Taggart

IN ATTENDANCE: Mrs S Traynor, Vice Principal, Curriculum & Information Services
Mrs É Doherty, Governance Secretary

FOR PRESENTATION ITEMS ONLY: Mrs G Moss, Head of Learner Services (until 1622)
Mrs D McElwee, Head of Department, Quality Enhancement (until 1648)

The Chair welcomed everyone and declared the meeting open. He welcomed Ms Gillian Moss, Head of Learner Services who was presenting the Student Union Constitution.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Student Union Constitution

➤ **TABLED TO ALL MEMBERS**

Student Handbook 2018/19

Ms Moss brought members through a PowerPoint presentation on the Student Union Constitution, the reasons for the Constitution, the structure of the Constitution, the Executive Committee and the requirement that approval is sought from the Governing Body.

Members got the opportunity to ask Ms Moss questions on the Constitution and the wider Student Services work with particular focus on the work ongoing in respect to student retention.

Members were content to recommend the approval of the Student Union Constitution to the Governing Body.

PROPOSED; Mr M O’Kane

SECONDED; Mrs L Taggart

The members found the presentation very informative and interesting. The Chair thanked Ms Moss for her presentation.

Ms Moss left the meeting at this juncture. Mrs D McElwee joined the meeting at this juncture.

46.1 APOLOGIES

Apologies were received from Mr S Gillespie, Dr M O’Neill, Mr A Magee, Mr L Murphy and tendered on behalf of Mr G Killeen.

46.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

46.3 MINUTES OF THE MEETING HELD ON 5 JUNE 2018.**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 46.3 Draft Education Committee Minutes of 5 June 2018

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 S McGregor

46.3.1 MATTERS ARISING – June 2018 Committee Meeting**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 DfE Summary of Key Findings Higher Level Apprenticeship Provision
April 2018
Report 1.1 DfE HLA Evaluation Areas of Special Practice – Sector
Report2 Curriculum Offer Limavady Campus
Report 3 QAA Quality Review Visit – March 2018

**45.3 DfE Quality Inspection Report HLA’s Final Report to come through the Committee.
Update:** Report included in Papers for November meeting (EC 46.3.1, Report 1, 1.1)

The Vice Principal brought members through the report which listed the strengths, the areas for improvement and the areas of best practice. The College will take part in a Sector showcasing event for the areas of best practice. The areas of best practice for the College are Employer Engagement and FD in Hospitality.

A Governor wished to acknowledge the many positive comments included within the report from the apprentices and employers.

- Information requested on the Sports curriculum offer for Limavady Campus
Update: Report include in Papers for November meeting (EC 46.3.1, Report 2)

The Vice Principal referred to the Report and highlighted the proposed new offers that will be available subject to enrolments and approvals.

The Vice Principal agreed to continue discussions with the Leadership and Management for proposals to develop the sports provision/ facilities within Limavady Campus.

**45.5 Management Report – QAA Review Visit Report – Final
Update;** Report included in Paper for November 2018 (EC 46.3.1, Report 3)

Mrs McElwee referred members to the report and indicated that the QAA review team had found;

‘There can be confidence that academic standards are reliable, meet UK requirements and are reasonably comparable with standards set and achieved in other providers in the UK’.
and

‘There can be confidence that the quality of the student academic experience meets baseline regulatory requirements.’

One area for development was identified;

'Clarify where responsibility lies for ensuring that all public information is accurate and up-to-date'.

Mrs McElwee wished to thank Mr P Canavan for his work undertaken in his designated role as Governor for oversight of HE. The Vice Principal wished to thank Mrs McElwee for her professionally prepared and led piece of work.

- The Chair to forward a letter of acknowledgement to Mr D O'Kane, Head of Education, NWRC Magilligan for his commitment to NIPA Magilligan.
Update: Letter sent to Mr O'Kane on 17 July 2018.
- Copies of the Prospectus for Magilligan to be forward to members of the Committee and made available on MinutePad
Update: Actioned on 7 June 2018

46.4 CHAIR'S BUSINESS

The Chair had no other business to discuss and took item 46.6 next.

