

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Education, Quality & Performance Committee**
held on Wednesday 19 October 2022 at 5.00 pm
via Microsoft Teams

PRESENT: Ms Siobhan Breen
Mrs Deborah Brown
Dr Frances Campbell
Ms Elaine Greer (*items 6.0 – 13.0*)
Mrs Sandra Isherwood
Ms Celine McCartan (Chief Executive)
Ms Anne McCleary
Dr Lynsey Quinn

IN ATTENDANCE: Dr Jill Cush, Deputy Chief Executive
Mrs Fiona McCauley, Secretary to the Governing Body
Mr Ciaran McManus, Assistant Chief Executive (Industry Partnerships & Centres for Excellence)
Dr Nicholas O’Shiel, Chair of the Governing Body
Mr Christopher Robinson, Work Based Learning Centre for Excellence Manager (*item 8.0 only*)

APOLOGIES: Mr Michael McGuckin

1.0 ELECTION OF COMMITTEE CHAIR

Nominations for the position of Committee Chair for the 2022/23 and 2023/24 period were then invited by the Secretary to the Governing Body.

AGREED: on the proposal of Dr O’Shiel, seconded by Ms Breen, that Dr Quinn be elected to the position of Chair of the Education, Quality & Performance Committee.

Dr Quinn thanked members for their support.

2.0 APOLOGIES

An apology was tendered on behalf of Mr McGuckin.

3.0 CONFLICT OF INTEREST DECLARATIONS

Dr Quinn declared her employment with the Open University in light of the reference to the Open University in paper 06.01 and it was noted that this interest is unlikely to give rise to a conflict in the context of the report.

4.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

PREVIOUSLY ISSUED to all members:

- Paper 04 Minutes of the Education, Quality & Performance Committee meeting held on Wednesday 18 May 2022.

Min Ref 4.0

In response to a query on the proposed DfE presentation on the priorities of the Skills for a 10X Economy Strategy, Ms McCartan commented on the value of involving all governors in such a presentation and spoke of plans for a Governing Body development and strategy workshop.

5.0 ANNUAL DEVELOPMENT PLAN

PREVIOUSLY ISSUED to all members:

- Paper 05.01 2022/23 College Development Plan
- Paper 05.02 Summary of Amendments.

Dr Cush drew attention to the amendments made to the 2022/23 College Development Plan presented to the Governing Body at its September 2022 meeting. She undertook to update the document to reference the College's role as Secretariat for the Business and Financial Services Sectoral Partnership at the suggestion of a member.

Ms McCartan noted the statutory requirement for the 2022/23 College Development Plan and suggested that a longer term internal strategic plan is developed.

6.0 KEY STRATEGIC ISSUES

PREVIOUSLY ISSUED to all members:

- Paper 06.01 List of Key Strategic Issues
- Paper 06.02 Key Strategic Issues Management Update.

6.1 Reduction in Full Time Further Education Student Numbers

It was noted that a briefing on the College's Further Education provision would be provided later in the meeting.

6.2 Student Retention

Ms McCartan reminded the meeting that success is measured as the product of retention and achievement and highlighted the College's below sector average result in this metric. She outlined the vocational and pastoral interventions in place to support students as well as the induction programme implemented by the Retention & Achievement Working Group.

In response to questions from members, Ms McCartan noted the College's proportionately high number of students from the lower quintiles of deprivation and the associated effect on academic achievement.

ACTION: 'Student Retention' key strategic issue to be redefined as 'Student Success'.

6.3 Essential Skills

Ms McCartan advised that an Essential Skills Co-ordinator has been appointed in response to a recommendation from the Change Management Team who will co-ordinate the development of an Essential Skills Strategy and Implementation Plan. She also commented

on the recent change of awarding body for Essential Skills qualifications and on the associated administration required.

Dr Cush and Mr McManus then detailed the College's annual Essential Skills enrolment figures and profile and spoke of the difficulty in achieving recognition for the equivalency of Essential Skills and GCSE qualifications as well as of the challenges presented by the tutor qualification requirements.

6.4 Curriculum Delivery Model

Ms McCartan referenced the update provided on the Curriculum Delivery Model in paper 06.02 and noted the alignment of this item to the Review of the FE Delivery Model in the context of potential sectoral collaborations.

6.5 Access to Higher Education

Ms McCartan referenced the update provided on Access to Higher Education in paper 06.02 and explained that a focused discussion on Higher Education would take place at a subsequent committee meeting.

