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**MINUTES OF THE FORTY FIFTH MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE STAFF DEVELOPMENT ROOM, STRAND ROAD CAMPUS ON TUESDAY 5 JUNE 2018 @ 1600**

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**PRESENT:** Mr M O’Kane, Chair  
Mr A Magee (until 1720)  
Mr P Canavan  
Mr E Kelly  
Mr L Murphy, Principal & Chief Executive  
Mr S McGregor (until 1750)  
Mr B Quinn  
Mrs L Taggart

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

**FOR PRESENTATION**

**ITEM ONLY:** Mrs G Lavery, HoD, Health & Sports  
(1640 -1730) Ms S O’Brien, Curriculum Manager for Sports  
Ms Lynda Hegarty, Curriculum Manager for Sports

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The Chair welcomed everyone and declared the meeting open.

**45.1 APOLOGIES**

Apologies were received from Mr S Gillespie, Dr M O’Neill and Mr G Killeen.

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

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

**45.3 MINUTES OF THE MEETING HELD ON 10 APRIL 2018.**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 45.3 Draft Education Committee Minutes of 10 April 2018

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

**PROPOSED;** Mr M O’Kane

**SECONDED;** Mr S McGregor

**45.3.1 MATTERS ARISING – 10 April 2018 Committee Meeting**

**44.3.1 Strategy Plan** - to come to the June Committee meeting.

**Update:** Strategy Plan within Papers for June meeting. Staff from the Health & Sports Department to make a presentation to the Committee.

**44.5 Management Report – QAA Inspection HE** – Final Report to come through next Committee Meeting

**Update:** Interim Report included in June Papers (Ref Management Report 45.5.4)  
Final Report not available until July 2018.

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**DfE Quality Inspection Report on HLA's** – Report to come through the June Committee Meeting.

**Update:** Written Report will be received mid-June 2018. The formal verbal feedback was very positive from all stakeholders. Final Report to follow.

**Skill Build NI** – The Chair to forward a letter of appreciation to the CITB and to Mrs K Moore, HoD, Training & Skills on the successful Skill Build National Final event held recently in Greystone Campus.

**Update:** Letter sent on 15 May 2018.

**44.7 AOB** – Approval required for joint agreement between the College, Derry City & Strabane District Council and University of Magee to share a post for work in relation to the UNESCO Learning City education piece

**Update;** Approved by the Governing Body at their meeting held on 1 May 2018.

#### 45.4 CHAIR'S BUSINESS

The Chair had no other business to discuss.

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

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

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 45.5 Management Report

Report 45.5.4 - QAA Quality Review Visit March 2018 – interim Report

Report 45.5.6 - The Health & Social Care Curriculum HUB and Action Plan

Report 45.5.12 - Demographic Data

The Vice Principal reported the end of year FLU Projections for 2017/18 continues to be in line with previous estimates with an overall delivery of 90%.

Targets for 2018/2019 have now been submitted to the Department (DfE) along with the College Development Plan. The enrolment targets are ambitious in the areas of part time FE, HE and Work Based Learning. Taking into account the current challenges around demographic decline and the increase competition from the Post Primary School sector the full time FE enrolments targets were realistic. The Vice Principal added that part time enrolments were needed to help maximise targets. To help achieve part time enrolments the College now have a Community Team with five staff. The Community Team are also piloting a Community 'Drop In' Centre service to promote opportunities available through the College. The Community Education Prospectus will be formally launched on 13 June 2018.

Full time Applications for 2018/19 show a drop when compared with the same time last year, with the exception of Work Based Learning (TFS/APP NI) where the number of applications received has increased.

There has been an increase in the number of applications received for the Strabane Campus and a very small increase for the Limavady Campus. Full time FE is experiencing the largest decrease in applications and this is in line with demographic challenges reported on previously. Higher Education also show a drop in applications. There will be a challenge in the 2018/2019 targets for Full-time HE at 710.

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Marketing campaigns are ongoing to strive to increase applications and maximise application to enrolment percentages.

Each Departmental Management Team have been asked to devise a three year strategic plan for curriculum and these are due for submission mid-June 2018.

