
MINUTES OF THE SIXTY SEVENTH MEETING OF THE EDUCATION COMMITTEE HELD ON 27 NOVEMBER 2023, COMMENCING 1600 VIA MICROSOFT TEAMS

PRESENT: Mrs J McKeever, Committee Chair
Ms M Breslin
Mr P Clancy
Mrs S Fisher
Mrs M Gormley
Mr F Smyth
Mr P Thompson
Ms V Toland

IN ATTENDANCE: Dr C O’Mullan, Director of Curriculum & Academic Standards
Ms G Moss, Head of Client Services
Ms W Gibbons, Project Officer, North West Tertiary Education Cluster
(for presentation item 67.0)
Mrs É Doherty, Secretary to the Governing Body

67.0 PRESENTATION

Ms Gibbons, Project Officer, North West Tertiary Education Cluster provided the Committee with an overview of the work of the Cluster which has been in operation since 2018. The Cluster partners are Ulster University, Atlantic Technological University, Donegal Education and Training Board and the North West Regional College. The collaborative efforts of the Cluster are aimed to bring greater coherence to the education and skills provided by the four partners and further develop the research and innovation capacity of the North West region.

Ms Gibbons apprised the meeting of the aims, the framework for strategic alliance, and the areas of collaboration of the NWTEC. A summary of the many achievements to date were noted together with the strategic collaborations and partnerships that have been established.

A question and answer session followed.

The Committee Chair thanked Ms Gibbons for her excellent presentation.

Ms Gibbons left the meeting at this juncture.

67.1 WELCOME & APOLOGIES

The Committee Chair opened the meeting and welcomed everyone. Apologies were received from Mr L Murphy, Principal & Chief Executive, Mr K Kennedy and Mr B O’Neill.

67.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There were no conflicts of interest declarations. There were no declarations of any other business.

67.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 19 SEPTEMBER 2023**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 67.3 Draft Education Committee Minutes of the meeting held on
19 September 2023

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

PROPOSED, Ms M Breslin

SECONDED, Mr F Smyth

67.3.1 MATTERS ARISING – 19 September 2023 Committee Meeting

65.5, Report 6 – Dr C O’Mullan provided members with an insight to the role of a Governor HE representative on the Board. **The expression of interest will be forwarded to eligible members of the Committee.**

66.8 Further discussion took place in relation to the proposed Workshop. The Committee Chair reported that there will be a requirement to schedule a Board meeting before the Strategy Day. This meeting will review and approve the Whole College Self Evaluation Report and Quality Improvement Plan.

The College Development Plan (2023/24) will be shared with Governors in the coming weeks.

- **A decision will be made following the Board meeting on the Workshop.**
- **Dr C O’Mullan agreed to provide a summary paper in advance of the Strategy Day to include the NISRA (NI Statistics and Research Agency) data on the College and Sector.**

67.4 COMMITTEE CHAIR’S BUSINESS

The Committee Chair had no business to discuss.

67.5 MANAGEMENT REPORT – Dr C O’Mullan, Director of Curriculum & Academic Standards.**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

EC 67.5 Management Report
Report 1 2023/24 CDP Commissioning Letter
Report 2 CDP Targets v Actuals 2023/24
Report 3 Mitigation Briefing Paper - November 2023
Report 4 DfE Letter to College Principals – Quality Improvement Plan
Report 5 Commissioning FE SER QIP Submission Presentation
Report 6 Academic Standards Committee Minutes – October 2023

Report 1 2023/24 CDP Commissioning Letter

Dr C O'Mullan reported on the Draft College Development Plan 2023/24. A Sector Task and Finish Group developed a new CDP template. The College activity must be aligned to the 10x objectives. Board approval is required for the CDP which is due with the Department (DfE) on 18 December 2023.

Report 2 CDP Targets v Actuals 2023/24

In reporting on the Whole College CDP Enrolment Targets 2023/24 the Director of Curriculum and Academic Standards stated that full-time FE actuals for 2022/23 was 1462 against actuals for 2023/24 at 1437.

