

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of an Online meeting of the **Education, Quality & Performance Committee**
held on Wednesday 21 October 2020 at 5.00 pm

PRESENT:

- Mr Peter Archdale
- Ms Siobhan Breen
- Mrs Joanne Lucas
- Mrs Margaret Martin
- Mr Michael McAlister, Chief Executive
- Mr Michael McGuckin
- Mrs Joanne Moore, Committee Chair

IN ATTENDANCE:

- Mr Liam Curran, Centre for Excellence Manager - Higher Education
(Item 6.0 only)
- Dr Jill Cush, Deputy Chief Executive
- Ms Victoria Erskine, Marketing Manager *(Item 5.0a only)*
- Mrs Jacqueline McDowell, Centre for Excellence Manager – Social
Inclusion, Community L & D *(Item 6.0 only)*
- Mrs Sharon McGrath, Head of Services *(Item 5.0a only)*
- Mr Ciaran McManus, Assistant Chief Executive Industry Partnerships
& Centres for Excellence
- Dr Nicholas O’Shiel, Governing Body Chair
- Mrs Shirley Patterson, Secretary to the Governing Body
- Mr Christopher Robinson, Centre for Excellence Manager – Work
Based Learning *(Item 6.0 only)*

PRELIMINARIES

The Chair welcomed everyone to the meeting, she explained that the meeting would be recorded for minute taking purposes and that this recording would be deleted once the minutes had been agreed. She thanked members for their support during the 2019/20 academic year, her first year of Chair of the Education, Quality and Performance Committee. She commended the progress with Higher Education (HE) in 2019/20 and suggested the Committee focus on Further Education (FE) for this academic year. In relation to presentations to the Committee she drew attention to timekeeping and suggested that all presentations are allocated 10 minutes, followed by 10 minutes for questions.

1.0 APOLOGIES

No apologies were recorded.

2.0 CONFLICT OF INTEREST DECLARATIONS

Mr Archdale declared a conflict of interest in relation to item 7.0.

3.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

PREVIOUSLY ISSUED to all members:

- Paper 03 Minutes of the Education, Quality & Performance Committee meeting held on Wednesday 20 May 2020.

Noted

4.0 KEY STRATEGIC ISSUES

PREVIOUSLY ISSUED to all members:

- Paper 04.01 List of Key Strategic Issues
- Paper 04.02 Management Update on Key Strategic Issues

4.1 The Student

The Chief Executive provided a summary update of the key strategic issues. He began with an overview of the student programme delivery models, explaining that the methodology across programmes is on a continuum from fully face-to-face to fully remote delivery. He noted the factors that influence the decision on the appropriate delivery model for programmes and drew attention to the current instruction from the Executive to maximize online delivery for four weeks. In relation to the student voice, the Chief Executive explained that post induction surveys will take place and a report on results will be available at the next Committee meeting. He then updated members on the current status of 2019/20 results, he explained that the annual FELS (Further Education Leavers Survey) is currently being compiled by college staff and this will provide a high level metric for retention, achievement and success. He noted that results from the 2019/20 academic year are much better than originally thought and that the retention and success percentages are not far from the 2018/19 academic year.

4.2 The Quality of Teaching and Learning

With reference to the Education and Training Inspectorate (ETI) sectoral plan, the Chief Executive explained that a workshop will be held between ETI, the Department for the Economy (DfE) and senior staff in colleges on Thursday 5 November 2020. He explained that the meeting will review the finding of the Level 3 Evaluations which took place across the 2019-20 academic year and will identify a series of actions to be embedded within colleges. He then referenced the colleges digital capacity, noting that the Centre for Excellence in Digital Learning developed a four-part digital skills programme. He explained that the second workshop was delivered to 260 staff on the 14 October 2020, and that this workshop was preparation in advance of a potential 'circuit-breaker' or 'mini-lockdown'.

