
MINUTES OF THE FIFTY FOURTH MEETING OF THE EDUCATION COMMITTEE HELD VIA VIDEO CONFERENCE ON 3 NOVEMBER 2020 COMMENCING 1600

PRESENT: Mr M O’Kane, Committee Chair
Mr P Canavan (from 1608)
Mrs R Dougherty
Dr N Hand
Mr G Killeen
Mr S McGregor (from 1618, left due to internet connection issues during item 54.0)
Mr L Murphy, Principal & Chief Executive
Prof M O’Neill

IN ATTENDANCE: Mr M Peoples, Head of Technology Enhanced Learning & Support (TELS) (for item 54.0 only)
Mrs K Moore, Head of Quality Enhancement (from item 54.6)
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 Microsoft Teams.

The Committee Chair welcomed Mr M Peoples, Head of Technology Enhanced Learning & Support and invited him to present to the Committee

54.0 PRESENTATION – Mr M Peoples, Head of Technology, Enhanced Learning & Support

Mr Peoples provided a very informative Power Point presentation to members on the work of the TELS Team who support staff and students on the virtual digital platforms throughout the COVID period.

Mr Peoples reported the way we work was completely transformed in a very short space of time due to the restrictions associated with the COVID-19 pandemic. Focus was on the digital skills of both staff and students. Staff and students demonstrated their agility in responding to the shifting patterns of work. There are now over 1000 Microsoft Teams established in the College. A wide range of digital tools and resources are available. Codes of Conduct for staff and students has been drawn up in respect to remote working/working with Microsoft Teams. Staff training and development took place online throughout the period with recent staff development taking place pre-Halloween.

A question and answer session followed. The Committee Chair complimented Mr Peoples for his report and thanked the TELS Team for their great work and support to staff and students during these uncertain times.

Mr M Peoples left the meeting at this juncture.

54.1 WELCOME & APOLOGIES

Mr O’Kane, Committee Chair welcomed everyone to the meeting. Congratulations were passed onto Mrs L Taggart on the birth of her son.

54.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There were no conflict of interest declarations or any declarations of any other business.

54.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 9 JUNE 2020.**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 54.3 Draft Education Committee Minutes of the meeting held on 9 June 2020

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

PROPOSED; Mr P Canavan

SECONDED; Mr G Killeen

54.3.1 MATTERS ARISING – 9 June 2020 Committee Meeting

The Committee Chair provided a verbal report on the agreed actions from the June 2020 Committee meeting. All actions were closed off.

The outstanding item (51.5) will be available to the Committee at the start of the year.

54.4 COMMITTEE CHAIR'S BUSINESS

The Committee Chair requested approval for the recently elected Student Governor, Mr Deaglan Ferns to join the Committee and for Mrs Carla McGovern, Boardroom Apprentice to attend the Committee meetings for the academic year 2020/21.

PROPOSED; Mr M O'Kane

SECONDED; Mr P Canavan

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

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

PAPER EC.54.5 Management Report

Report 1	College Development Plan Progress Report as at 31 July 2020
Report 2	Draft College Development Plan 2020-2021
Report 3	Full Time Enrolment Targets by Department 2020/21
Report 4	ETI Report on Review of Level 3 Provision
Report 5	Operational Recovery Group/Teaching, Learning and Students Committee Sept 2020
Report 6	Economic Engagement Update
Report 7	Academic Standards Committee Minutes – June 2020

The Head of Curriculum & Operations reported that enrolments achieved for 2019/20 was 85% on target. Additional enrolments from March 2020 did not materialise due to the impact of COVID-19. Due to delayed qualifications and delays in receiving essential guidance from the Awarding Organisations regarding adaption/assessment the Further Education Leavers (FELs) data lift has been postponed to 9 November 2020.

The College Development Plan 2020/2021 included information on the current operating environment in light of COVID-19. The KPI's for retention, achievement and success were noted and the Head of Curriculum and Operations stated in view of the current landscape the retention target for 2020/21 was reduced to 90%, down 2% on the 2018/19 target of 90%. The draft CDP was presented to the Department (DfE) in September and a bilateral meeting has taken place.

In respect to CDP enrolments targets for 2020/21, fulltime HE, MaSN were showing 527 enrolments against a target of 541, an excellent recruitment. The full-time FE enrolments target had been achieved. The TFS and APP/NI targets are still a work in progress. There have been 66 HLA enrolments to date for 2020/21 against a projected figure of 69.

Following on, the Head of Curriculum & Operations reported on the ETI Report on the Review of Level 3 Provision. A workshop with the Sector, Department (DfE) and ETI is planned for 5 November 2020. The feedback on the Review was positive and some areas were identified as exhibiting effective practice; hairdressing and barbering, music and performing arts, health, public services and care. Some areas were identified by the ETI as requiring improvements. The Committee Chair enquired into the area of Essential Skills provision. It was reported that an Action Plan would be drafted and come through the Education Committee.

The Head of Curriculum & Operations referred to the Operational Recovery Group on Teaching, Learning and Student Committee that highlighted the extensive planning that was carried out by the Committee in these areas together with further guidance issued to curriculum teams on the recent restrictions that came into force on 16 October 2020.

Additional funding has been received for the delivery of short-term skills interventions targeted at those individuals impacted by COVID-19. Each qualification will be accredited and completed on or before 31 March 2021. Members noted the Business Support Centre update paper; the Principal wished to congratulate the Business Support Centre in winning the Best Economic Engagement Award in the UK at the Times Educational Supplement (Tes) FE Awards 2020.

The Academic Standards Committee Minutes from June 2020 were noted.

AGREED ACTIONS;

- **Members were content to approve the Draft College Development Plan 2020/21 to the Governing Body.**
PROPOSED; Mr M O'Kane
SECONDED; Mr G Killeen
- **The Essential Skills Action Plan will come through the Education Committee.**

The Committee Chair thanked Dr O'Mullan for her report and invited Mrs K Moore, Head of Quality Enhancement to join the meeting.

54.6 QUALITY REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1 Compliments, Complaints & Assessment Appeals Annual Report 2019/20
- Report 2 Correspondence DfE Quality Improvement Team, Sept 2020
- Report 3 ETI Interim Arrangements for Evaluating the Effectiveness of Quality Improvement Planning in the Context of the COVID-19 Public Health Pandemic.

The Head of Quality Enhancement referred to the Compliments, Complaints and Assessment Appeals Report 2019/20, which stated that 14 compliments, 30 informal complaints, 21 formal complaints and 27 Academic Assessment Appeals were received. No complaints were presented to the NI Ombudsman during the period 2019-20. The increase in the Academic Assessment Appeals from 5 in 2018/19 to 27 in 2019/20 was partly due to the COVID pandemic where FE students were given centre assessed grades in line with the Awarding Body requirements.

The College Self-Evaluation 2019/20 and Quality Improvement documentation for 2020/21 has been revisited and adapted to reflect the ETI Guidance. The revised date for delivery of the annual QIP is 26 February 2021.

The Head of Quality and Enhancement reported that a new COVID administrator joined the team and a COVID Compliance Manager had been appointed.

The Principal extended his thanks to Mrs Moore for her invaluable contribution to the work in the COVID area during these challenging times.

54.7 CORRESPONDENCE

There was no correspondence received.

54.8 ANY OTHER BUSINESS

There was no any other business to discuss.

That being the end of business the Committee Chair thanked everyone and the meeting ended at 1758.

Date of Next Meeting: 10 February 2021

SIGNED; _____ **COMMITTEE CHAIR**

Mr M O’Kane

DATE; 10 FEBRUARY 2021

APPROVED