6.6 Quality of Teaching and Learning

Ms McCartan referenced the update provided on the Quality of Teaching and Learning in paper 06.02 and advised that the Quality Improvement Plan 2022/23 would be presented at the November 2022 committee meeting.

Ms Grier joined the meeting during the Key Strategic Issues report.

7.0 MANAGEMENT REPORT

PREVIOUSLY ISSUED to all members:

- Paper 07 Management Report
- Paper 07.01 Safeguarding Report
- Paper 07.02 2021-22 CDP End Year Update
- Paper 07.03 Report on Externally Funded Projects
- Paper 07.04 Report on Freedom of Information Requests and Data Protection Activity 2021-22
- Paper 07.05 Economic Profile
- Paper 07.06 Further Education Briefing Paper
- Paper 07.07 Draft Higher Education Strategy 2022-26
- Paper 07.08 FE Personal Tutoring and Academic Support Policy
- Paper 07.09 Controlled Assessment Policy
- Paper 07.10a Policy for the Promotion of Positive Student Behaviours
- Paper 07.10b Procedure for the Promotion of Positive Student Behaviours
- Paper 07.11 Quality Assurance and Improvement Policy
- Paper 07.12 Safeguarding, Care and Welfare Policy.

7.1 Centres for Excellence

Ref: Management Report Sections 1.0 – 5.0

With reference to paper 07, Mr McManus provided an update on enrolment figures. He commented on the downward trend in enrolments across the sector, the migration of some

level 3 Further Education provision to the new Advanced Technical qualifications and the challenge in maintaining full-time Higher Education enrolments whilst increasing Higher Level Apprenticeship enrolments. He also advised on the ongoing review of 14-19 education, the likelihood of the introduction of all-age and all-sector apprenticeships and the award of a package of welding academies through Mid Ulster Council.

Ms McCartan explained that positive feedback had been received from the Education & Training Inspectorate (ETI) following an inspection of the SUSE+ programme. She acknowledged the work of Mrs Brown and all other programme staff for their role in this result as well as that of the late Mrs Jacqueline McDowell, former Social Inclusion Centre for Excellence Manager, who led the College's social inclusion portfolio.

7.2 Economic Profile

Ref: Management Report Section 10.4 and Paper 07.05

Mr McManus referenced the economic activity statistics for the region and commented on the evidenced need for social inclusion interventions as a pathway into education as well as the importance of local access to Higher Education.

7.3 Policies

Ref: Management Report Section 11 and Papers 07.07, 07.08, 07.09, 07.10a, 07.10b, 07.11 & 07.12

It was noted that the draft Higher Education Strategy 2022-26 has been included for information and will be further developed and brought to the Committee for review at a subsequent meeting. It was also noted that the Safeguarding, Care and Welfare Policy had been reviewed by the Committee and approved by the Chair of the Governing Body on behalf of the Governing Body outside of the standard framework to allow for DfE instructed amendments to be made to the policy in advance of the ETI Inspection of the SUSE+ programme.

AGREED: that the following policies be recommended to the Governing Body for approval:

- **FE Personal Tutoring and Academic Support Policy**
- **Controlled Assessment Policy**
- **Policy for the Promotion of Positive Student Behaviours**
- **Procedure for the Promotion of Positive Student Behaviours**
- **Quality Assurance and Improvement Policy.**

7.4 Further Education Briefing Paper

Ref: Management Report Section 10.5 and Paper 07.06

With reference to paper 07.06, Dr Cush supported by Mr McManus provided an overview of the College's Further Education provision. They identified the College's technical facilities and industry specialist lecturers as strengths as well as the opportunity presented by the Traineeship and Advanced Technical qualifications, which are unique to the sector, and commented on the challenging policy context resulting in competition for students from schools and universities. Ms McCartan advised that recommendations for the future direction of Further Education provision in the College would be brought to the Committee for consideration at a subsequent meeting.

In response to questions and comments from members, management undertook to map faculties against performance rates, provide an update on the rate of staff completion of the Data Protection (GDPR) corporate training module and streamline information provided to the Committee generally to include enrolment data and the Report on Externally Funded Projects in particular. Members also discussed the need to brand and promote the College's Traineeship and Advanced Technical Awards offering.

Ms Grier noted raised queries in relation to a number of aspects of the Report on Externally Funded Projects as well as the Procedure for the Promotion of Positive Student Behaviour and undertook to provide details of these queries to the Secretary to the Governing Body for the consideration of management.