In reference to the software and platforms used by students for online learning the Chair asked how many different platforms students are required to access. The Chief Executive responded by detailing three key pieces of software used by the College, firstly, Microsoft Teams which is used for staff meetings; secondly, Blackboard Collaborate which is used for live teaching online; and the third as Canvas which is the repository for learning materials. Adding further clarification, Ms Breen explained that Canvas is the main tool used by

students, and within Canvas tutors provides a link to the live classrooms on Blackboard Collaborate so the student is only required to access Canvas for their online class.

4.3 Curriculum

The Chief Executive continued his update by informing the Committee of proposed adaptations for BTEC assessment for 2021, noting that an agreed approach will be launched by Pearsons by the end of October 2020 and that the underpinning principles are welcomed by the College. With reference to the 14-19 agenda, he noted that full time FE has seen a gradual decline in enrolments over recent years. He explained that the decline is due to a number of factors, including competition from the Post-Primary sector and he referenced uncertainty created by the pandemic for this academic year. Mr McGuckin commented on the challenges faced for the 14-19 agenda and asked in relation to policy development if there are collaborative discussions going on between the Department for the Economy and the Department of Education. In response the Chief Executive advised the Committee that this topic is regularly discussed, he noted the work required across the schools and colleges network to address the issues that underpin the decline and referenced the cross departmental working groups which have been stood down since March 2020.

With reference to the Entitlement Framework he informed the Committee that there were some issues around accommodation and solutions have been put in place. He informed members that additional funding has been requested from DfE to cover the additional costs related to Entitlement Framework, including additional teaching hours and accommodation. He noted this is work in progress and is being perused by Colleges on a sector wide basis. In response to a query regarding school links programmes, Mr McManus informed members it is down by 8% and that Omagh Campus has no pre-16 provision but that post-16 has slightly increased. The Chief Executive continued his report and referenced Higher Education, he informed members that HE full time has held up strongly and that the College has exceeded the levels achieved in 2019/20. He noted some issues around the work-based learning element of foundation degrees, he explained ongoing discussions are taking place with the University of Ulster to look at alternatives, including the substitution of an Associate Bachelor's degree or an Advanced Diploma and the potential for a work-related project.

4.4 Safeguarding

In concluding his report on the Key Strategic Issues, the Chief Executive informed members that there have been no referrals to social services. He noted that there were two in-college referrals to Safeguarding Assistants and these are being dealt with by college staff. Finally, he referred to a number of support materials that were prepared for students over the summer period, these included the student handbook, re-induction module and student charter.

Following the Chief Executives update on the key strategic issues, Committee members discussed the strategic issue Covid-19 recovery and resilience. The Committee agreed that Covid-19 as an issue is embedded across all key strategic issues, Dr O'Shiel commented to provide an assurance financially and operationally and noted that the College has mitigated Covid-19 risks as much as possible. The Chief Executive added that a sector wide Covid-19 group has been set up and that a standardised template for recording is in place, he suggested that this could be presented to this committee.

5.0 **MANAGEMENT REPORT**

PREVIOUSLY ISSUED to all members:

- Paper 05 Management Report
- Paper 05.01a CfE Management Report – Higher Education
- Paper 05.01b CfE Management Report – Further Education
- Paper 05.01c CfE Management Report – Work Based Learning
- Paper 05.01d CfE Management Report – Digital Learning
- Paper 05.01e CfE Management Report – Social Inclusion Community Learning & Development
- Paper 05.02 Safeguarding Report
- Paper 05.03a CDP Progress Reporting Template
- Paper 05.03b Draft College Development Plan
- Paper 05.04 Freedom of Information and Data Protection Activity Report
- Paper 05.05 Report on Externally Funded Projects
- Paper 05.06 HE Marketing Campaign Aug – Sept 2020
- Paper 05.07 Student Digital Connectivity Survey Responses
- Paper 05.08 Policy for the Promotion of Positive Student Behaviour
- Paper 05.09 Mobile Device Management Policy
- Paper 05.10 Student Attendance Policy October
- Paper 05.11 Draft Marketing and Communications Strategy

