Meeting Date	Agenda Item Number	Action	Person/s Responsible	Comments	Date Due	Date Completed	Status of Action
22/09/2021	3	Members agreed that the terms of reference would be reviewed at the November Learning and Teaching Meeting	All		30/11/21	30/11/21	**Completed**
22/09/2021	6	Learning, Teaching and Assessment Strategy – the revised version to be added to the next Board of Management agenda	Vice Principal Curriculum & Quality Enhancement and Secretary to the Board		07/10/21	07/10/21	**Completed**
22/09/2021	6	PowerBi Presentation to be added to the Board of Management agenda. R Ashton to liaise with L Ellison on date	Vice Principal Curriculum and Quality Enhancement, Secretary to the Board	Added to the Agenda of the Board Development Event - 19/1/22	19/01/22	19/01/22	**Completed**
24/11/2021	7	L Ellison agreed to progress and draft an appropriate amendment to the remit of the L &T Committee in relation to a comment made by a Board member.	Secretary to the Board of Management	This was considered and approved at the Board of Management meeting held on 13 December 2021	13/12/21	13/12/21	**Completed**
24/11/2021	15	The Vice Principal Curriculum & Quality Enhancement agreed to supply the Chair with the draft College Sector response to the GTCS consultation.	Vice Principal Curriculum & Quality Enhancement		28/01/21	28/01/21	**Completed**