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**MINUTES OF THE FORTY SECOND MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN MEETING ROOM 1, STRAND ROAD CAMPUS ON WEDNESDAY 25 OCTOBER 2017 @1600**

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**PRESENT:** Mr M O’Kane (Chair)  
Mr S Gillespie (until 1720)  
Mr S McGregor  
Mr A Magee (until 1730)  
Mr L Murphy, Principal & Chief Executive (from 1645)  
Dr M O’Neill (until 1720)  
Mr B Quinn

**IN ATTENDANCE:** Mrs S Traynor, Vice Principal, Curriculum & Information Services  
Mrs D McElwee, Head of Department, Quality Enhancement (until 1650)  
Mr D Lavery, Head of Department, Science, Technology & Creative Industries (until 1635)  
Mrs É Doherty, Governance Secretary

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The Chair welcomed everyone to the meeting with an extended welcome to Mr Alex Magee, Mr Stephen Gillespie and Dr Malachy O’Neill who were recently appointed to serve on the Education Committee.

**42.1 APOLOGIES**

Apologies were received from Mr P Canavan. Mr L Murphy gave prior notice that he would be arriving late to the meeting.

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

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

The Chair indicated item 42.5, Report 7, would be reported on next and invited Mr D Lavery, HoD, Science, Technology & Creative Industries to provide members with an update on the Maths Centre.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 7 – Maths Centre Report

Mr Lavery provided a review on the 2016/17 academic year for the Maths Centre and reported that 187 students registered with the Centre. The students seeking support came from a wide range of courses. Student satisfaction surveys showed that 75% felt that they had improved their competence in Maths with 100% stating they felt they could comfortably raise maths related learning issues with their support tutor. 86% reported that the Maths Centre was a comfortable learning environment. Twenty-two students undertaking GSCE Mathematics attended the Maths Centre with twelve students passing the examination. During the year fifty hours per week support was provided to a variety of group sizes.

For the current academic year 2017/18, the Maths Centre will provide sixty hours per week support. This year the support has been extended to Strabane and Limavady Campuses. To date 105 students have already booked sessions. One student mentor is in place and another tutor has been recently appointed.

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A Transformation Bid was submitted to the Department in August 2017. This project proposal supports development delivery and improvement on success rates for mathematics in the North West Region.

Mr Laverty provided copies of a draft paper to members, 'Raising the Profile and Attainment Levels of Mathematics in the North West'.

**Agreed Action; The Secretary to forward members an electronic copy of this paper.**

A robust discussion took place on the success rates in GCSE Mathematics for 2016/17 which was 32%. The FE Sector success rates for 2016/17 was 33.5%. Plans moving forward include, students will now undertake an introductory course for ten weeks in Maths, then following testing a decision will be made as to the most suitable pathway/examination the student should prepare for. Staff will also encourage students this year who are studying for GCSE Mathematics to self-refer to the Maths Centre for additional support.

The Chair reported that members seen the value of the Maths Centre and congratulated staff on the success to date.

*Mr Laverty left the meeting at this juncture.*

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 42.6 Whole College QIP Operational Plan 2016-17, update

The Chair invited Mrs McElwee, HoD, Quality Enhancement, to report on item 42.6.

Mrs McElwee brought members through the updated Report with explanations on the items highlighted that were not on schedule/past the due date or completed but not achieved.

**Agreed Action; A member requested a revised due date be inserted in relation to item 7.2D (2/6).**

Discussion took place regarding the value of the Report. Members indicated they would wish to continue to receive reports on areas for improvement but were content for the Quality Enhancement Department to draft a new template that would fit with other reporting documents.

Mrs McElwee reported that the Whole College Self Evaluation Report 2016/17 was not complete; however, arrangements would be put in place for Governors to review the document before submission to the Department on 1 December 2017.

Mrs McElwee left the meeting at this juncture.

*Mr Murphy arrived to the meeting during this item.*

*The Chair returned to the normal running order of the Agenda.*

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**42.3 MINUTES OF THE MEETING HELD ON 06 JUNE 2017****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper EC 42.3 Draft Education Committee Minutes of 6 June 2017

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

**PROPOSED;** Mr M O’Kane

**SECONDED;** Mr S McGregor

**42.3.1 MATTERS ARISING - 6 JUNE 2017 COMMITTEE MEETING****40.5 Management Report**

Drop in applications, pupils/students in the region leaving to study in Belfast and Great Britain rather than study locally – the Principal to gather data if available on these statistics.

**Update: No live data is available for this year, this matter will be carried forward to the next Committee meeting for an update.**

To bring to the Committee data on the pathways that students have taken since completing the HLA programmes.

**Update:** HLA Programmes run over a 2/3 year period. No programmes have completed to date for data to be available.

The Vice Principal added she would report further on HLA’s later into the meeting. (Item 42.5)

**College External Sports Facilities**

Sports Department to present to the Committee in the next academic year.

**Update:** On the Committee’s February 2018 Agenda

Members discussed the importance of mapping the sports assets within the City and for collective use of these resources.

**Agreed Action:** The Principal to correspond with the Council representative for Sport with a request to bring together the relevant people for a discussion on this.

**42.4 CHAIR’S BUSINESS****Appointment of Vice Chair**

The Chair indicated that the vacancy of Vice Chair was open to members (from the BIP category). If any Governor wished to be considered, they were requested to contact the Governing Body Secretary or the Committee Chair.

