

## SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Education, Quality & Performance Committee**  
held on Wednesday 22 January 2020 at 5.00 pm  
in the Boardroom, Dungannon Campus, Circular Road, Dungannon

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**PRESENT:**

- Ms Siobhan Breen
- Mrs Ciara Duffy (*Item 7.0 only*)
- Mr Zack El Marif
- Mrs Joanne Lucas
- Mrs Margaret Martin
- Mr Michael McAlister, Chief Executive
- Mr Michael McGuckin
- Mrs Joanne Moore, Committee Chair
- Mrs Elizabeth Shackels (*Item 5.0 only*)

**IN ATTENDANCE:**

- Dr Jill Cush, Deputy Chief Executive
- Mr Ciaran McManus, Assistant Chief Executive Industry Partnerships & Centres for Excellence
- Ms Claire O'Donnell, Secretary to the Governing Body

At the outset the Chair welcomed those present to the meeting, especially Mr El Marif, the newly appointed Student Governor.

### **1.0 APOLOGIES**

Apologies were recorded from Mr Archdale and Dr O'Shiel.

### **2.0 CONFLICT OF INTEREST DECLARATIONS**

No conflict of interest declarations were made.

### **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 27 November 2019.

**NOTED.**

### **4.0 KEY STRATEGIC ISSUES**

PREVIOUSLY ISSUED to all members:

- Paper 04 Management Update on Key Strategic Issues

#### 4.1 The Student

The Chief Executive explained that at the last meeting it had been agreed to look at student support and the student voice under this key strategic issue. He added that at this meeting, Mr Archdale had asked for the student voice to be defined, but pointed out that further work would be required on this. It had been agreed to look initially at three metrics on the student voice – programme choice, good college and student support. Referring to Paper 04, the Chief Executive outlined very positive results in these metrics from the Post Induction Survey which was carried out in November 2019. In relation to student support, the Chief Executive again outlined very encouraging results from the Post Induction Survey, with the majority of students clear about the support available. In response to a query from Mrs Martin, the Chief Executive confirmed that the ETI inspectors would also be looking at this information when carrying out their Level 3 inspection in February. Mrs Martin suggested that the College should also partake in the National Student Survey annually as a way of measuring progress both internally and externally. She added that it would be a very good marketing tool. The Chief Executive explained that this was mainly for HE students but that the College had begun early engagement with the process. The Chair supported Mrs Martin's proposal provided it would not put additional stress on staff. Ms Breen added that the College already received endorsements from a number of external professional organisations, including ACCA.

#### 4.2 The Quality of Teaching and Learning

In relation to the upcoming Evaluation of Level 3 Further Education at the College, the Chief Executive outlined details of a planning meeting which had taken place with ETI, where they had identified three key focuses:

- (i) Curriculum design and intent
- (ii) How it is implemented
- (iii) Impact (for the region, learners and economy)

He explained that the Department had commissioned ETI to carry out the inspection and that, as part of this inspection, they may wish to look at the Entitlement Framework. In this respect he gave details of a programme which was being developed with three schools. Mrs Martin commented that it would be good if the inspectors could see this and endorse it.

The Chief Executive further explained that there would be a major focus on careers advice and guidance in this inspection. Inspectors would carry out both learning walks (20 minutes) and observations (40 minutes), and had identified 12 key objectives.

Finally, the Chief Executive advised that the Chair of the Governing Body would be required for the feedback session at the end of the inspection and had been notified about this. He added that the inspectors would also wish to speak with one or two governors about the curriculum in the last four to five years.

**AGREED: that Mrs Moore and Mrs Martin would meet with the inspectors and necessary details would follow.**

#### 4.3 Curriculum

##### 4.3.1 Higher Education

The Chief Executive explained that Mr Michael Gould (HE in FE Review Lead) had been invited to update governors on the Review of Higher Education in Further Education. Ms O'Donnell advised that Mr Gould had indicated he would be attending the April 2020 Governing Body meeting. The Chief Executive added that Mr Gould would be delivering a presentation on his work to the College Principals and Chairs on 5<sup>th</sup> February 2020 and could provide any further update to governors in April. Ms O'Donnell added that Claire McClelland (Transition of Young People Into Careers (14-19) Project Manager) would attend the March 2020 Governing Body meeting to update governors on the 14-19 Strategy work.

#### 4.3.2 Further Education

The Chief Executive outlined his concern about funding for the new traineeship scheme, explaining that while funding under the current Training for Success (TfS) scheme had been barely adequate, there had been an uplift which had been applied after the business case for the new traineeships had been approved. Therefore, he explained, there was no guarantee that the TfS uplift would be applied to the traineeships and as such, the College would proceed with caution.