ACTIONS:

Management to:

- **provide a mapping of faculties against performance rates for the November 2022 committee meeting;**
- **provide an update on the rate of staff completion of the Data Protection (GDPR) corporate training module for the November 2022 committee meeting;**
- **streamline the information provided to the Committee generally to include enrolment data and the Report on Externally Funded Projects in particular.**

8.0 REPORT ON THE PERFORMANCE AND STRATEGIC PLANS OF THE CENTRES FOR EXCELLENCE

PREVIOUSLY ISSUED to all members:

- Paper 08 Performance & Strategic Plans of the Centres for Excellence.

Mr Christopher Robinson, Work Based Learning Centre for Excellence Manager, joined the meeting for this item.

With the aid of the PowerPoint presentation in paper 08, Mr Robinson provided an analysis of performance against key performance indicators in the 2021/22 year as well as an overview of strategic priorities for 2022/23 for all five Centres for Excellence and outlined the range of stakeholder engagements undertaken.

A brief discussion then ensued during which the Centres for Excellence remit in supporting curriculum teams was highlighted. The means by which this is achieved was outlined to the meeting to include the management of operational and administrative requirements and the facilitation of stakeholder engagements thereby enabling lecturers to concentrate on students and the curriculum.

Mr Robinson was thanked for his presentation and withdrew from the meeting at this juncture.

9.0 REVIEW OF THE EDUCATION, QUALITY & PERFORMANCE COMMITTEE TERMS OF REFERENCE

PREVIOUSLY ISSUED to all members:

- Paper 09.01 Education, Quality & Performance Committee Terms of Reference
- Paper 09.02 Proposed Amendments to Education, Quality & Performance Committee Terms of Reference.

The Secretary to the Governing Body reported that the Committee's Terms of Reference had been reviewed with two minor changes proposed as outlined in paper 09.02.

Following a request from a member, it was agreed that the Committee's Terms of Reference would be discussed further at the November 2022 committee meeting.

ACTION: the Education, Quality & Performance Committee Terms of Reference to be discussed further at the November 2022 committee meeting.

10.0 PROGRAMME OF BUSINESS 2022/23

PREVIOUSLY ISSUED to all members:

- Paper 10 Programme of Business 2022/23.

Following a review of the draft Programme of Business for the Committee in 2022/23, it was agreed that presentations on the performance and strategic plans of faculties should be paused to facilitate in depth discussions on key areas. It was noted that the Quality Assurance Report would be a key focus for the November 2022 committee meeting, that additional discussions on Further Education are required and that decisions on areas of focus for subsequent meetings would be taken in year.

AGREED: acceptance of the proposed Programme of Business subject to the amendment detailed above.

11.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 11 Outstanding Actions.

It was noted that economic activity statistics for the region had been provided in paper 07.05. The disparity between the below average employment rate in the Fermanagh & Omagh District Council area and the above average employment rate in the Mid Ulster District Council area was highlighted. It was agreed that an updated paper would be provided at the March 2023 committee meeting to incorporate additional data available at that time including the 2021 census statistics.

It was also noted that a further refinement of the Report on Externally Funded Projects is required.

A revised list of actions is included in Appendix A.

ACTION: Updated paper on the regional economic profile to be provided at the March 2023 committee meeting to incorporate additional data available at that time including the 2021 census statistics.

12.0 ANY OTHER RELEVANT BUSINESS

No further business was raised.

13.0 REFLECTION ON EFFECTIVENESS OF MEETING

Members welcomed the focused paper and discussion on Further Education.

The effort required to prepare papers for the Committee was acknowledged and the need for a streamlining of the information provided to the Committee, to include detail on the purpose of each report, to aid effectiveness was re-emphasised.

The meeting concluded at 6.40 pm.

CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 16 NOVEMBER 2022

CHAIRMAN



DATE 16/11/2022

SUMMARY OF OUTSTANDING ACTIONS

#	Meeting Date	Minute Ref	Action
1	19/10/2022	6.2	'Student Retention' key strategic issue to be redefined as 'Student Success'.
2	19/10/2022	7.4	Management to provide a mapping of faculties against performance rates for the November 2022 committee meeting.
3	19/10/2022	7.4	Management to provide an update on the rate of staff completion of the Data Protection (GDPR) corporate training module for the November 2022 committee meeting.
4	19/10/2022	7.4	Management to streamline the information provided to the Committee generally to include enrolment data and the Report on Externally Funded Projects in particular.
5	19/10/2022	9.0	The Education, Quality & Performance Committee Terms of Reference to be discussed further at the November 2022 committee meeting.
6	19/10/2022	11.0	Updated paper on the regional economic profile to be provided at the March 2023 committee meeting to incorporate additional data available at that time including the 2021 census statistics.