
MINUTES OF THE FIFTY THIRD MEETING OF THE EDUCATION COMMITTEE HELD VIA VOICE CONFERENCE ON 9 JUNE 2020 COMMENCING 1600

PRESENT: Mr M O’Kane, Committee Chair
Mr P Canavan
Mrs R Dougherty
Dr N Hand
Mr E Kelly
Mr G Killeen
Mr A Magee
Mr S McGregor
Mr L Murphy, Principal & Chief Executive
Dr M O’Neill
Mrs L Taggart

IN ATTENDANCE: Ms G Moss, Head of Learner Services (for item 53.0 only)
Dr C O’Mullan, Head of Curriculum & Operations
Mrs É Doherty, Governance Secretary

Due to restrictions associated with COVID-19 pandemic all members and attendees joined the meeting via video conference.

53.0 PRESENTATION – Ms G Moss, Head of Learner Services**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 53.0 Learner Services Annual Report June 2020

The Committee Chair invited Ms G Moss, Head of Learner Services to present the Annual Report to the Committee.

Ms Moss provided a detailed overview of the work of the wider Student Services Team including the work of the Careers Academy, Safeguarding, Learning Link, Students Union, Student Finance, Health & Wellbeing and the Library/Learning Centres Teams.

Activities and support to students during lockdown continued in all these areas. Emphasis and focus was placed on supporting the students’ mental health with a range of programmes.

The recent ETI inspection documented the extensive good practices and dedication of the Department as a whole, with particular focus of outstanding practice in Safeguarding/Careers and Learning Support.

A question and answer session followed. Members congratulated Ms Moss and the Student Services Team for their great work throughout the year and in particular during the current COVID-19 crisis.

The Committee Chair thanked Ms Moss for her comprehensive report. Ms Moss wished to take the opportunity to thank Mr E Kelly, Student Governor who is also the elected HE Officer, Welfare Officer and the Communication Officer for the Student

Union Council for all his work which has been beneficial to the student voice across the College.

Ms G Moss left the meeting at this juncture.

53.1 WELCOME & APOLOGIES

Mr O’Kane, Committee Chair welcomed everyone to the meeting with a special welcome extended to Dr C O’Mullan, recently appointed Head of Curriculum & Operations. A round of self-introductions was made. The Committee had full attendance.

53.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

Mr P Canavan declared a conflict of interest. He is currently an advisory board member with FinTrU, which is referenced in the papers (Ref EC 53.5, Report 5). There were no declarations of any other business.

53.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 7 APRIL 2020.

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Paper EC 53.3 Draft Education Committee Minutes of the meeting held on 7 April 2020

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

PROPOSED; Mr M O’Kane

SECONDED; Mr P Canavan

53.3.1 MATTERS ARISING – 7 April 2020 Committee Meeting

All actions from the April 2020 Committee meeting had been closed off.

Mr McGregor requested a copy of the Report provided to members on the engagement with the Causeway Coast and Glens Council on the COVID-19 (52.5). He also accepted the Principals invitation to meet with the Limavady Campus Manager.

51.5 - An update on the outstanding item requesting Sector data on fulltime HE Enrolments for 2019/20 stated that this data would not be available until November 2020. The Principal added that the trend on reduced enrolments in HE for 2019/20 seemed to be following the pattern of previous years.

53.4 COMMITTEE CHAIR’S BUSINESS

The Committee Chair indicated that this was the final Committee meeting for both Mr E Kelly, Student Governor and Mr A Magee, Staff Governor. The Committee Chair on behalf of the Committee thanked them both for their representations and contributions towards the Committee and wished them both well.

The Committee Chair then invited Mr L Murphy, Principal & Chief Executive to present the Education Management Report.

