

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Education, Quality & Performance Committee**
held on Wednesday 20 October 2021 at 5.00 pm via Microsoft Teams

PRESENT: **Mrs Joanne Moore (Committee Chair)**
Mr Peter Archdale
Mrs Margaret Martin – *withdrew from meeting at 6.45pm*
Mr Michael McGuckin
Mr Colin Lewis
Ms Siobhan Breen
Mrs Deborah Brown

IN ATTENDANCE: Dr Jill Cush (*Deputy Chief Executive*)
Dr Nicholas O’Shiel (*Governing Body Chair*)
Mr Ciaran McManus (*ACE – Industry Partnerships & Centres for Excellence*)
Mrs Carol Anne Deeny (*Item 8.0 only*)
Mrs Ciara Duffy (*Item 8.0 only*)
Mr Mark Sterritt (*Boardroom Apprentice*) – *withdrew from meeting at 6.15pm*
Mrs Sabrina Schulze-Bernhardt (*Minute Taker*)

At the outset, the Committee Chair, Mrs Joanne Moore, opened the meeting by welcoming all attendees and refocusing on the main duties of the Education, Quality & Performance Committee which includes to ensure that there is a strong curriculum, that the needs are met of the education and skills gap in the region and that the curriculum is held to key performance indicators.

The Committee Chair reminded all attendees that every contribution and opinion is important and if anyone feels they are not heard they can contact Mrs Moore outside of Committee meetings.

A special welcome and best wishes were given to Mr Colin Lewis as new Interim Chief Executive.

The Committee Chair reflected on the challenging past year due to COVID-19 and thanked all Committee members, staff and students for their contributions and hard work during that difficult time. The Chair also acknowledged that, during this challenging time, the College was in a position to open the new iconic environmental Erne Campus.

1.0 ELECTION OF COMMITTEE CHAIR 2021/22 – 2022/23

Dr O’Shiel proposed the re-election of Mrs Moore for the position of Committee Chair for the incoming two year term. This proposal was seconded by Mrs Martin. Mrs Moore accepted this proposal and was duly elected. Dr O’Shiel extended his appreciation to Mrs Moore, who had chaired the Committee for the past two years during challenging times due to the global pandemic.

2.0 APOLOGIES

No apologies were recorded.

3.0 CONFLICT OF INTEREST DECLARATIONS

No conflict of interest declarations were made.

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 26 May 2021

There were no matters arising from the minutes.

5.0 ANNUAL DEVELOPMENT PLAN

PREVIOUSLY ISSUED to all members:

- Paper 05 Draft 2021-22 College Development Plan

Dr Jill Cush advised that the Department for the Economy have mandated that the College uses a prescribed template for the College Development Plan. Context in some sections, for example 'Strategic Context' and 'Current Operating Environment in light of COVID-19', were pre-populated by DfE. Context for the 'Regional Operating Challenges' section has been completed by South West College with specific challenges to our region in terms of low level qualifications, STEM and students travelling to Universities.

Dr Jill Cush highlighted that the main focus in the College Development Plan are the performance targets and key performance indicators which are noted in the report cards.

The **first report card** refers to residual qualifications. The majority of qualifications which couldn't be completed last year were from various vocational areas. Dr Cush indicated that there will be challenges to complete these this year.

The **second report card** refers to set targets for 2021/22 qualifications. Dr Cush informed the Committee that these are broadly in line with the delivery from the previous year with a small increase in some areas. Last year the College had, for example, lower levels of delivery in terms of Community Education Provision and Confucius. Also due to the high demand from employers there has been a significant growth in terms of Higher Level Apprenticeships and Apprenticeships.

The **Employer and Social Inclusion report cards** are again broadly in line with the delivery from the previous year with a small increase in some areas.

In summary, Dr Cush indicated that there is no significant decreases in terms of KPI's and targets in any of the areas.

The College Development Plan was submitted to DfE in a draft format on the 24th September 2021. On the 19th October 2021, the College received feedback and has been asked to make minor amendments. A revised draft will be submitted to DfE on 25th October 2021 with a view of final sign off by the end of October 2021 in line with budget allocation.

