

## The Governing Body of Southern Regional College

Meeting of the Education Committee of the Governing Body scheduled for  
**Tuesday 20 September 2022 at 17.30 via TEAMS.**

| Item No  | Item  | Papers   | Action   | Presenter        | TOR        |
|--|---|----------|----------|------------------|------------|
| 1.   | Apologies for Absence   | Verbal   | Noting   | Secretary        |            |
| 2.   | Declaration of Interests  | Verbal   | Noting   | Chair            |            |
| 3.   | Minutes of meeting 24 May 2022  | Enclosed | Approval | Chair            |            |
| 4.   | Matters Arising   | Verbal   | Noting   | Chair            |            |
| 5.   | Chairman's Business   | Verbal   | Noting   | Chair            |            |
| 6.   | Faculty Development Action Plans close out  | Enclosed | Noting   | Heads of Faculty | 1, 2, 5, 7 |
| 7.   | Education Committee Annual Report   | Enclosed | Approval | Chair            | 1 – 10     |
| 8.   | Terms of Reference  | Enclosed | Approval | Chair            | 1 - 10     |
| 9.   | Whole College Quality Improvement Plan  | Enclosed | Noting   | Ms Shackels      | 7          |
| 10.  | Policy review: <ul style="list-style-type: none"> <li>• Disciplinary (Students)</li> <li>• Course approval</li> <li>• Student Charter</li> <li>• Admissions Criteria</li> <li>• Admissions</li> <li>• Personal Tutor</li> <li>• Course Management</li> <li>• Word Processor</li> <li>• Hardship Fund</li> </ul> | Enclosed | Approval | Mr Doran         | 9          |
| 11.  | Enrolment position 2022-23  | Enclosed | Noting   | Ms Shackels      | 1, 2, 4    |
| 12.  | Curriculum Directors' Working Group<br><br>ATTIG Group Update<br>Sector FT MaSN position  | Verbal   | Noting   | Ms Shackels      | 1, 2, 4    |
| 13.  | Circulars <ul style="list-style-type: none"> <li>• Evaluation of the Assessment and Awarding Arrangements for Vocational Qualifications in Northern Ireland 2020-2021</li> <li>• FE 02-22 Skills Focus Addendum 1</li> <li>• FE08-22 Hardship Fund</li> </ul>   | Enclosed | Noting   | Mr Doran         |            |
| 14.  | Any other business  | Verbal   | Noting   | Chair            |            |
| Date and Time of Next Meeting – <b>Tuesday 22 November 2022 at 17.30</b> via TEAMS |   |          |          |                  |            |

## **Distribution List:**

**Members:** Mr Aidan McCormick (Chair), Mr Brian Doran (Chief Executive), Dr Laura Milner, Dr Thomas Moore (Governing Body Chair), Prof Gregory O'Hare, Mrs Hilary Singleton, Mrs Judith Thompson and Mr Matthew Turner.

**Attendees:** Ms Libby Shackels (Director of Curriculum), Mrs Carolyn Davison (AD HE & Quality Improvement), Mrs Fiona Bradley (AD FE & Training), Mr Stephen Rogan (HoF CDAC), Mrs Carmel Murray (HoF HESC), Mrs Elaine Nesbitt (HoF PRSE), Mr Gary Mackin (HoF BUTE), Miss Clodagh Palmer (Boardroom Apprentice) and Miss Lindsay Armstrong (Secretary to Governing Body).

## **TERMS OF REFERENCE**

The Education Committee is authorised by the Governing Body to oversee college curricular provision, especially the nature, quality and performance of the provision and the extent to which it meets the needs of the community the College seeks to serve.

The responsibilities of the Education Committee are to:

1. Ensure that the College educational and training mission at all levels [FE, HE etc] is appropriate to the needs of its students and the community;
2. Ensure that the nature, range, accessibility and quality of the College curriculum provision is appropriate to students and employers;
3. Ensure that separately funded and contracted programmes, such as Training for Success, are effectively delivered and monitored;
4. Monitor the impact of DfE strategic proposals, the broader educational environment and current issues in the educational environment on current and future curricular provision;
5. Review the systems used to monitor the quality and effectiveness of teaching and learning;
6. Review the quality of provision of student services including support services, career guidance and learning resources;
7. Review and evaluate students' outcomes including enrolment, retention and achievement rates through the College Self Evaluation Process;
8. Evaluate the relevance of the curriculum to the educational and vocational needs of all of its students including those students with special educational needs;
9. Review and approve local policies that fall within the remit of the Committee;
10. Provide assurances to the Governing Body on the College's higher education provision.