5.1 **Higher Education**

Ref: Management Report Section 1.0 and Paper 05.01a

Mr McManus began his report with Higher Education, he detailed an increase in Higher Education with a total of 560 full time enrolments, 525 part time enrolments and noted an interest in the new Level 6 Open University programmes. With reference to Higher Level Apprenticeships (HLAs) he noted the College has 210 enrolments. Mr McManus apprised members of student Joseph Doyle who has been awarded the inaugural Chief Executives Scholarship, noting Josephs comprehensive application and that he is studying a Foundation Degree in Computing and BSc Hons Top Up in Computing.

5.2 **Further Education**

Ref: Management Report Section 2.0 and Paper 05.01b

With reference to Further Education, Mr Manus continued his report noting that Further Education has become a crowded space with competition from Post-Primary Schools. He explained that the Centre for Excellence in Further Education Manager is collaborating with the Heads of Faculty and Heads of Schools to develop a framework model for an outstanding further education programme. He further noted that the Learner Management System (LMS) remains a key focus for the incoming year and that an interim review of the LMS implementation is currently underway.

5.3 **Work Based Learning**

Ref: Management Report Section 3.0 and Paper 05.01c

Mr McManus reported on work based learning in the college, he noted a slight reduction in recruitment with the current intake at 520 students compared to 570 in September 2019. With reference to the Apprentice Challenge Fund he explained that a sectoral application is in development. He further added detail on the work ongoing for the Enniskillen Workhouse Restoration project, detailing that the project continues to progress with the Heritage Education and Skills Co-ordinator appointed in August and the project now moving towards the launch of 12 heritage apprenticeship bursary opportunities.

5.4 Digital Learning

Ref: Management Report Section 4.0 and Paper 05.01d

The support provided by the Centre for Excellence in Digital Learning was noted by Mr McManus, he noted the Digital Learning staff have responded to 1,258 requests for assistance on the Helpdesk and inducted 1,258 students into the Learning Resource Centres. He also informed members of the digital skills programme, noting the second workshop focusing on the fundamentals of digital assessment took place on the 14th of October to 260 staff. In response to a query regarding digital skills training for Governors, Mr McManus agreed to take an action to provide training.

AGREED: Mr McManus to arrange digital skills training for Governors.

5.5 Social Inclusion

Ref: Management Report Section 5.0 and Paper 05.01e

Mr McManus provided an overview of the funded projects within social inclusion, he explained timelines for existing Peace funded programmes and noted that a funding call for Peace Plus will open in mid-2021. With reference to the Erne Campus, he apprised members of initiatives for the Devenish Super Output Area (SOA), including the Going Places programme, Workhouse Heritage Apprentices and widening access to HE Chief Executive Scholarships.

5.6 Excellence in Teaching and Learning

Ref: Management Report Section 6.0

The update on excellence in teaching and learning was noted.

5.7 Economic Engagement

Ref: Management Report Section 7.0

The update on economic engagement was noted and Mr McManus drew attention to the DfE funding for the Skills Intervention Academies.

5.8 Internationalisation

Ref: Management Report Section 8.0

Noted.

5.9 Engineering and Manufacturing Support Hub

Ref: Management Report Section 9

Noted.

In response to a query on the update of the development of the Engineering Centre, Dr Cush updated members that the Centre has been identified as a key project in the Mid South West Growth Deal. She noted funding is now available and a new business case will be required, concluding that this is positive progress.

5.10 Erne Project

Ref: Management Report Section 10

Noted

5.11 Safeguarding

Ref: Management Report Section 11.0 and Paper 05.02

Noted

5.12 Additional Items

5.12.1 CDP Progress Reporting Template – July 2020

Ref: Management Report Section 12.1 and Paper 05.03a and 05.03b

A summary update on the CDP was noted.