Mrs Martin queried if the potential increase in need in relation to Social Inclusion have been factored into the College Development Plan.

Dr Cush advised that the current Social Inclusion Provision in the College is already very substantial although there is scope to expand. Mr McManus followed by informing the Committee that the College tendered for a programme called 'Work Ready Employability Skills'. This programme was designated to cope with the expected increase in people entering claims following the closure of the furlough scheme. The College was successful and was awarded a contract for Omagh, Fermanagh and Mid Ulster with a target of 1000 referrals which can be expanded (250 referrals to date).

Mrs Martin asked that regular updates are given to the Education, Quality & Performance Committee in relation to the progress of Social Inclusion Programmes.

Mr Archdale stated that Brexit and the cross border references should be factored more significantly in the College Development Plan although it may not be mandated by the Department for the Economy. Mr Lewis responded to say that he appreciates Mr Archdale's concern although he believes that this is unlikely to have an impact on the College's outcome targets.

Ms Breen queried the digital first approach as mentioned the College Development Plan as this might be a potential risk due to increasing digital poverty. This concern should be considered by the Committee going forward.

Mr McGuckin commented on the satisfying plan of performance for the incoming year which is very realistic and very positive.

The Committee Chair advised the members that the College Development Plan has to be recommended for Governing Body approval. Further changes are still to be made to the current draft version as noted by Dr Cush. The Committee Chair asked for a summary with all changes to be sent to her and Dr O'Shiel for final Committee recommendation. Mr McGuckin and Mrs Martin agreed.

AGREED: (i) that regular updates are given to Education, Quality & Performance Committee in relation to the progress of Social Inclusion Programmes. (ii) that the Chair of the Committee to receive summary of College Development Plan final changes for Governing Body recommendation on behalf of all Committee members.

6.0 KEY STRATEGIC ISSUES

PREVIOUSLY ISSUED to all members:

- Paper 06.01 Key Strategic Issues
- Paper 06.02 Key Strategic Issues Management Update
- Paper 06.03 Emerging Issues.

Apologies were given from Mr Lewis in relation to reporting on key strategic issues at this meeting due to length of service. Dr Jill Cush has been asked to report on Mr Lewis behalf.

6.1 Covid-19 Recovery and Resilience

Dr Cush advised due to changes in the guidelines, at the start of the academic year, Colleges are now allowed face-to-face teaching with no social distancing in the classrooms. This change enabled the College to go back to full capacity on campuses. The majority of learning is face-to-face with approx. 5% remote learning.

The College faced challenges at the start of the academic year due to a surge of COVID-19 positive cases among staff. A model of classroom supervisors has been introduced which is working well.

Dr Cush advised that the current restrictions are likely to remain in place until February 2022.

6.2 Student Support

There is a requirement to provide additional curriculum and pastoral support to students who have missed out on learning opportunities as a result of Covid-19. The College has submitted a bid to DfE to cover the additional resource required to support "Lost Learning".

The bid also included the recruitment of additional learning mentors to provide direct one to one support for students. The College is currently awaiting the outcome.

Dr Cush raised concerns in relation to timeframes as the money received for "Lost Learning" has to be spent by March 2022.

6.3 Student Voice

A new research has been issued in relation to transforming the 14-19 education and skills system in Northern Ireland. The key issues which have been identified are status of occasional education, employability and career advice.

Mr Archdale highlighted that the 'Exploring the Complexities of College Governance' report is now available which states points about how the role of the student governor can be facilitated better. Dr Cush has asked for this report to be shared so points can be taken into consideration. Mr Archdale advised that the report has been sent to Dr O'Shiel for further circulation.

Dr Cush also pointed out that the election for student governor was today and no outcome has been communicated to her yet.

AGREED: (i) that Dr O'Shiel will circulate the 'Exploring the Complexities of College Governance' report in due course.

6.4 The Quality of Teaching & Learning

Dr Cush referred to Paper 06.02 – Key Strategic Issues Management Update and the notes in relation to work that has been undertaken in Higher Education and the College Curriculum Conference. Dr Cush advised that the Student Post Induction Survey is currently live which will capture data in terms of quality of teaching and learning.