#### 4.3.3 Future Curriculum

The Chief Executive outlined details of four new degrees which were in development. In response to a query from the Chair, he explained that the College did still offer Ulster University degrees, and that the various options were discussed with applicants.

#### 4.4 Safeguarding

The Chief Executive advised that the Safeguarding Policy had been approved on 17 December 2019. Mr McManus added that the Deputy Safeguarding Lead had now been appointed.

The Chief Executive then advised members that there were two significant safeguarding issues in the College at the moment. He gave an assurance that policies and procedures were being followed, adding that external agencies were involved in both cases.

In response to a query from Mr McGuckin, Mr McManus gave an assurance that the Safeguarding Team met monthly. Referring to the Student Mentor presentation at the previous meeting, the Chair commented that resilience appeared to be a key issue and queried how the College was addressing this. The Chief Executive explained that the College had a lot of support mechanisms in place all aimed at building resilience. Mr McManus added that the College had made a significant investment in staff training in trauma informed practice, with a train-the-trainer approach and an aim of becoming a trauma informed college. Ms Breen further explained that all staff had undergone resilience training.

## **5.0 QUALITY ASSURANCE REPORT**

**Mrs Elizabeth Shackels, Quality Assurance Manager, joined the meeting for this item.**

PREVIOUSLY ISSUED to all members:

- Paper 05 Quality Assurance Report

Through her presentation, Mrs Shackels apprised the meeting of the profile of learners, the performance of learners and the quality of teaching. She also gave assurance that preparatory work was well advanced for the ETI Level 3 inspection in early February. She finished by outlining the top ten areas for quality assurance moving forward.

Mr McGuckin then queried how the College could be sure those students with less than four GCSEs came from socially disadvantaged areas and was assured that this information was captured on registration. Mrs Martin further queried whether travel costs had an impact. The Chief Executive advised that the Department was looking at home to school transport. Mr McManus added that further education students were eligible for EMA, that hardship funds were available through Student Services and that those students on Training for Success schemes all got their travel costs less the first £3.

Mrs Shackels finished by explaining that the College was in a good position and emphasized that overall the data showed that students were provided with a safe learning environment.

**Mrs Shackels was thanked for her presentation and withdrew from the meeting at this juncture.**

## **7.0 PRESENTATION ON THE PERFORMANCE AND STRATEGIC PLANS OF THE CENTRES FOR EXCELLENCE**

**Mrs Ciara Duffy, Digital Learning Centre for Excellence Manager, joined the meeting for this item.**

NOTED: that Mrs Grainne Mulholland (Further Education and Learner Management CFE Manager) was unable to join the meeting as she had been delayed at interviews in Omagh.

PREVIOUSLY ISSUED to all members:

- Paper 07 Performance and Strategic Plans of the Centres for Excellence

Through her presentation, Mrs Duffy apprised the meeting of the strategic objectives of the five newly established Centres for Excellence. She outlined areas such as LMS where the Centres could collaborate and explained that the Centre Managers would be working hard in the next six months to identify any opportunities or improvements. Mr McManus paid tribute to the five Centre for Excellence Managers, who he explained had been very supportive of him and had taught him a lot.

In response to queries from the Chair, Mr McManus advised that the College could provide more efficient and effective social inclusion programmes across the nine new schools. He explained that once apprenticeships had been initiated, responsibility for taking them forward then passed to the head of school as the subject expert. He added that Canvas was supporting this work. Mr McGuckin then queried how efficiencies would be realized with

digital learning. Mrs Duffy explained that digital learning would enhance quality of teaching. In response to further queries from Mr McGuckin, Ms Breen explained that she would have had a fear of technology, but that Mrs Duffy was able to help her realise the benefits and opportunities it could bring. Mr McGuckin commented that Canvas was very significant. Mrs Duffy explained that Canvas had the tools the College required and that there were plans to link it into other systems to give a lot more information about learners. The Chief Executive further explained that one aspiration of the digital learning project was to allow teachers more time to teach, thereby providing the College with more capacity.