5.12.2 Report on Freedom of Information and Data Protection Activity

Ref: Management Report Section 12.2 and Paper 05.04

Noted

5.12.3 Report on Externally Funded Projects as at 31 July 2020

Ref: Management Report Section 12.3 and Paper 05.05

Noted

5.12.4 HE Marketing Campaign August – September 2020

Ref: Management Report Section 12.4 and Paper 05.06

The HE at Home Marketing Campaign was noted.

5.12.5 Student Digital Connectivity Survey Responses

Ref: Management Report Section 12.5 and Paper 05.07

Noted.

5.13 Policy Reviews

5.13.1 Policy for the Promotion of Positive Student Behaviour

Ref: Management Report Section 13.1 and Paper 05.08

AGREED: on the proposal of Mr McGuckin, seconded by Mrs Martin, to recommend the policy for approval by the Governing Body.

5.13.2 Mobile Device Management Policy

Ref: Management Report Section 13.2 and Paper 05.09

AGREED: on the proposal of Mr McGuckin seconded by Mrs Moore to recommend the policy for approval by the Governing Body.

5.13.3 Student Attendance Policy

Ref: Management Report Section 13.3 and Paper 05.10

AGREED: on the proposal of Mr McGuckin seconded by Mr Archdale to recommend the policy for approval by the Governing Body.

5.13.4 Communications and Engagement Strategy

Ref: Management Report Section 13.4 and Paper 05.11

It was noted that the Communications and Engagement Strategy would be presented in item 5a.

5.0a MARKETING STRATEGY

PREVIOUSLY ISSUED to all members:

- Paper 05.11 Communications and Engagement Strategy

Ms Erskine, Marketing Manager and Mrs McGrath, Head of Services joined the meeting at this juncture.

Mrs McGrath began the presentation by setting the context of the marketing and communications strategy, she identified the importance of the College mission and vision statement and highlighted the key role of communication. She provided an overview of the overarching objectives as engage, encourage and enrol and summarised the identified target market. Mrs McGrath then invited Ms Erskine to present details on the remainder of the marketing and communications strategy. Ms Erskine provided an overview of items identified within the objective 'encourage', this included: demystifying FE; Erne campus & sustainability; new opportunities; digital economy; and career changers. She continued her presentation by detailing the marketing phases, key marketing messages and the annual marketing cycle.

The Chair thanked Mrs McGrath and Ms Erskine for their presentation and welcomed comments and questions from the Committee. Mr Archdale commented to acknowledge the excellent piece of work, he noted he was particularly pleased to see demystifying FE included in the strategy, he further commented to ask for consideration to be given to the 14-19 agenda within the target market. The Chair agreed with Mr Archdale, commenting that is great to see demystifying FE within the strategy, she also queried if the strategy included retraining for displaced workers. Mrs McGrath responded by commenting that the strategy will be amended to clearly identify this area. The Chair then commented on the excellent piece of work that was presented in the management report to demonstrate the HE marketing campaign, she asked if the same could be provided for FE, Mrs McGrath and Ms Erskine commented to note that a FE Marketing pack can be created. In conclusion Committee members thanked Mrs McGrath and Ms Erskine for this piece of work and requested updates at future meetings.

Ms Erskine and Mrs McGrath was thanked for their presentation and withdrew from the meeting at this juncture.

6.0 PRESENTATION ON THE PERFORMANCE AND STRATEGIC PLANS OF THE CENTRES FOR EXCELLENCE

PREVIOUSLY ISSUED to all members:

- Paper 06 Performance and Strategic Plans of the Centres for Excellence

Centre for Excellence Managers, Mr Curran, Mrs McDowell and Mr Robinson, joined the meeting at this juncture.