6.5 Curriculum

Further Education - Dr Cush pointed out that recruitment of new FE students remains a challenge in the College, but also sector-wide, due to grade inflation, with more young people remaining at school to study A-levels. The College has ran a new marketing campaign in September 'School not for You' to attract young people who returned to school post GCSE as a default mode.

Higher Education - Dr Cush highlighted the significant growth in the area of Higher Level Apprenticeships, including degree pathways. The College has over 50 students on degree apprentice pathways. The popularity of HLAs however has placed a pressure on FT HE mainstream recruitment in addition to the competitive pressures from NI universities. The College HE numbers have reduced slightly.

New Curriculum - this year the College has launched a new sectorally developed Traineeships at Level 2 (currently 120 students). The College has employed three new full-time staff to support these traineeships.

6.6 Safeguarding

Dr Cush referred to Paper 06.02 – Key Strategic Issues Management Update and the notes in relation to work that has been undertaken to Safeguarding for example achieving the recognised 'Quality Standard in Careers Support'.

Emerging Educational Strategic Issues

Dr Cush referred to Paper 06.03 – Emerging Issues which focuses this on the priorities that the Governing Body set in terms of students, curriculum and staff. Dr Cush highlighted that there are main areas the College is focusing on and elaborated on each area.

1. Students

- Managing and improving the student experience post Covid.
- Recruitment and retention of students and sectoral decline in FE numbers.
- Student Voice.
- 14-19 Review. Introduction of Traineeships and Advanced Technical Award.

Mr Archdale asked that the issue of fees and affordability of the College offerings in relation to the economic position is to be monitored.

Mr McGuckin and Mrs Martin raised their general concerns in relation to the 14 – 19 agenda and acknowledged that changes, in relation to an exam driven education, primarily needs to be actioned on ministerial level. More focus should be given to life skills.

Mrs Breen expressed her delight with the focus on curriculum and staff. Mrs Breen also pointed out that the College has to be more innovative in the curriculum offer and thinking. It is important when targeting 14 – 19 year old age group to involve the parents as influencers.

2. Curriculum

- Addressing skills imbalances and driving local economic growth. Manufacturing productivity and Green Skills.
- HE in FE Review. New Tertiary Education Division in DfE.
- Life-long Learning.

3. Staff

- Post-Covid strategies for flexible teaching models and remote working.
- Recruiting and developing lecturers for harder to fill vacancies.
- Business support staff priorities including student support, careers guidance and digital transformation.

Mr Archdale asked to monitor the stress levels of staff and set up metrics to support accordingly.

4. Whole College

- Development of new 3-year College Strategic Plan
- Implementation of new DfE policies - 10x Strategy, Economic Recovery Action Plan, Skills Strategy

Mr Lewis agreed with Dr Cush in relation to the future strategic planning and the need for a College Strategic Plan but added concerns relating to timeframes.

Dr O'Shiel welcomed the idea that the emerging issues are divided by students, staff and curriculum but feels that the arising issues with MEGA Mid Ulsters new degree programme would need to be added as a strategic emerging issue under the curriculum heading.

Mr McManus advised that the College has a good working relationship with MEGA in relation to the Welding Academy. A meeting, between the College and MEGA, has taken place as they developed a new strategy in partnership with the UU to bring forward their degree. The College also made an application and was offered a Degree Level Apprenticeship in Manufacturing Engineering (29 people recruited to date).

Mr McManus offered to add a new section to the Management Report for the next Committee meeting in relation to the Colleges working relationship with MEGA in more detail. The Committee Chair agreed that it would be beneficial to explore the impacts on the curriculum the College offers.

Dr O'Shiel appreciated and welcomed the offer but also suggested a high level strategic meeting with MEGA and the Colleges Senior Management team would be necessary to understand the working relationship.

Dr Cush added that the Engineering Skills and Innovation Center is establishing a Project Board and MEGA have been invited to serve nominees.

