
**MINUTES OF THE FIFTY NINTH MEETING OF THE EDUCATION COMMITTEE HELD ON
26 JANUARY 2022, COMMENCING 1600**

PRESENT: Prof M Ó Néill, Committee Chair
Mrs R Dougherty
Mr G Killeen (from 1604)
Mr S McGregor
Mr L Murphy, Principal & Chief Executive

IN ATTENDANCE: Dr C O'Mullan, Head of Curriculum & Operations
Ms G Moss, Head of Client Services
Mrs K Moore, Head of Quality Enhancement (for items 59.7, 59.9)
Mrs É Doherty, Governance Secretary

Due to restrictions associated with COVID-19 pandemic members and attendees joined the meeting via Microsoft Teams.

59.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting. Apologies were received from Mr P Canavan.

59.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There was no conflict of interest declarations and no declarations of any other business.

59.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 26 OCTOBER 2021**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 59.3 Draft Education Committee Minutes of the meeting held on 26 October 2021

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

PROPOSED, Mrs R Dougherty

SECONDED, Mr S McGregor

59.3.1 MATTERS ARISING – 26 October 2021 Committee Meeting

The Governance Secretary updated members on two action items arising from the meeting;

58.4 The Governing Body approved for the student governor to serve on the Education Committee.

58.5 The Governing Body approved the draft College Development Plan 2021/22.

59.4 COMMITTEE CHAIR'S BUSINESS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1 Review of the Committee's Terms of Reference
- Report 1.1 Summary of Proposed Amendments to the Terms of Reference

The Committee Chair referred to the Committee's Terms of Reference (Report 1) together with the summary of the proposed changes (Report 1.1). The Head of Curriculum & Operations suggested further changes to item 12 bullet point 9 and for an additional item to be agreed and included to capture the new role of the Head of Client Services.

Members were content to approve to the Governing Body the proposed changes and the further addition to the Terms of Reference.

PROPOSED, Mr L Murphy

SECONDED, Mr S McGregor

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

59.5 MANAGEMENT REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- PAPER EC.59.5 Management Report
- Report 1 CDP Targets against Actual Enrolments
- Report 2 Magilligan Progress Summary Report
- Report 3 HLA Memo – HLA Applications Process for 2022/3
- Report 4 Teaching & Learning Update
- Report 5 TELS Update
- Report 6 Academic Standards Committee Final Minutes – May 2021
- Report 7 Academic Standards Committee Draft Minutes – November 2021

The Head of Curriculum & Operations referred to the Management Report (EC 59.5). The CDP Targets against Actual Enrolments as at 30 November 2021 (Report 1) was showing the full-time FE and full-time HE activity below targets. This was mainly due to the declining demography, COVID-19 and the improved outcomes from school's teacher assessed grades in 2020/21. Positive activity was in the part-time, FE and part-time HE with recruitment ongoing. AppNI programmes had exceed the enrolment targets 495 against 497. It was highlighted that the TFS Programme was being withdrawn. The Skills for Life and Work Programme (APPNI) had exceeded targets. The enrolment vs target for the College largely reflects the picture across the Sector.

The Principal reported that a lot of work continues to take place remotely to support businesses. Progress against employers CDP targets for 2021/22 were on track.

The progress against social inclusion CDP targets for 2021/22 was showing lower than expected enrolments in students declaring a disability/long term health problem (3,197 target against 840 actual). The Head of Client Services reported that COVID-19 has impacted this as well as students not declaring their disability status at enrolment stage.

The Head of Curriculum & Operations reported that KPIs for attendance, retention and e-register completion are reviewed fortnightly. Full-time retention is currently at 93.6% and part-time retention is at 93.6%. (KPI for retention is 90%).

The Head of Curriculum & Operations referred to the Magilligan Progress Summary on the curriculum activity at HMP Magilligan (Report 2). A Deputy Regional Head of Prison Programmes has been recruited and will take up their post on 21 February 2022. The Head of Curriculum & Operations reported that NWRC staff have not been permitted onsite since the College Christmas closure. This has resulted in difficulties and limitations in providing remote learning at Magilligan. Work continues to help alleviate these issues. It was suggested it would be useful to invite some of the relevant prison staff to present to a future Education Committee meeting. Members acknowledged the work undertaken by College staff as part of the NIPS programme in relation to enhancing opportunities for education and training for learners at HMP Magilligan.

