

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 4.30pm on 10th September 2013 in the boardroom at Titanic Quarter.

Present	<p>Governors: Patricia Haren [Chair], Frank Bryan, Wendy Langham, Ciaran O’Grady and Lindsey Smith. Officers: Justin Edwards, Director of Curriculum (DC), and Gillian Magee, Head of Corporate Development (HCD) Secretary: John McAndrew</p>	
CQE 1 .13/14	Apologies and Notice of AOB:	
	<i>Apologies:</i> Governor Ken O’Neill and Damian Duffy, Director of Development and Learner Services (DDLS)	
CQE 2.13/14	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts of interest were declared	
CQE 3.13/14	Minutes of the Curriculum, Quality and Engagement Committee held on 13th May 2013.	
	The minutes were agreed and were signed by the Chair.	
CQE 4.13/14	Matters Arising	
	<ul style="list-style-type: none"> • RES 12 <i>Attendance of Senior DEL Official.</i> It was confirmed that the reason for a potential visit was to explain DEL progress on TfS however the contract had been released by DEL. (See minute 6) • RES 15 <i>Grade 1 visit/Sir Geoff Hall.</i> The Committee reflected on the points made by Sir Geoff at the May 2013 Governing Body. They sought assurance as to how the BMC People /HR Strategy enables “in and out” professionalism, and similar employee development. The Secretary said he would raise this at Resources Committee. • 37 12/13 <i>Curriculum Matters</i> (See minute 6) • 38 12/13 <i>Stakeholder Engagement</i> (See minute 9) • RES 19 <i>Signage.</i> The Secretary confirmed he would seek a further update. • RES 21 <i>ETI report</i> (See minute 7) • RES 22 <i>iTL proposals to be circulated.</i> (So done. JMcA) • RES 23 <i>Research Learner Satisfaction Survey</i> (See minute 9) 	<p>Secretary</p> <p>Secretary</p>
CQE 5.13/14	Chair’s Business	
	<p><i>Membership of the CQE Committee</i></p> <p>The Committee noted Miss Langham’s final attendance at CQE and thanked her for her contributions to date. The Secretary said that following the completion of the governor assessments the committee memberships would be finalised.</p>	Chair

	<p><i>Curriculum Knowledge Gap</i></p> <p>The Chair noted that recent governor Questionnaire on FE Competencies revealed a need for some training and development in the area of the Curriculum and the FE Sector. How to address this gap and possible areas to highlight were discussed.</p>	
RES 1	<p>It was agreed that:</p> <ul style="list-style-type: none"> • all governors be invited to a single two hour session • asked to forward any questions / areas to highlight in advance, • advised to re-read the Curriculum Strategy. 	DC Secretary
	<p><i>Additional Meeting of CQE Committee</i></p> <p>The Committee noted the bringing forward of the DEL deadline for the submission of the WCQIP necessitating a Governing Body in October and a preceding CQE Committee to review the draft WCQIP and make a recommendation to the Governing Body.</p>	
RES 2	It was agreed to hold a CQE meeting on 21 st October 2013.	Secretary
CQE 6.13/14	Director of Curriculum Update:	
	<p>The Director of Curriculum updated members on</p> <p><i>Training for Success (TfS).</i></p> <p>The DC confirmed the new contract had been released with completely revised operational guidelines, and both old and new contracts were being run simultaneously. TfS was now effectively an employment programme rather than a training programme with financial incentives for progression into FE or employment. The contract was worth several million over three years.</p> <p><i>Review of Apprenticeships</i></p> <p>The DC confirmed that this was out to public review and consultation.</p> <p><i>MaSN Numbers</i></p> <p>The DC gave details of recent MaSN distributions and BMC's share which was contracting as a percentage. He had succeeded in subsequently recovering 32 but there was inequality of treatment among and between Colleges and Universities.</p>	
RES 3	It was agreed to flag the MASN distribution at the November 2013 Governing Body and the Chair requested a detailed briefing beforehand.	DC Secretary
	<p><i>Admissions</i></p> <p>The DD said that Admissions were on target with some work to do on Essential Skills 16-19, and p/t HE. There would be a fuller picture on 1st November following the FLU lift.</p>	DC

	<u>Estates</u> The DC noted the work on estate transition programmes and operational plans.	
CQE 7.13/14	ETI Inspection	
	<p>The DC noted the outcomes of the recent inspection reports for Colleges in NI with three including BMC achieving a “Good” and one achieving a “Satisfactory”.</p> <p>He noted the individual reports for each curriculum area and referred members to the Action Plan which had been agreed by the ETI; of the 321 actions 23% had been completed to date and BMC were on target to meet the implementation deadline of one year for all actions. The Executive were commended for their positive attitude in treating the ETI inspection as “free consultancy”. ETI inspectors would be returning between 12 -18 months from now to follow up on all areas which were either satisfactory or inadequate, having returned after 6 months to visit the one area that was inadequate.</p> <p>The DC noted the largely positive reactions of staff to the ETI findings and the management action taken thus far.</p> <p>The optimal method of monitoring progress against the plan was discussed.</p>	
RES 4	It was agreed that single page summary (by school, by actions, by completion, and by exception report of matters to be brought to the attention of the Committee) be reported to the CQE Committee at each meeting.	DC
CQE 8.13/14	DDLS Update	
	<p>The HCD deputised for the DDLS. She referred to the recent Internal Audit review of Student Admissions which resulted in a “Substantial” assurance. (The review was referred to the CQE Committee by the Audit & Risk Committee.)</p> <p>Building on this, current enrolments had used all forms of social media as well as traditional means to attract potential students and this had proved to be very successful; regular daily meetings ensured management kept abreast of numbers and vacancies and in the last week 500 FT places had been filled.</p>	
RES 5	The Committee noted the Update and the IA Report.	
CQE 9.13/14	Stakeholder Engagement	
	<p><i>Student satisfaction</i></p> <p>The HCD gave an oral update on the second phase of the student satisfaction survey and noted the improved rate of responses of students responding to pop up invitations on their computer devices. Areas of reported concern included lack of feedback, late starts in classes, lack of explanations about assessments but such reports were not universal. 90% of learners would recommend BMC and over 75% of learners were very positive about communications with teachers and class representatives.</p> <p><i>Stakeholder satisfaction</i></p>	

	<p>The HCD gave an oral update and outlined the two tier approach of Ipsos Mori who conducted 30 in depth interviews with key influencers and 170 telephone interviews with others. Initial findings were largely positive about the College but there were some findings relating to the College HE Offer, vocational qualifications and employer relationships.</p> <p>The HCD also noted the first cut draft calendar for the year which would be further informed by other exercises including the Corporate Plan. It was considered that a reconvened Stakeholder Engagement Group meeting, open to all governors, could act as a good sounding board with a report back to the CQE Committee.</p>	
RES 6	<i>It was agreed to Convene a Stakeholder engagement Group in October prior to the CQE meeting..</i>	FB HCD Secretary
	The Committee noted the reports	
CQE 10.13/14	DONM October 21st 2013	
	Signed Chair	
	Date	