AGREED: (i) that Mr McManus will add a new section to the Management Report for the next Committee meeting in relation to the Colleges working relationship with MEGA (ii) that Dr Cush will arrange a high level strategic meeting with MEGA and the Colleges Senior Management team

7.0 MANAGEMENT REPORT

PREVIOUSLY ISSUED to all members:

- Paper 07 Management Report
- Paper 07.01 FE Centre for Excellence Implementation Plan 21/22 Progress Report
- Paper 07.02 HE Centre for Excellence Implementation Plan 21/22 Progress Report
- Paper 07.03 WBL Centre for Excellence Implementation Plan 21/22 Progress Report
- Paper 07.04 DL Centre for Excellence Implementation Plan 21/22 Progress Report
- Paper 07.05 SI Centre for Excellence Implementation Plan 21/22 Progress Report
- Paper 07.06 Safeguarding Report
- Paper 07.07 2020/21 College Development Plan Progress Report
- Paper 07.07b Draft 2021/22 College Development Plan
- Paper 07.08 2020/21 Report on Freedom of Information and Data Protection Activity
- Paper 07.09 Report on Externally Funded Projects
- Paper 07.10 Digital Strategy 2021-2024
- Paper 07.10b Digital Strategy Implementation Plan
- Paper 07.11 Higher Education Academic Appeals Policy and Procedure
- Paper 07.12 Plagiarism Policy
- Paper 07.13 Learning Support Policy
- Paper 07.14 Accuracy and Completeness of Public Information Policy and Process
- Paper 07.15 Draft Policy for Students with Caring Responsibilities

7.1 Further Education

Ref: Management Report Section 1.0 and Paper 07.01

Mr McManus reported that recruitment to full time Further Education programmes for the 2021-2022 academic year remained challenging. Mr McManus stated that 1300 students have been enrolled to 2021/22 FE programmes to date noting the decrease of enrolments at the same point last year.

He added another concern in relation to Grade Inflation at GCSE level which is hoped to recede with more face-to-face teaching this academic year. The College need to continue to innovate, develop and refresh the College curriculum and ensure that it is aligned with industry.

The 'Transforming the 14-19 education and skills system in Northern Ireland – youth voices and solutions' report from the Pivotal Public Policy Forum identifies that education and skills are important drivers of economic growth. This report cites the need for transformational change in the 14-19 year education and skills system, to address skills gaps and to ensure that all young people meet their potential.

Mr McManus also referred to the embedding of the EBS system as key focus and it will change how the College operates in relation to enrolments and admission procedures. The focus for the remainder of this year will be on the student facing site of EBS.

7.2 Higher Education

Ref: Management Report Section 2.0 and Paper 07.02

Mr McManus reported that there has been some movement within the profile of Higher Education stating a slight increase in enrolment numbers. He added that Universities reducing the number of students they are rejecting from 40% to 16% over the last number of years.

Also local industry is talent hungry striving to secure the skilled staff needed to drive continued enhancements in productivity and competitiveness. The college, in collaboration with industry, continues to revise Higher Education offer to meet need, with three new HLA programmes introduced in 2021.

- Level 6 Degree Apprenticeship Top-Up in Manufacturing Engineering (29 students)
- Level 4 Higher Level Apprenticeship in Engineering (27 students)
- ACCA Accountant Qualification (7 students)

7.3 Work Based Learning

Ref: Management Report Section 3.0 and Paper 07.03

Mr McManus reported that recruitment to Work Based Learning programmes remains strong. In October 2020 a total of 520 participants entered Work Based Learning programmes and this year the enrolment figure at the same stage was 401 plus 127 level 2 Further Education based Trainees. As all non-employed level 2 provision is now offered via the Traineeship programme the outturn is broadly similar to last year.

Mr McManus also highlighted that last year the College had 279 students who started Level 2 programmes in Work Based Learning where only 22% of those were apprentices. This year the College have 301 people starting Level 2 programmes and 60% of those are employed apprentices.