The Chair requested a break in proceedings at this juncture to invite the Staff from the Health & Sports Department to provide their presentation.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 45.0 - A Strategic Vision for Sport

Mrs G Lavery, Ms S O'Brien, and Ms L Hegarty Curriculum were invited into the meeting.

Mrs G Lavery, HoD, Health & Sport introduced Ms S O'Brien and Ms L Hegarty Curriculum Managers for Sport. Mrs G Lavery tendered an apology on behalf of Mrs M McChrystal, Deputy HoD, Health & Sports.

A Power Point presentation was provided to members on, 'A Strategic vision for Sport'.

The presentation was very informative including details on the Policy Context and background, current strengths and capabilities, student successes, estates for Sport within the campuses and the external facilities used.

Members asked questions throughout, highlights included the positive news that part time provision has grown significantly over the past two academic years by 52%. Strong links exists with Derry City Football Club and Letterkenny Institute of Technology. A new project with UU and the Manchester United FC foundation will start in the summer.

The College is the first and only College to deliver a degree programme.

**AGREED ACTION; A member requested information on the Sports Curriculum offer for Limavady Campus.**

The staff members were congratulated on their great work and dedication to the Sports Curriculum within the College.

*The Staff members left the meeting as this juncture.*

The Chair invited the Vice Principal to continue with her Management Report to the Committee.

The Vice Principal provided an update on the ETI Action Plan on Wood Occupations and noted that the key actions were adhering to deadlines. CPD, classroom observations, e-portfolio expansion and self-evaluations are ongoing and closely monitored by the relevant managers.

In continuing her Report the Vice Principal referred to the Interim QAA Review Visit Report (45.5.4). The overall report was positive and the College was awarded a 'Confidence' judgement for the reliability of academic standards and the quality of the student academic experience. The review team identified one area for development in relation to consumer protection measures. The final report will be received in July 2018.

A special thanks was extended to Mr P Canavan who had taken on the role of Governor with oversight of HE and for his time afforded to this piece of work.

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The Vice Principal added that HLA provision continues to expand with planned new provision in Civil Engineering and Early Years, subject to DfE approval. Recruitment for 2018/19 is ongoing with 42 applicants to date (target for 2018/19 – 77 enrolments). The HLA Working Group is now operational.

Continuing her report the Vice Principal provided an update on the Design and Innovation for Assisted Living centre (DIAL) and on the Health & Social Care Curriculum Hub.

The first NIPS/NWRC Awards Ceremony took place in HMP Magilligan on 5 June 2018. Almost forty students received certificates for qualifications obtained across a wide range of economically relevant professional and technical curriculum. The Vice Principal provided copies of the new prospectus for HMP Magilligan.

**Agreed Actions:**

- **The Chair to forward a letter of acknowledgement to Mr D O’Kane, Head of Education, NWRC Magilligan for his commitment to NIPS Magilligan.**
- **Copies of the Prospectus to be forwarded to members of the Committee and made available on MinutePad.**

➤ **TABLED TO ALL MEMBERS**

List of Schools who registered an interest in the QUIBIZM Project

List of schools selected to participate in the QUIBIZM Project

Schools selected in the QUIBIZM Project are to share a best practice lesson planned in October 2018. Students registering with the Maths Centre continues to increase with 226 students registering in 2017/18. The Vice Principal brought members through the survey carried out with entry profile for GCSE Mathematics students.

In concluding her Report the Vice Principal referred to the Demographic Data Report (Ref 45.5.12) which highlighted the stark statistics that the projected population growth mid 2016 to mid 2026 indicates that Derry City & Strabane and Causeway Coast & Glens areas show the lowest percentage growth of 0.1% and 1.3% respectively.

The Chair thanked the Vice Principal for her report.

**45.6 SCHEDULE OF MEETINGS 2018/19**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 45.6 Schedule of Meetings 2018/19

Members noted the paper.

**45.7 CORRESPONDENCE**

There was no correspondence received.

**45.8 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 1800.

**Date of Next Meeting: 7 November 2018**

Signed: \_\_\_\_\_ Chair  
Mr M O’Kane

**Date: 7 November 2018**

APPROVED