

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 6th November 2013 in e3.

Present	<p>Governors: Patricia Haren [Chair], Frank Bryan, Ciaran O’Grady and Lindsey Smith.</p> <p>Officers: Damian Duffy, Director of Development and Learner Services (DDLs), Gillian Magee, Head of Corporate Development (HCD), and Lorraine Lavery (Corporate Development).</p> <p>Secretary: John McAndrew</p>	
CQE 11 .13/14	Apologies and Notice of AOB:	
	<p>The Chair thanked members for accommodating the new date, time and location for the November CQE meeting brought about by the change in the DEL deadline for the submission of the WCQIP.</p> <p>Apologies: Governor Ken O’Neill, and Justin Edwards, Director of Curriculum (DC).</p> <p>The Chair welcomed Lorraine Lavery.</p> <p>There was no AOB</p>	
CQE 12.13/14	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts of interest were declared	
CQE 13.13/14	Minutes of the Curriculum, Quality and Engagement Committee held on 10th September 2013	
	The minutes were agreed and were signed by the Chair.	
CQE 14.13/14	Matters Arising	
	<ul style="list-style-type: none"> •<i>RES 15 Grade 1 visit/Sir Geoff Hall. “In and out” professionalism to be raised at Resources Committee.</i> The Secretary reported that the COO confirmed details of the Employer Development Service, the Employees into Industry scheme and their inclusion in the HR/People Strategy. •<i>RES 19 Signage. To be raised at Resources Committee.</i> The Secretary reported that the Head of Estates had noted that the signage had been largely changed and that which remained was short term. Members also noted the new signage at Millfield and the costs of replacement. •<i>RES 1 Curriculum Briefings.</i> The Secretary confirmed the date of December 10th at 4.30pm and noted the receipt of some questions already. •<i>CQE 6.13/14 Consultations update.</i> See Chairs’ report. •<i>RES 3 MaSN.</i> See Curriculum Update. •<i>RES 4 ETI Monitoring.</i> See Curriculum Update. •<i>CQE 6.13/14 Admissions and enrolment.</i> See DDLs Update. 	Secretary

	•RES 6 <i>Stakeholder Engagement Update</i> . See Stakeholder Engagement Update.	
CQE 15.13/14	Chair's Business	
	<p><i>Consultations</i></p> <p><u>Apprenticeships</u></p> <p>The HCD confirmed that she had received the Chair's comments and that the consultation return had been made to schedule. She expected that BMC's input would be reflected in the Strategy given that the Minister had been abroad to see what good looks like. On enquiry she thought that the TfS contract would be positively affected by the Strategy and for example there would be more flexibility with the ability to add new and higher level programmes and qualifications.</p> <p><u>Belfast Masterplan</u></p> <p>The HCD tabled a briefing paper on the Belfast City Masterplan and draft BMC responses to the consultation. She outlined the opportunities for BMC, and the concerns and risks. Disappointingly one educational provider dominated the plan at the expense of others albeit not equipped to meet some of the key challenges, yet BMC was well placed to deliver on all of the challenges. The HCD sought advice on the content and tone of the BMC response. The deadline of 29th November was noted.</p>	
RES 8	It was agreed to recommend that the Belfast Masterplan briefing paper and consultation response be circulated immediately to all governors for comments on content and tone.	Secretary Chair
RES 9	It was agreed to recommend that the issue be flagged at the November 2013 Governing Body	Secretary Chair
	<p><u>ETI Scrutiny inspection</u></p> <p>It was confirmed that this would take place in the week commencing 13th February 2014, and that ETI inspectors will wish to meet governors (last year Patricia Haren and Ian Walters) perhaps over a working lunch and meet the Chair of the Governing Body. Details to follow on receipt.</p> <p><u>Correspondence</u></p> <p>A letter from a grateful parent noting his child's educational background (in receipt of a Statement of Educational Need), his remarkable progress at BMC, and his place at a leading University to read History was noted.</p>	L.Lavery.
RES 10	It was agreed to circulate the correspondence to governors and that the Secretary acknowledge the good work of the staff in writing.	Secretary
CQE 16.13/14	Director of Curriculum Update:	
	In the absence of the Director of Curriculum, the Head of Corporate Development updated members. Items of note not covered elsewhere were:	