Mr McManus added that there is an enhanced focus on external skills competitions. The College recently appointed Christopher Devlin as WorldSkills UK Centre of Excellence Educator. He will be crucial in the drive to embed participation in skills competitions across all professional and technical areas. This drive will be underpinned by internal skills competitions which are funded by the Department. In September 2021 the college submitted an application to the Department to support internal competitions across 24 separate professional and technical areas. It is proposed that these competitions will be held during the college open days in 2022, affording potential new entrants to the college the opportunity to see the importance the college places on skills development.

Mr McManus went on to the Enniskillen Workhouse project which continues with construction restoration works scheduled to be completed by July 2022.

7.4 Digital Learning

Ref: Management Report Section 4.0 and Paper 07.04

Mr McManus reported that the Digital Elevation Strategy will be key to driving the whole college digital journey forward. The strategy is underpinned by a very detailed Implementation Plan with 32 distinct strategic objectives aligned with five themes, each with an identified staff lead:

- Leadership, Culture & Governance
- Learner Experience
- Staff Experience
- Curriculum Development
- Underpinning Technologies

7.5 Social Inclusion

Ref: Management Report Section 5.0 and Paper 07.05

Mr McManus reported that the college social inclusion team developed and submitted two applications. Both applications were successful in the competitive tendering process and the college was awarded funding totaling £1.6 million for SUSE+ and College Connect programme. This award of funding provides opportunities for nearly 600 participants to access provision during 2022-2023 and supports 27 staff (17 in SWC) posts during the same period.

Mr McManus added that the College and its partners Donegal Youth Services and TIDES Training will be making an application to the Peace Plus fund for a revised Youthscape programme to commence in 2022 and for the Colleges Skills programme which focuses on retrofit and modern methods of construction. Mr McManus expressed his concerns relating to timeframes from tendering to achieving the result.

Mrs Martin queried how the College intends to address the time consuming work in terms of application, monitoring and evaluation of the Peace Plus initiative.

Mr McManus responded by agreeing with Mrs Martin and advised that previously all applications for small programmes were completed by College staff, led by Mr McManus but as the projects expanded the College asked for specialist bid support. Due to the success and competitive environment the College plans to continue to use that relationship.

7.6 Economic Engagement

Ref: Management Report Section 7.0

Mr McManus reported that the College secured £900,000 for the provision of the three key business support programmes during the 2021-2022 year (Flexible Skills Fund, Skills Focus and InnovateUS). The programmes are key to allow for upskilling, reskilling and promotion of development of innovative services.

Mr McManus informed the Committee that the Department has withdrawn the letter of offer for HGV Driver Delivery Programme as stated in the Management report.

7.7 Engineering and Manufacturing Hub

Ref: Management Report Section 9.0

Mr McManus reported the Education and Training Inspectorate has informed SWC as Hub lead that inspectors will undertake a review of the Engineering and Advanced Manufacturing Hub on the 8th and 9th November 2021. Preparations for the inspection are at an advanced stage.

7.8 Safeguarding

Ref: Management Report Section 10.0 and Paper 07.06

Mr McManus referred to the safeguarding report provided and commented on the numbers of referrals to the Safeguarding Assistants. He stated that in September 2021 there were a total of ten referrals, none of these referrals required a referral onto Social Services. Last September there were two referrals, again with no referral onward to Social Services. Mr McManus will continue to monitor this increasing number of referrals.

Ms Brown highlighted the need for all South West College staff to pay particular attention to the rise in safeguarding issues and advised that one referral is one too many. She went on to say that numbers are slightly misleading as some cases are not reported or passed onto social services.

Ms Brown asked for a more detailed breakdown of each referral as this may give the College an opportunity to review the induction process in relation to the available support services, update Marketing material and review signposting and network services.

Mr Archdale seconded Ms Brown's comments in relation to an update of the marketing strategy to ensure all College marketing material meet the needs.

AGREED: (i) that Mr McManus will add more detailed referral statistics to the Management report going forward (ii) that College management need to review marketing strategy.

