

<b>GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE</b>		
<b>Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 4.30pm on 20<sup>th</sup> May 2014 in TQ boardroom.</b>		
<b>Present</b>	<p><b>Governors:</b> Patricia Haren [Chair], Frank Bryan, Ken O'Neill and Lindsey Smith.  <b>Officers:</b> Justin Edwards, Director of Curriculum (DC) and Gillian Magee, Head of Corporate Development (HCD).  <b>Guests:</b> Brenda Duffy, Head of Faculty, Technologies and Academic Studies and Jonathan Heggarty, Head of School Electronic and Computing Technologies  <b>Secretary:</b> John McAndrew</p>	
<b>CQE 36 .13/14</b>	<b>Apologies and Notice of AOB:</b>	
	<p><b>Apologies:</b> Apologies received from Governor Ciaran O'Grady and DDLS Damian Duffy.  <b>AOB:</b> There was no AOB</p>	
<b>CQE 37.13/14</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair's question no conflicts of interest were declared	
<b>CQE 38.13/14</b>	<b>Presentation 1 on Assured Skill Academies : Leading the City to Work in IT</b>	
	<p>The Chair welcomed Brenda Duffy and Jonathan Heggarty. Brenda Duffy gave details of the DEL Assured Skills Project (drawn down funding for INI clients worth between 25%-60% of the costs of training) and how BMC utilised the funding to deliver bespoke training to companies both proactively and reactively. Jonathan Heggarty gave details of 4 projects involving mobile technology, apprenticeship bootcamps, software testing and development, and cloud /data academies. Income in 2013/14 totalled over £300k with the likelihood of similar training taking place 2014/15 and FE particularly BMC increasingly seen as the IT training provider of choice. This had been achieved by knowing the market, building credibility, taking calculated risks and adopting a flexible approach.</p> <p>On enquiry from committee members it was confirmed that there were significant margins, that maintaining credibility was key to success, that with Coder Dojo and the increasing recognition of level 2 and 3 courses by companies as well as conversion courses BMC was seen by third parties as being dedicated at every age and level to applied IT technology, that a dedicated Application Training Manager had been appointed to secure repeat business, and that the pace of recruitment and the salary on offer were potential blockages to continued good growth.</p> <p>Members thought the work being done was excellent and congratulated the presenters.</p>	
<b>RES 17</b>	The CQE Committee agreed to cross refer the comments on blockages to growth to the Resources Committee.	<b>Secretary</b>
<b>CQE 39.13/14</b>	<b>Minutes of the Curriculum, Quality and Engagement Committee held on 11<sup>th</sup> February 2013</b>	
	The minutes were agreed and were signed by the Chair.	
<b>CQE 40.13/14</b>	<b>Matters Arising</b>	

	<ul style="list-style-type: none"> <li>• CQE 25.13/14 Visit to Family Learning Unit. The Secretary confirmed that this was in hand.</li> <li>• RES 15 Referral to Trust. It was noted that the Trust Committee subsequently viewed that the matter of funding for "Skills competitions" should be considered as part of the College's annual business planning and budget development process.</li> <li>• CQE 28.13/14 RES 14 SEG meeting. It was confirmed that the Stakeholder Engagement Group Took place as scheduled on 17th February 2014. See Stakeholder agenda item minute 44. 13/14</li> <li>• CQE 29.13/14 Trip to Dublin. See Chair's business agenda item minute 41.13/14</li> <li>• CQE 31.13/14 QAA outturn. See Curriculum Update agenda item see minute 42.</li> <li>• RES 16 Apprenticeships. It was confirmed that the Consultation response was returned to schedule on 7th April 2014.</li> </ul>	<b>Secretary</b>
<b>CQE 41.13/14</b>	<b>Chair's Business</b>	
	<p>The Chair's report included the following.</p> <ul style="list-style-type: none"> <li>• <i>Supported Learning Open Day May 15th 2014.</i> The Chair confirmed that this was a well-attended successful event and that she and Dr Walters had represented the Governing Body.</li> <li>• <i>Trust Scholarship Awards event 5th June 2014.</i> The Chair noted her upcoming attendance at the event.</li> <li>• <i>Dublin visit 28th/29th May.</i> The Secretary confirmed that the itinerary would be despatched in the near future, and that the emphasis of the trip was on fact finding about economic relevance and business development. Those governors attending the Southern institutions were asked to represent CQE interests.</li> <li>• <i>DEL Health Check (circulated separately)</i></li> </ul> <p>Members noted the report.</p>	<b>Secretary</b>
<b>CQE 42.13/14</b>	<b>Director of Curriculum Update</b>	
	<ul style="list-style-type: none"> <li>• <i>Essential Skills.</i> The DC noted DEL work in upskilling Essential Skills Lecturers.</li> <li>• <i>Training for Success.</i> The DC noted that he had represented CNI at a recent Assembly Employment and Learning Committee and noted their "fit for purpose" line of questioning. No comments had been made about the lack of a 14-19 strategy.</li> <li>• <i>Qualifications Framework.</i> The DC noted the ripple effect of actions ongoing in England concerning "Quality Reform", these Anglo centric changes were already taking place without policy reference to N. Ireland. He confirmed that contingency plans were in place in regard to Pearson programmes and changes to the curriculum, and lecturers etc are receiving training.</li> <li>• <i>Curriculum Development.</i> The DC noted the age of the Curriculum Strategy, 3 years old in February 2015, and the need to begin redrafting the Strategy over the summer. A draft of the strategy would be brought to the next CQE meeting for discussion. He welcomed strategic inputs from governors at any</li> </ul>	<b>DC</b>