46.6 QUALITY ENHANCEMENT REPORTS – Mrs D McElwee, Head of Department, Quality Enhancement

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	DfE HE Annual Quality Assessment Return Template & Letter 2018/19
Report 2	Draft HE Self Evaluation Report & Quality Improvement Plan 2017-2018
Report 3	Annual Self Evaluation & Quality Improvement Assurance Template & Letter
Report 4	FE WBL SER Report & Quality Improvement Plan 2017-2018
Report 5	Compliments & Complaints 2017-2018

Mrs McElwee brought members through some highlights within the reports, both reports (2, 4) will now proceed to the Governing Body for signing off.

The Chair then invited Mrs Traynor, Vice Principal to present her report to members.

Mrs McElwee left the meeting at this juncture.

46.5 MANAGEMENT REPORT – Mrs S Traynor, Vice Principal Curriculum & Information Services

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

PAPER EC 45.5	Management Report
Report 1 -	Academic Standards Committee Draft Minutes – 6 June 2018
Report 2 -	Terms of Reference for a Review of HE Provision within the NWRC

The Vice Principal reported that the FLU actual figures for 2017/18 was in line with estimates shared of an overall delivery of 90%. The final outturn was 594 below target resulting in overfunding of approximately £2m, based on delivery under 99% (6085 FLU).

As previously reported the main challenges affecting delivery were the falling demography in the NW region, the lack of 14/19 strategy and the growth in the offer of professional and technical offers in the post primary school sector.

In regards to outcomes the overall success for 2017/18 was 81%, a reduction in 3% from 2016/17. Retention in 2017/18 improved by 1% to 92% when compared with 2016/17.

There was a drop in overall achievement by 4% in 2017/18 to 89%. The sector benchmark data will be available December 2018/January 2019.

Discussion followed, the improvement in retention rates was welcome and work continues in this area, Heads of Department are looking at retention and the decline in success rates and will implement strategies to aim to improve on these.

The Vice Principal was pleased to report that success rates in GCSE Maths 2017/18 improved by 13% from 32% to 45%. However success rates in GCSE English dropped by 4% in the same period from 65% to 61%.

2017/18 was another challenging year in relation to Essential skills (ES) outcome in both Literacy and Numeracy. End testing continues to impact significantly on success especially in numeracy. The overall success rate has remained at 56% in 2017/18. The sectoral comparison for ES outcomes for 2017/18 is not yet available. The College continues to review the GCSE and ES curriculum.

In continuing her report the Vice Principal reported on the 2018-2019 enrolment data. Total enrolments to date are 11,206 against a target enrolment of 17952. The overall target has now been broken down across the four academic departments. Fulltime enrolments that are below the November targets are; TFS and HE. Part-time enrolments that are below the November targets include HE and ESK. The Vice Principal added it is difficult to estimate end of year enrolments however work continues to achieve the set targets.

Mr Sam McGregor left the meeting during this item.

The Vice Principal then referred to the Terms of Reference for Review of HE. The College plan to commission an independent review of the HE provision during 2018/19 to redefine the HE curriculum so that it is determined as fit for purpose. The external review will consider the overall provision at higher level, including HLA provision in order to become better placed in the market, meet local need and improve all key performance indicators.

Members welcomed this initiative and suggested it warranted more time and further work.

AGREED ACTIONS;

- **Members to forward suggestions/amendments to the Governing Body Secretary by 23 November 2018.**
- **Item to be added to a future Committee agenda.**

The Chair thanked the Vice Principal for her report.

46.6 QUALITY ENHANCEMENT REPORTS – item already reported on.

46.7 CORRESPONDENCE

There was no correspondence to report on.

46.8 ANY OTHER BUSINESS

There was no any other business to discuss.

That being the end of business the Chair thanked everyone and brought the meeting to a close at 1804.

Date of Next Meeting: 12 February 2019

Signed; _____ Chair
Mr M O’Kane

Date: 12 February 2019

APPROVED