7.9 Policies

Ref: Management Report Section 13.0

Mr McManus sought approval for the following revised and new policies:

- Paper 07.10 Digital Strategy 2021-2024
- Paper 07.11 Higher Education Academic Appeals Policy and Procedure
- Paper 07.12 Plagiarism Policy
- Paper 07.13 Learning Support Policy
- Paper 07.14 Accuracy and Completeness of Public Information Policy and Process
- Paper 07.15 Policy for Students with Caring Responsibilities

The Chair of the Committee sought feedback from Committee members.

Dr O'Shiel asked that Paper 07.10 - Digital Strategy 2021-2024 is to be deferred for recommendation for approval to the next Education, Quality & Performance Committee meeting.

AGREED: (i) that the Higher Education Academic Appeals Policy and Procedure, the Plagiarism Policy, the Learning Support Policy, the Accuracy and Completeness of Public Information Policy and Process and the Policy for Students with Caring Responsibilities be recommended to the Governing Body for approval (ii) that the Digital Strategy 2021-2024 is to be deferred for the next Education, Quality & Performance Committee meeting.

7.10 Other Business

Mr Manus expanded on various aspects in relation to the Welding Academy following Mr McGuckins queries.

All updates provided in the Management Report and associated papers were taken as read and noted by the Committee.

8.0 PRESENTATION ON THE PERFORMANCE AND STRATEGIC PLANS OF THE CENTRE FOR EXCELLENCE

PREVIOUSLY ISSUED to all members:

- Paper 08 Performance & Strategic Plans of the Centre for Excellence

Mrs Carol Anne Deeny, Centre for Excellence Manager for FE, and Mrs Ciara Duffy, Centre for Excellence Manager for Digital Learning, joined the meeting for this item.

The Committee chair welcomed Mrs Deeny and Mrs Duffy and apologised for the delay.

Mrs Duffy, on behalf of all Centre for Excellence Managers, began her presentation by highlighting key facts in relation to the performance of each Centre for Excellence against key performance indicators for 2021.

The workload the **Centre for Excellence for Digital Learning** team had to deal with was enormous in terms of the support given to both staff and students (over 7000 support calls were received). Mrs Duffy added the team delivered a high amount of training and workshops to both staff and students. Also the Education and Training Inspectorate requested that the College Digital Learning team produce a Case Study focused on Delivering Effective Online Learning which was presented to 42 inspectors across primary, secondary and training organisations.

The **Centre for Excellence for FE and Learner Management** collaborated with Heads of School of Engineering and Built Environment to refresh FE level 3 curriculum as part of the FE Growth Strategy. Mrs Duffy added that the EBS implementation project was challenging in relation to setting up the system and training all staff and students while adapting to this new model of work and learning.

The **Centre for Excellence for Social Inclusion** has developed a new hybrid model of mentorship. Mrs Duffy also highlighted two successful applications for funding for SUSE+ and College Connect.

The **Centre for Excellence for HE**, in collaboration with staff from School of Tourism, Hospitality, Hair & Beauty and the Open University, developed two new Foundation Degrees.

The **Centre for Excellence for Work Based Learning** led successful retendering exercises for Skills for Life & Work and Apprenticeships.

Mrs Duffy concluded by pointing out that the past year, due to the global pandemic, has been very challenging for all Centers for Excellences but the Managers feel the support provided to all College staff and students has been significant.

Mrs Deeny began her presentation by highlighting strategic priorities in relation to the delivery profile for 2021/2022 academic year for each of the Centre for Excellence.

Mrs Deeny elaborated on the process of Implementation of the EBS system and its challenges and successes compared to last year. She also advised that the Centre for Excellence for FE is focusing to improve FE enrolment numbers through various aspects for example through stakeholder engagement, annual open days, GET Engineering events etc.

Mrs Deeny highlighted the close collaboration between the Centre for Excellence for FE and WBL in relation to supporting growth of apprenticeships.

Mrs Deeny went on to the Digital Elevation Strategy and its five key strands and advised that the Centre Manager issued a detailed action plan.

The strategic priorities for the Centre for Excellence for Social Inclusion focusing mainly on stakeholder engagement, securing bids for Peace+ and Labour Market Partnership.