	<p>point in the process and the proposal for a separate meeting to focus on the strategy.</p> <ul style="list-style-type: none"> <li>• <i>Lesson Observations.</i> The DC reprised the observation process, the relevant standards, the implications of the binary satisfactory and unsatisfactory classification compared to the six level ETI classification, and the outcomes to date. On enquiry he confirmed the number of unsatisfactory observations as 7 out of a total of 199 observations completed, and noted the Union's consideration of the English model competency based agreement.</li> <li>• <i>ETI Inspection Follow Up.</i> The DC confirmed that 70% of the 365 actions had been completed and that there were no resource actions outstanding. He noted the need to align tables and headings to improve readability and comparison. A further inspection will take place in the autumn.</li> <li>• <i>Attendance Reporting.</i> A discussion took place on capturing data for example attendance in class so that students can be contacted on reasons for absence. The Committee noted the cost of new software to allow real time dashboard information and other vital statistics and it was confirmed that a business case was being constructed for purchase in 2014-15.</li> </ul>	
<b>RES 18</b>	The CQE Committee agreed that the draft Curriculum Strategy 2015-18 be presented to the autumn CQE Committee for initial review to be followed by a working group/governor meeting and then recommendation to the Governing Body.	<b>DC</b>
<b>RES 19</b>	The CQE Committee agreed to endorse the purchase of the data capture software and that Resources Committee be informed of this endorsement.	<b>Secretary</b>
<b>CQE 43.13/14</b>	<b>DDLS Update</b>	
	<p>The DC deputised for the DDLS who had been called to London at short notice in relation to the Prison Service contract.</p> <ul style="list-style-type: none"> <li>• <i>Enrolments:</i> The DC noted the increase of applicants and applications and interest in BMC.</li> <li>• <i>NEETS:</i> The DC updated members on Community Innovation Fund and the appointment within DEL of a senior officer with responsibility for the United Youth Programme.</li> <li>• <i>Steps 2 Success.</i> The partnership with Ingeus for the tender was noted.</li> <li>• <i>Developments on curriculum led by industry.</i> The DEC noted an upcoming meeting between NIPS and DEL which would confirm that prisons could have a direct relationship with Colleges (arising from the Crown transfer), and also noted the intended use of SLAs, and the use of a single awarding body. On enquiry he confirmed the resource impact and the use of the same inspection standards – IQRS.</li> <li>• <i>College Quality Accreditation.</i> A table of quality awards held by the college was requested as highly useful to the Committee so that were are fully informed of those held and progress on assessment procedures - the table to be produced for each CQE meeting.</li> </ul>	
<b>RES 20</b>	The CQE Committee agreed that a BMC Quality Awards table be produced with information on awards held and re-assessments etc and presented to the Committee at each meeting.	<b>HCD</b>

<b>CQE 44.13/14</b>	<b>Stakeholder Engagement</b>	
	<p>At Mr Bryan's invitation, the HCD reprised the discussions and outcomes of the Stakeholder Engagement breakfast meeting of 17th February 2014 which had been well attended by governors. Members were appraised of a student satisfaction rate of 93%, and of an 82% favourable stakeholder view of the College among those stakeholders who felt they knew the organisation well. The Next Steps would focus on embedding the Strategy, building the brand, developing a manifesto, and closing the loop with governors sharing their engagements with the College.</p> <p>The HCD noted the BMC responses via CNI to two ongoing consultations namely Youth Training and Economic Inactivity and the rehearsal of previously discussed lines e.g. 14-19 strategy, joined up funding in the responses.</p> <p>The HCD welcomed any future feedback on recently communicated electronic communications namely Diary Dates and the Public Affairs Update. She noted the upcoming Creative Week where the programme was being finalised.</p> <p>The HCD tabled the Media, Policy and Public Affairs report which valued the amount of publicity generated through Q1 to Q3 as being in excess of £1m. Completed and Live consultations were discussed and decisions taken as to which to be brought before the CQR committee. Stakeholder engagements were also noted.</p>	
<b>RES 21</b>	The CQE Committee agreed that the BMC submission to the DEL Committee Enquiry into Education, Training and Employment for people with learning difficulties after F/T education be circulated to committee members.	<b>HCD</b>
<b>RES 22</b>	The CQE Committee agreed that a summary of FOI/DPA requests could usefully feature in the media, policy and public affairs bulletin together with meetings with other stake holders such as employers.	<b>HCD</b>
<b>CQE 45.13/14</b>	<b>DONM September 2014 Date TBC</b>	
	<b>Signed Chair</b>	
	<b>Date</b>	