HE, full-time actuals for 2022/23 was 346 against actuals for 2023/24 at 368.

There was a decrease in enrolments in the Entitlement Framework, actuals for 2022/23 were 497 against actuals for 2023/24 at 399.

There were 266 enrolments in the full-time Traineeships, Level 2 against last year at 87 enrolments. This increase mainly relates to the transfer of the FE, Level 2 courses to the new Traineeship provision.

HLA, Levels 3/4, part-time actuals for 2022/23 were 72 against actuals for 2023/24 at 95.

Full-time, Apprenticeship, Levels 2/3 actuals for 2022/23 was 525 against actuals for 2023/24 at 550.

Overall, full-time provision enrolments were positive for 2023/24 and sustained on last year's actual figures. Recruitment to part-time provision will continue throughout the academic year.

The Director of Curriculum & Academic Standards noted that curriculum planning for HE 2024/25 has commenced and apprised the Committee on the summary of the work in progress.

Report 3 Mitigation Briefing Paper - November 2023

The Quality Enhancement Unit has prepared the Mitigation Briefing Paper to monitor the ongoing consequences that may arise from the learning lost due to the current industrial strike action. The paper included mitigations secured by the relevant awarding organisations. The Director of Curriculum and Academic Standards provided the Committee with the options available to make up the learning lost.

The Committee Chair thanked the staff in their work to protect the learners throughout the strike disruption. **The Committee Chair requested that the Committee be kept informed on updates within the Risk Register.**

Report 4 DfE Letter to College Principals – Quality Improvement Plan 2023/24**Report 5 Commissioning FE SER QIP Submission Presentation**

The Director of Curriculum & Academic Standards provided background to the quality reporting process, the key components and the arrangements for the submission of the revised Reports to the Department (DfE). The reports will be available to Governors mid-January 2024 for review and approval. The submission date to the Department (DfE) is on or before 22 January 2024.

Report 6 Academic Standards Committee Meeting Minutes – October 2023

Members noted the Minutes.

The Committee Chair thanked Dr C O' Mullan and invited Ms G Moss to report to the Committee.

67.6 CLIENT SERVICES – Ms G Moss, Head of Client Services**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

- Report 1 Equality Update
Report 2 Internal Audit Review – Business Development & Employability
Update on Recommendations
Report 3 Safeguarding Report

Report 1 Equality Update

The College undertook a broad range of training during the review period including training on Neurodiversity, Sexual Orientation and Gender Awareness, Young People's Mental Health and BSL introduction.

The Calander of events included Wear it Pink – 20 October 2023, International Day for the Elimination of Violence against Women (including 16 days of action from 25 November to 10 December 2023). International Men's Day during 'Movember'.

The first meeting of the College's Equality Working Group was held on 4 October 2023.

**Report 2 Internal Audit Review – Business Development & Employability
Update on Recommendations**

It was noted that some of the recommendations were now complete and one action was ongoing with a completion date of December 2023.

Report 3 Safeguarding Report

The Head of Client Services reported that the Safeguarding Team had received 144 referrals for support from September to October 2023. Anxiety continues to be the most common reason for referral with 51 students presenting as anxious. An update on Access NI checks was provided and the work taking place on mental health. A 'Buddy Up' scheme was launched to promote Anti-Bullying week on 13 November 2023. Members noted the Safeguarding statistics for September - October 2023/24 and the work ongoing within the specific areas of concern.

A discussion ensued on the important work taking place in this critical area.

The Committee Chair thanked Ms Moss for her report.

67.7 CORRESPONDENCE


There was no correspondence.

67.8 ANY OTHER BUSINESS

There was no any other business to discuss.

That being the end of business the Committee Chair thanked everyone. The meeting ended at 1826.

Date of Next Meeting – 7 February 2024

Signed; 
Mrs J McKeever, Committee Chair

Date: 26 March 2024

APPROVED