**Mrs Duffy was thanked for her presentation and withdrew from the meeting at this juncture.**

## **6.0 MANAGEMENT REPORT**

PREVIOUSLY ISSUED to all members:

- Paper 06 Management Report
- Paper 06.01 CfE Higher Education Report
- Paper 06.02 CfE Further Education Report
- Paper 06.03 CfE Work based learning Report
- Paper 06.04 CfE Digital Learning Report
- Paper 06.05 CfE Social Inclusion Report
- Paper 06.06 Teaching and Learning Report
- Paper 06.07 Business Development Update
- Paper 06.08 Engineering Hub Report
- Paper 06.09 Safeguarding Report
- Paper 06.10 Annual Marketing Services Report
- Paper 06.11 Report on Destination of Leavers
- Paper 06.12 SWC Whole College Quality Improvement Plan 2019-2020
- Paper 06.13 SWC HE Quality Improvement Plan 2019-2020
- Paper 06.14 SWC Summary of Key Findings HLA
- Paper 06.15 Anti Bullying Policy
- Paper 06.16 Policy Review – Anti Bullying Policy
- Paper 06.17 Controlled Assessment Policy
- Paper 06.18 Policy Review - Controlled Assessment Policy
- Paper 06.19 Examinations Policy
- Paper 06.20 Policy Review - Examinations Policy
- Paper 06.21 Procedure for Staff and Students Dealing with Bullying
- Paper 06.22 NI FE Colleges Safeguarding Care Welfare Policy Framework
- Paper 06.23 Policy Review - Safeguarding Care Welfare Policy Framework

Mr McManus took the Committee through the key elements of the Management Report focusing on the following papers and issues in particular.

### **6.1 Higher Education**

*Ref: Management Report Section 1.0 and Paper 06.01*

Mr McManus apprised the Committee that the higher education recruitment cycle was well underway, that Academic Mentors had delivered 21 extra workshops for students in Semester 1, and that 684 students had graduated in December, which was a very significant number in a rural area.

## **6.2 Further Education**

*Ref: Management Report Section 2.0 and Paper 06.02*

Mr McManus advised that, following completion of the Management Report, E-applications for Further Education and Work Based Learning had gone live on 17 January 2020 to coincide with Open Days.

## **6.3 Work Based Learning**

*Ref: Management Report Section 3.0 and Paper 06.03*

Mr McManus outlined the significant ongoing work in Work Based Learning. He explained that the Western Health and Social Care Trust were keen to work with the College on the pharmacy apprenticeship proposal outlined in the Management Report. He outlined the Level 2 Professional Cookery Apprenticeship scheme which would commence in September 2020. Mr McManus also outlined work to implement the new traineeship programme.

## **6.4 Digital Learning**

*Ref: Management Report Section 4.0 and Paper 06.04*

Mr McManus noted that Mrs Duffy had covered this item in her presentation.

## **6.5 Social Inclusion**

*Ref: Management Report Section 5.0 and Paper 06.05*

In relation to the Social Inclusion Progression figures, Mr McManus highlighted that 340 participants had progressed in Work Based Learning at Level 2 and 79 participants had progressed beyond Level 2. In addition to the Management Report, Mr McManus also outlined details of the Confucius Chinese New Year celebrations.

## **6.6 Excellence in Teaching and Learning**

*Ref: Management Report Section 6.0 and Paper 06.06*

Mr McManus apprised members of very positive results from the Post Induction Survey and also of preparatory work for the upcoming ETI Level 3 inspection.

## **6.7 Economic Engagement**

*Ref: Management Report Section 7.0 and Paper 06.07*

Mr McManus outlined the various industry support initiatives being rolled out or in development. He explained how the Connected Fund had allowed the College to upskill staff in the use of technology. Finally, he outlined a very comprehensive Skills Focus offer which had been developed and would be marketed to industry in early February.

## **6.8 Internationalisation**

*Ref: Management Report Section 8.0*

Mr McManus apprised members of the various Erasmus programmes which were currently being delivered, highlighting the benefits that exchange programmes can bring to students.

## **6.9 Engineering and Manufacturing Support Hub**

*Ref: Management Report Section 9 and Paper 06.8*

Mr McManus apprised members that a Get Engineering Careers Fair would take place in the Dungannon Campus on Saturday 8<sup>th</sup> February 2020.

## **6.10 Safeguarding**

*Ref: Management Report Section 11.0 and Paper 06.09*

Mr McManus advised that a new Deputy Safeguarding Lead had been appointed and advised that a total of 17 referrals had been made to Safeguarding Assistants in November 2019.

## **6.11 Additional Items**

*Ref: Management Report Section 12.0 and Paper 12.1*

Mr Manus explained that all targets had been met on the Annual Operating Plan for January 2020, with the exception of Higher Education Part Time, adding that the January offer here was currently being rolled out.