53.5 MANAGEMENT REPORT**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

| | |
|---------------|---|
| PAPER EC.53.5 | Management Report |
| Report 1 | Target Dashboard |
| Report 5 | College Development Plan, Progress Report March 2020 |
| Report 9 | Technology Enhanced Learning |
| Report 10 | Academic Standards Committee Draft Minutes – Feb 2020 |

The Principal reported that as at 29 May 2020 the College achieved 84% of the overall enrolment target. In light of the current situation, it is extremely unlikely that these figures will improve, perhaps with some new online courses. The COVID-19 pandemic has had an impact on these figures and they are well below the expected figure which would be 90% to 95% as we approach the year end.

Full time applications as at 1 June 2020 for 2020/21 FE and Work Based Learning are in line with 2019/20 applications. HE recruitment continues to be a challenge in 2020/21. Marketing Department have launched a HE campaign to potential students who may be unsure about travelling to mainland UK universities this year and who may be reluctant to pay university fees for online delivery.

The Principal reported that in relation to the College Development Plan the Department (DfE) have confirmed that the submission date for the draft CDP is expected to be late August 2020, to allow realistic targets to be considered. The Department (DfE) will provide guidance and an updated template for the CDP 2020/21.

The Principal referred to previous reporting on the ETI Evaluation of Level 3 Provision that took place in February 2020 (EC 52.5). ETI were unable to complete the evaluation of two remaining Colleges prior to the restrictions in place associated with the COVID-19 pandemic. ETI may have to consider issuing a report on the information collated from the four FE Colleges that had evaluations completed. DfE will advise

The Principal then reported in detail on the critical issues for closing qualifications for 2019/20. The College has set up their own internal control structures to support this process. Some qualifications will be closed off with predicted grades. This process will be signed off by the Principal and the Awarding Bodies will then moderate the results to ensure there is no grade inflation. Students will get their results later than normal. Results will be issued in mid-August.

Specific challenges are attached to the completing of Work Based Learning (WBL) qualifications that have set hours in industry for a licence to practice. The model here will be adaptive assessment. There could be a "tail of assessment" going into the 2020/21 academic year for the 2019/20 students to complete. There may be additional costs attached to this. These matters continues to be raised with DfE.

The Head of Curriculum & Operations added that there is increasing pressure for good, accurate communication to be shared with students on the pathway ahead for these WBL programmes.

The Department (DfE) have set up an Operational Recovery Group to provide guidance in returning to Colleges. The College have their own Operational Recovery Group chaired by the Principal. This Group has three sub-committees reporting to it; Physical Estates & Digital Infrastructure Committee, Teaching, Learning & Students Committee and the People, Compliance & Communications Committee. The Principal agreed to share the Terms of Reference of this Group with the Education and the Resources Committees.

Members were referred to the Report on Technology Enhanced Learning, which outlined how staff delivered the teaching, learning and support services using a range of digital tools and resources since lockdown. It also outlined plans for delivering the curriculum in the next academic year 2020/21.

In concluding his report the Principal stated further updates will be provided at the Governing Body meeting later in the month.

AGREED ACTIONS

- **The Terms of Reference for the College's Operational Recovery Group to be issued to members of the Education and Resources Committee.**
- **The Principal to provide members with the new template for the College Development Plan when available.**
- **To invite Mr M Peoples, TEL Team to the next Committee meeting.**

53.6 SCHEDULE OF COMMITTEE MEETINGS 2020/21

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 53.6 Schedule of Committee Meetings

Members noted the schedule of meetings for the next academic year.

53.7 CORRESPONDENCE

There was no correspondence received.

53.8 ANY OTHER BUSINESS

Member, Mr S McGregor requested an update on how the students in HMP Magilligan were managing during the COVID-19 situation. The Principal stated that they were currently working through a new contract with the NIPS. Due to security restrictions, it was not possible to have online engagement with the students in HMP Magilligan however workbooks had been prepared and issued to support students at this time.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 1746.

Date of Next Meeting: 28 October 2020 (later amended to 3 November 2020).

SIGNED;

Committee Chair

Mr M O’Kane

DATE; 3 November 2020

APPROVED