

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 22nd September 2014 in TQ boardroom.		
Present	<p>Governors: Patricia Haren [Chair], Ciaran O’Grady, Ken O’Neill and Lindsey Smith.</p> <p>Officers: Justin Edwards, Director of Curriculum (DC), Damian Duffy (DDLs) and Gillian Magee, Head of Corporate Development (HCD).</p> <p>Secretary: John McAndrew</p>	
CQE 1 14/15	Apologies and Notice of AOB:	
	<p>Apologies: Apologies received from Governor Frank Bryan.</p> <p>AOB: There was a request for a discussion about the succession plan for the DC (also covered in Chair’s business)</p>	
CQE 2 14/15	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts of interest were declared	
CQE 3 14/15	Minutes of the Curriculum, Quality and Engagement Committee held on 20th May 2014	
	The minutes were agreed and were signed by the Chair.	
CQE 4 14/15	Matters Arising	
	<ul style="list-style-type: none"> • <i>CQE 42.13/14 RES 18 New Curriculum Strategy.</i> See minute 7 below. • <i>RES 19 MIS Data capture software.</i> Flagged at Governing Body Away Day and will be bought as a one off investment item. • <i>RES 20 Accreditation Table.</i> Upcoming accreditation events included the IIP visit in January 2015 and the WCQIP review in October. • <i>RES 21 Circulation of BMC submission to the DEL Committee Enquiry into Education, Training and Employment for people with learning difficulties after F/T education.</i> To be circulated. • <i>RES 22 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.</i> None since the last meeting. 	HCD
RES 1	It was agreed to seek advice on whether to electronically circulate the WCQIP document to governors or hold a CQE meeting.	
CQE 5.13/14	Chair’s Business	
	<p>The Chair’s report referred to the following.</p> <p><i>Governing Body Away Day.</i> The Chair noted that Miss Smith would shadow her as Chair prior to Mrs Haren’s departure from the Board and attend meetings with the Directors.</p> <p><i>Succession to departing DC</i> The Secretary confirmed that the P&CE was unable to attend the CQE committee, and that she would telephone the Chair; the P&CE had also said that she would be making a report to the next week’s Governing Body in closed session on the topic.</p> <p>Members noted the Chair’s report.</p>	

	addition a new risk of exceeding the MASN allocation was possible albeit MASN was a sector wide pot.	
RES 2	The Committee agreed that a lesson observation progress report be provided at each CQE meeting	DC
RES 3	The Committee agreed that the Qualifications changes needed to be monitored to assess how it will impact on the College in the future.	DC
RES 4	The Committee asked to be kept informed of the November ETI visit outturn at the next meeting.	DC
RES 5	The Committee asked that management consider Recruitment, Retention and Achievement as separate areas to be included in the Risk Register.	DC Secretary
CQE 7.13/14	Curriculum strategy	
	The DC noted the February 2015 expiry date of the Strategy, the recent discussions at the Away Day and the prospect of 10% to 15% cuts. He also noted the sub - strategic bottom up groups in the "Good to Great" project which included one group led by Susan Gray reviewing the curriculum with the DC exercising a challenge function.	
RES 6	The Committee asked to be kept informed of the initial findings of the review, and the potential points of consideration for the Curriculum Strategy.	DC
CQE 8 13/14	DDLS Update	
	<p><i>Enrolment Process</i></p> <p>The DDLS confirmed that this year's enrolments had been quicker and more efficient and that the call centre had had a significant impact.</p> <p><i>NEETS</i></p> <p>The current threshold programme would finish in March, and work was ongoing on a proposal for submission under United Youth to be completed this week.</p> <p><i>Steps 2 Success</i></p> <p>BMC was working to develop a delivery model for Essential Skills for a target group of 2,200 in Yr 1 (i.e. 10% of a possible target population) with the first cohort in January 2015.</p> <p><i>Curriculum solutions led by business</i></p> <p>The DDLS noted the ongoing work on the Belfast Business School and the Away Day decision to invest in content.</p> <p><i>Prison Service</i></p> <p>The Curriculum model had been drafted (tabled at Committee) and had been presented to the NIPS management team. On enquiry it was confirmed that staff would undergo induction training on site in areas such as H&S, movement around the site etc. however the existence of risk assessment documentation was to be clarified by the DDLS at the next meeting.</p> <p><i>Quality Accreditation</i></p> <p>No planned re-accreditation for Matrix due this year.</p>	

	<i>Student Voice</i> The tabled student handbook was warmly welcomed, as was the schedule of structured engagements throughout the year.	
CQE 9.13/14	Stakeholder Engagement	
	In Mr Bryan's absence, the HCD noted the presentation at the Away Day. She noted the upcoming RC 2020 conference on 9 th October at E3 and the HE graduation on 12 November 2014. The Secretary said he would remind Governors by email.	Secretary
CQE 10.13/14	AOB	
	Committee members had requested a discussion on the recruitment for the DC's post under AOB. The Secretary confirmed that an update would be provided by the P&CE at the Governing Body meeting on Monday 29 th September 2014. It was decided that the committee would await news of progress at the Board meeting. All members felt that this was an essential post.	
CQE 11.13/14	DONM October 2014 Date TBC	
	Signed Chair	
	Date	