The Head of Curriculum & Operations provided detail on the WorldSkills 2022 Intercampus competitions scheduled to commence on 1 February 2022 at Springtown Campus. The WorldSkills 2022 International competition is scheduled to take place in Shanghai.

Continuing, the Head of Curriculum & Operations noted the informal feedback received on the ETI review/evaluation of the Health and Social Care Curriculum Hub in November 2021. The review focused on the work undertaken to progress the development and implementation of the Curriculum Hubs in the FE Sector. Feedback was very positive. A composite ETI Report in respect to all Curriculum Hubs will follow.

New courses planned for 2022/23 were highlighted for traineeships, full time HE provisions and part-time HE provision. Members noted the HLA Memo – HLA Applications Process for 2022/23 (Report 3). Work also continues with the Cross Border Cluster group (NWRC, UU, LYIT, ETB). A Project Development Officer has now been recruited by the College.

The Head of Curriculum & Operations updated members on the City Deal – Strabane Regeneration Project. A Curriculum Plan is currently being finalised for the Strabane Campus. An internal Strabane OBC Project Board has been established and Project Board members continue to attend Stakeholder meetings to progress this OBC.

Progressing on, an update was also provided on the implementation of the rebalance of curriculum departments. Implementation is set to proceed on 31 January 2022 as planned.

Members noted the Teaching and Learning Team Update (Report 4). Of particular interest was the success of the annual Learning and Teaching Conference, 'Education for Sustainable Development'. The TELS Update (Report 5) noted the digital learning platform has now moved to Canvas. Analysis of the use of a blended approach to remote learning shows the College had 5.5–7% remote delivery across the curriculum since September 2021. Work continues to increase this remote learning delivery to the pre-COVID levels of 10-12%.

The Head of Curriculum & Operations referred to the Academic Standards Committee Final Minutes – May 2021 (Report 6) and the Academic Standards Committee Draft Minutes – November 2021 (Report 7). It was highlighted that as part of best practice it was agreed to invite a student representative onto this Committee.

Mrs K Moore joined the meeting during the latter part of this item.

The Committee Chair thanked Dr C O'Mullan for her comprehensive report and invited the Principal to bring members through the Business Support Centre Report.

59.6 BUSINESS SUPPORT CENTRE UPDATE REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

PAPER EC 59.6 Business Support Centre Update Report

Members noted the report. The Principal reported there has been good coverage in the local media in relation to the numerous businesses the Foodovation has supported. This has involved providing upskilling and mentoring support to help businesses innovate. The Principal reported there may be challenges going forward with certain funding streams in 2020/23.

59.7 QUALITY REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Quality Monitoring and Evaluation Return – Apprenticeships NI 2021,
Skills for Life and Work, Traineeships December 2021

Report 2 Quality Improvement Report

Mrs K Moore, Head of Quality Enhancement referred to Report 2, the Quality Improvement Report and noted the need to meet targets. The disruption caused by the COVID pandemic had a negative impact on achievement rates for 2020/21. The Head of Quality reported on the recommendations agreed to ensure that success and achievement rates improve.

The Committee Chair agreed to take Report 59.9, COVID Update Report next.

59.9 COVID UPDATE REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 59.9 COVID Update Report

Mrs Moore provided an update on the data on the COVID cases in respect to staff and students. The recent Omicron variant has had an impact on staff and student absences post-Christmas. Staff and students are kept updated on PHA guidelines and Subcommittee 2 have reviewed the delivery plans for Semester 2; planning for a two week phased return to face to face delivery. The distribution and use of Lateral Flow Testing by staff and students has been a success in reducing transmission within the College.

Mrs Moore left the meeting at this juncture.

The Committee Chair returned to the normal running order of the agenda and invited Ms G Moss, Head of Client Services to report to the Committee.

59.8 CLIENT SERVICES

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 59.8 Safeguarding Report

The Head of Client Services reported that anxiety and depression continue to be the most common referral to safeguarding for additional support. An Internal Audit Review took place in December 2021 in Safeguarding. This report will progress through this Committee. There are currently 175 students registered on the Elemental Student Support platform. Students can also self-refer to this platform.

The Committee Chair and fellow Governors thanked the Head of Client Services for her comprehensive report and for the great work of the Safeguarding team in supporting students.

59.9 COVID UPDATE REPORT – Report already taken

59.10 CORRESPONDENCE

There was no correspondence received.

59.11 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 1745.

Date of Next Meeting: 13 April 2022

M Ó Néill

Signature; _____
Prof M Ó Néill, Committee Chair

Date; 13 April 2022

APPROVED