Mrs Deeny concluded by informing the Committee that the Centre for Excellence is developing a Higher Education Strategy which will be providing strategic direction for next three years to include new course development priorities marketing and engagement additional scholarships.

The Committee Chair thanked Mrs Deeny and Mrs Duffy for the detailed overview and all work completed to date.

Mr Archdale asked for consideration and integration of the one planet living and sustainability agenda. Mrs Duffy responded and advised that the Digital Strategy has sustainability as one of the key themes and is the main focus of the curriculum conference this year.

Mr McManus showed his appreciation to Mrs Duffy and Mrs Deeny for presenting on behalf of all Centre for Excellence. The Committee Chair followed by offering her thanks and appreciation for all the work that has been done during a very challenging year.

Mrs Deeny and Mrs Duffy withdrew from the meeting at this juncture.

9.0 REVIEW OF COMMITTEE'S PERFORMANCE

PREVIOUSLY ISSUED to all members:

- Paper 09.01 Education, Quality and Performance Committee Terms of Reference
- Paper 09.02 Proposed Amendment to Education, Quality and Performance Committee Terms of Reference

With reference to paper 09.02, it was noted that a new paragraph needs to be added to reflect the Committees responsibility in monitoring the College's Social Inclusion provision. Mrs Schulze-Bernhardt then sought members' views on adoption of the Terms of Reference and recommendation for Governing Body approval.

AGREED: acceptance of the Education, Quality & Performance Committee Terms of Reference and recommended to the Governing Body for approval.

10.0 PROGRAMME OF BUSINESS 2021/22

PREVIOUSLY ISSUED to all members:

- Paper 10 Proposed Programme of Business 2021/22

AGREED: acceptance of the proposed programme of business for the Education, Quality & Performance Committee in 2021/22.

11.0 ANY OTHER RELEVANT BUSINESS

The Committee Chair emphasised again that all attendees will have an opportunity to speak during Committee meetings and all views will be taken on board. She commended on Ms Brown's contribution in relation to Safeguarding.

Mr Lewis commented on the papers quality. He also expressed his appreciation for the support provided by the committees.

12.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 12 Outstanding Actions

It was noted that the outstanding item has been actioned and no further comments were made.

AGREED: acceptance of Emerging Strategic Issues report for the current academic year

13.0 REFLECTION ON EFFECTIVENESS OF MEETING

Members conveyed their satisfaction with the proceedings of the meeting but expressed the interest of returning to face-to-face meetings with a hybrid model of joining via MS TEAMS, where possible.

Mr McGuckin pointed out that this approach should also be implemented for all board committees.

AGREED: to return to face-to-face meetings with a hybrid model of joining via MS TEAMS, where possible.

The meeting concluded at 6:54 pm.

CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 17 NOVEMBER 2021

CHAIRMAN _____

DATE _____

SUMMARY OF OUTSTANDING ACTIONS

#	Meeting Date	Minute Ref	Action
1	20/10/2021	5.0	Regular updates are given to Education, Quality & Performance Committee in relation to the progress of Social Inclusion Programmes. Chair of the Committee to receive summary of College Development Plan final changes for Governing Body recommendation on behalf of all Committee members.
2	20/10/2021	6.3	Dr O'Shiel to circulate the 'Exploring the Complexities of College Governance' report in due course.
3	20/10/2021	6.0	Mr McManus to add a new section to the Management Report for the next Committee meeting in relation to the Colleges working relationship with MEGA. Dr Cush to arrange a high level strategic meeting with MEGA and the Colleges Senior Management team
4	20/10/2021	7.8	Mr McManus to add more detailed referral statistics to the Management report going forward. College management to review marketing strategy.
5	20/10/2021	7.9	Higher Education Academic Appeals Policy and Procedure, the Plagiarism Policy, the Learning Support Policy, the Accuracy and Completeness of Public Information Policy and Process and the Policy for Students with Caring Responsibilities be recommended to the Governing Body for approval. Digital Strategy 2021-2024 is to be deferred for the next Education, Quality & Performance Committee meeting.
6	20/10/2021	13.0	Arrange return to face-to-face meetings with a hybrid model of joining via MS TEAMS, where possible.