Mr McManus introduced Mr Curran, Mrs McDowell and Mr Robinson to the Committee members and noted his appreciation to all Centre for Excellence Managers. Mr Robinson began the presentation by detailing the collaboration across the Centres for Excellence and Faculties, he commented on the operational plan, monthly team meetings and cross cutting KPIs. He continued his presentation by providing a summary of the 2019/20 key priorities for each Centre for Excellence and the outcomes. In particular, he referenced the implementation of digital practices; the learner management system; the funding cycle for social inclusion programmes; the expansion of Higher Education; and embedding work based learning across each school. Mr Robinson handed over to Mr Curran who continued the presentation by providing a summary of the 2019/20 challenges and opportunities identified for each of the Centres for Excellence. He noted the challenges as staff working

remotely; increasing the number of full time Level 3 students; funding from the European Social Fund and Peace IV coming to a close; enhanced competition from local Universities for full time students; and instability of labour market impacting on work placement and apprenticeships. Mrs McDowell then presented the concluding slide of the presentation, she detailed engagement with stakeholders, noting engagement with 3664 employers, 106 referral agencies, 21 sectoral working groups and local Universities.

The Chair thanked the presenters and asked the Committee for any comments or questions. Mr Archdale commented on the importance of the integration of the sustainability strategy and noted it would be complex, Dr Cush agreed and noted it would need to be a horizontal integration.

Mr Curran, Mrs McDowell and Mr Robinson was thanked for their presentation and withdrew from the meeting at this juncture.

7.0 MEMORANDUM OF UNDERSTANDING BETWEEN CAMPHILL COMMUNITY CLANABOGAN, NORTHERN IRELAND HOUSING EXECUTIVE AND SOUTH WEST COLLEGE.

PREVIOUSLY ISSUED to all members:

- Paper 07 Memorandum of Understanding Between Camphill Community Clanabogan, Northern Ireland Housing Executive and South West College

The Chief Executive provided a background to the relationship between South West College and Camphill Community Clanabogan, he noted the benefits of knowledge transfer and explained that the proposed memorandum of understanding will provide shape and structure, in conclusion he welcomed the Memorandum of Understanding Between Camphill Community Clanabogan, Northern Ireland Housing Executive and South West College.

AGREED: on the proposal of Mr McGuckin and seconded by Mrs Martin the Memorandum of Understanding Between Camphill Community Clanabogan, Northern Ireland Housing Executive and South West College is recommended for approval by the Governing Body.

8.0 REVIEW OF EDUCATION, QUALITY & PERFORMANCE TERMS OF REFERENCE

PREVIOUSLY ISSUED to all members:

- Paper 08 Education Committee Terms of Reference

AGREED: that the revised Staffing Committee Terms of Reference be recommended to the Governing Body for adoption.

9.0 PROGRAMME OF BUSINESS 2020/21

PREVIOUSLY ISSUED to all members:

- Paper 09 Programme of Business 2020.21

AGREED: acceptance of the Programme of Business 2020/21

10.0 ANY OTHER RELEVANT BUSINESS

No other relevant business was raised.

11.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 11 List of Outstanding Actions

A discussion took place on the outstanding actions, it was agreed that items 1 and 2 have been actioned and that item 3 is to be presented at the November Committee meeting.

12.0 REFLECTION ON EFFECTIVENESS OF THE MEETING

Members discussed the duration of the meeting, noting this meeting overran by 30 minutes. In conclusion it was agreed that future presentations of Key Strategic Issues and the Management Report would be reduced by 5-10 minutes.

The meeting concluded at 7:30 pm.

CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 11 NOVEMBER 2020.

CHAIRMAN _____

DATE _____

SUMMARY OF OUTSTANDING ACTIONS

#	Meeting Date	Minute Ref	Action
1	20/05/2020	11.0	Sustainability Strategy – paper outlining the structure and programme to be presented to the June GB meeting
	21/10/2020	11.0	Sustainability Strategy – paper outlining the structure and programme to be presented to the November GB meeting
2	21/10/2020	5.4	Mr McManus to arrange digital skills training for Governors.
3	21/10/2020	5.0a	Update on the communication and engagement strategy to be provided to the Committee.