**Review of Committee’s Terms of Reference**

The Committee Chair referred to the Terms of Reference and the Vice Principal noted the few minor changes to the wording to item 12, ‘Duties’, bullet points 4/5.

**Members were in agreement with the amendments and recommend approval to the Governing Body.**

**PROPOSED;** Mr M O’Kane

**SECONDED;** Mr B Quinn

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**42.5 MANAGEMENT REPORT – MRS S TRAYNOR, VICE PRINCIPAL, CURRICULUM & INFORMATION SERVICES****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

PAPER EC 42.5 Management Report

Report 1 – Demographic Challenges in the North West

Report 7 – Maths Centre Report

Report 8 – Letter of notification from ETI re WBL Inspection

Report 9 – Letter of notification from QAA re Review Visit 2017-18

Report 11 – Academic Standards Committee Minutes of 10 May 2017

Tabled Report – Enrolment Data 2017/18

The Vice Principal highlighted the following items within her report;  
All 2016-17 outturn figures are final and have been submitted to the DfE. The FLU actual is in line with estimates shared of an overall delivery of 90%. The pilots of Youth Training and Apprenticeships negatively impact FLU as these pilots have a separate funding stream.

Three main issues affecting the 2016/17 delivery were; falling demography in the North West; the lack of 14/19 policy and the growth of the vocational offer in the post primary school sector. Marketing Department are currently analysing the vocational curriculum on offer across the post primary schools in the three ALC within the College catchment area. The Vice Principal brought members through the Report on the demographic challenges in relation to the predicted number of 16 year olds over the period 2011-2026. This highlighted that each College catchment area is currently experiencing a decline in the number of 16 year olds. This continues for most Colleges until 2022-2024 except for the College, which will not return to current figures within the next ten years.

Discussion followed and the requirement for a coherent 14-19 Strategy was highlighted.

The Vice-Principal was happy to report that overall success for 2016/17 had been maintained at 84%, in line with College and Sector average for 2015/16. There was also marginal improvement in GCSE success in 2016/17. Maths increased by 3% from 29% (2015/16) to 32% (2016/17). There was better improvement in English with an increase of 26% from 39% (2015/16) to 65% (2016/17).

The College is reviewing Essential Skills (ES) and GCSE curriculum and developing a strategy that provides a curriculum continuum between ES and GCSE and also supports those who enter directly at GCSE level.

2016/17 was a challenging year in relation to ES. Changes in the ES assessment methods for Literacy and Numeracy had impacted significantly on success. The introduction of an examination at the end of the programme to replace a portfolio of course work had impacted negatively on outcomes. A sectoral comparison for 2016/17 shows that when compared with 2015/16 outcomes, success across the FE sector in ES Literacy dropped by 15% and numeracy success dropped by 29% across the sector.

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The Vice Principal tabled to members a live report on the enrolment data (2017/18.) FT, FE & HE enrolments were down by 301 on 2016/17. Part Time enrolments will see an increase once the January 2018 enrolment campaign takes place. The College Retention Policy had recently been revised and higher retention targets have been set for the incoming year.

The Vice Principal continued her report informing members that the Outreach Project is being rolled out again for a further two years in the DCSDC area. A member expressed his concern that the Causeway Costs and Glens District Council have not engaged to date with the project.

New contracts have been awarded for the ongoing delivery of ApprenticeshipNI and Training for Success programmes that commenced in September 2017. This contract has been awarded for a further two years as to ensure continuity of provision while the Department develops and implements a new system of Apprenticeships and Youth Training.

The Vice Principal reported that Higher Level Apprenticeships (HLA's) have increased year on year with sixty students studying over six programmes.

*Dr M O'Neill, Mr S Gillespie and Mr A Magee left the meeting during this item.*

The Principal was happy to report that confirmation had been received from the Department regarding the establishment of Curriculum Hubs within Colleges and the College had been awarded the lead College in the area of Health & Social Care. Members welcomed this good news for the College.

The Vice Principal referred to the correspondence within the Papers informing the College that the Education and Training Inspectorate (ETI) will carry out an inspection of Training for Success/ApprenticeshipsNI programmes week commencing 6 November 2017. A verbal report will be provided on the last day of the inspection. The final inspection report will contain a summary of the key evaluations and findings. The Vice Principal advised members that she had been nominated as the College lead to liaise with the inspection team. The Committee Chair will also meet with the inspection team.

A further correspondence notified the College of the QAA Quality Review visit week (QRV) commencing 19 March 2018. In preparation for the QRV, a recent event was hosted by South West College, 'HE Conference – Assisting providers in preparation for the QRV process'. Governor, Mr P Canavan attended the conference as the nominated Governor for the College.

#### **ACADEMIC STANDARDS COMMITTEE –Report 11**

Members noted the Minutes of the Academic Standards Committee meeting of 10 May 2017.

The Chair thanked the Vice Principal for her report.

#### **42.6 WHOLE COLLEGE QIP OPERATIONAL PLAN/QUALITY IMPROVEMENT PLAN 2016/17 UPDATE – As previously reported.**

#### **42.7 CORRESPONDENCE**

There was no correspondence received.

**42.8 AOB**

There was no other business to discuss.

That being the end of business the Chair thanked everyone and brought the meeting to a close at 1750.

**Date of Next Meeting:** 6 February 2018

**SIGNED:** \_\_\_\_\_ **Chair**  
**Mr M O’Kane**

**DATE;** 6 February 2018