## **6.12 Report on Destination of Leavers**

*Ref: Management Report Section 12.4 and Page 6.11*

Mr McManus advised that there had been 1,502 leavers in 2018/19. Of these 72% had a positive progression with only 1% moving to unemployment. He explained that 27% had not responded to the survey and that there was work to do here. In response to a query from the Chair, he agreed to provide the figures for the previous year.

## **6.13 Policy Reviews**

### **6.13.1 Anti Bullying Policy**

*Ref: Management Report Section 13.1 and Papers 6.15 & 6.16*

Mr McManus outlined very minor changes to the policy, with the key change being the new template.

### **6.13.2 Controlled Assessment Policy**

*Ref: Management Report Section 13.2 and Papers 6.17 & 6.18*

Mr McManus again advised of very minor changes, as outlined on page 2 of Paper 06.17.

### 6.13.3 Examinations Policy

*Ref: Management Report Section 13.3 and Papers 6.19 & 6.20*

Mr McManus referred members to page 3 of Paper 6.19 for a summary of policy changes.

### 6.13.4 Procedure for Staff and Students Dealing with Bullying

*Ref: Management Report Section 13.4 and Paper 6.21*

Mr McManus advised that this procedure was tabled for information only.

### 6.13.5 Safeguarding Policy

*Ref: Management Report Section 13.5 and Papers 6.22 & 6.23*

Mr McManus advised that a new Deputy Safeguarding Lead had been appointed.

**AGREED: (i) on the proposal of Mrs Martin, seconded by Ms Breen, to recommend the above policies to the Governing Body for approval and; (ii) on the proposal of Mr McGuckin, seconded by Mrs Moore, to have the revised Safeguarding Policy signed off in advance of the ETI inspection on 3 February 2020.**

The Chair then pointed out that there was reference in the Anti-Bullying Policy to the Disciplinary Policy. With the support of Mrs Martin she called for the Disciplinary Policy to be reviewed. Dr Cush explained that the Disciplinary Policy was not due to be reviewed until May 2021. However, she proposed to review it now and table the revised policy at the May 2020 Committee meeting for consideration. Dr Cush explained that this review would look at the following:

- (i) Length of retention records
- (ii) GDPR compliance
- (iii) Safeguarding
- (iv) New College structure
- (v) The role of the campus manager and those covering
- (vi) Future proofing of the policy

**AGREED: that the Disciplinary Policy would be reviewed as above and presented to the May 2020 Education, Quality and Performance Committee for consideration.**

## **8.0 ANY OTHER RELEVANT BUSINESS**

### 8.1 Teaching Staff – Terms and Conditions

The Chief Executive apprised the meeting of the difficulty of attracting professional staff as a result of the more attractive opportunities in industry. He explained that a sectoral solution was being progressed where colleges could make a better offer to staff and that this was at an advanced stage.



## 8.2 Annual Development Plan

The Chair queried if the Governing Body could review the Annual Development at its next meeting on 11 March 2020 as opposed to the Education, Quality and Performance Committee. In response, Dr Cush advised that the College was waiting on Departmental guidance on this. A meeting was scheduled at the end of January 2020. Once they had the timescales, Dr Cush advised, the College could then look at this issue.

## 9.0 **REVIEW OF OUTSTANDING ACTIONS**

PREVIOUSLY ISSUED to all members:

- Paper 09 List of Outstanding Actions

It was noted that all outstanding actions had been progressed where possible. The resultant summary of outstanding actions is attached at Appendix A.

## 12.0 **REFLECTION ON EFFECTIVENESS OF THE MEETING**

Members conveyed their satisfaction with the proceedings of the meeting.

In closing the meeting, the Chair conveyed her best wishes to staff for the upcoming inspection.

*The meeting concluded at 7:09pm.*

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

CHAIRMAN \_\_\_\_\_

DATE \_\_\_\_\_

## SUMMARY OF OUTSTANDING ACTIONS

Meeting Date	Minute Ref	Action
23/10/2019	6.4	Marketing Strategy to be presented to the Committee at its meeting on 25 March 2020
13/11/2019	7.1	Statistics from the Inspire support Hub to be shared with the Committee as they become available
22/01/2020	4.1	Consideration to be given to rolling out the National Student Survey
22/01/2020	4.2	Mrs Moore and Mrs Martin to meet with ETI Inspectors
22/01/2020	6.12	Details of destinations of 2017/18 leavers to be provided
22/01/2020	6.13.5	Disciplinary Policy to be reviewed and presented to the May 2020 Committee meeting