	<p><i>Enrolments:</i> BMC were marginally ahead of target. However PT/HE remained a challenge given that employers, who in the past had funded 70% of courses, were retrenching.</p> <p><i>FELS data:</i> The return had been made to schedule and the data used to inform the WCQIP.</p> <p><i>QAA visit:</i> The outline timetable was confirmed, and the need for CQE Committee at the time of the visit.</p> <ul style="list-style-type: none"> • December 2013. BMC submission to QAA by 2nd December • December 2013 to February 2014. QAA review of BMC Submission • March 2014. QAA team of 7 reviewers to visit BMC. <p><i>Estates:</i> Work was ongoing on Strategic Outline Cases for the development of Castlereagh and Springfield sites and these would be routed through the December 2013 Governing Body.</p>	Secretary
CQE 17.13/14	WCQIP	
	<p>The Chair introduced this item by referring to an email from the Chair of the Governing Body.</p> <p><i>“...having read the WCQIP draft going to the CQE Committee, and not withstanding any changes that emerge from that scrutiny, I have found the plan to be comprehensive, well-written and nicely balanced between what has been achieved and what remains to be done. I look forward to your recommendations after committee scrutiny. As an aside, when you look at the College offering as described in the introductory sections, it is impressive.”</i></p> <p>The HCD tabled presentation slides and contextualised the WCQIP, essentially an evidence based self-evaluation review and quality improvement process utilising a wide range of evidence sources.</p> <p>She summarised the actions from the Action Plan 2012/13 as follows:</p> <ul style="list-style-type: none"> • 27 actions identified • 22 addressed • 5 ongoing to be completed in 2013/14 <p>and the College’s SER as</p> <ul style="list-style-type: none"> • Leadership and Management: Good • Quality of provision for Learning: Good • Achievements and Standards: Good <p>with an overall determination of Good; to get there, there were 34 actions in the 2013/14 action plan and many of these were already in train.</p> <p>On enquiry she confirmed a planned range of classroom observations which would be developmental and non-threatening; the internal verification of marking; and the formal complaint procedures and student governance mechanisms. It was considered that the above together with governance (the roles of the Governing Body and the CQE Committee, strategic direction, assurance, board development etc) be further developed or included as appropriate in the WCQIP text. It was also considered beneficial to include a diagram on governance and to simplify the existing diagram on the WCQIP process (pp7).</p>	HCD

	<p>There was a discussion concerning NEETS and Essential Skills and the mandatory use of teachers highly qualified in a particular subject rather than teachers with exemplary communication skills perhaps better suited to more effective delivery (and more cost effective delivery) of the topic. Avenues for channeling this viewpoint were discussed including raising the matter at the Governors' Council on 3rd December. The DDLS was invited to present his findings on NEETS (the subject of a higher degree) on completion.</p> <p>Members congratulated officers on work well done.</p>	<p>Chair DDLS</p>
RES 11	<p>It was agreed that the profile of NEETS/Essential Skills be raised with the aim of bringing about a more effective delivery method, and that this would be highlighted at the next Governing Body.</p>	<p>Chair DC</p>
RES 12	<p>(Subject to amendments being made)</p> <p>It was agreed to recommend the WCQIP to the Governing Body as fit for purpose for submission to DEL by means of circulation anew to all governors with a recommendation for approval, and in the absence of any significant subsequent comments, the submission to be made to DEL.</p> <p>(As agreed by the Chair of the Governing Body and communicated to all governors in an email of 31 October 2013. It was considered that these combined measures taken in response to the circumstances arising from the changed deadline safeguarded the integrity of the BMC WCQIP, and the integrity of the process. JMcA.)</p>	<p>HCD</p>
CQE 18.13/14	DDLS Update	
	<p>The DDLS summarised recent activity on enrolments and admissions including the "Substantial" assurance provided by Internal Audit; the complete re-engineering of processes; and the real time monitoring of the systems and follow up by Working Groups. However he confirmed that there was still a lot of work to be done particularly in the area of speeding up enrolment (the subject of a cross committee referral by Resources) and to this end BMC were developing on line enrolment and making better use of technology generally.</p>	<p>Secretary</p>
RES 13	<p>It was agreed that an upcoming report reviewing this year's admissions and enrolments be summarised and presented to the next CQE Committee.</p>	<p>DDLS</p>
CQE 19.13/14	Stakeholder Engagement	
	<p>Mr Bryan noted the cancellation of a recent Stakeholder Engagement Group and the absence of a new date.</p>	
RES 14	<p><i>It was agreed to convene a Stakeholder Engagement Group following discussions with the Chair of the Governing Body.</i></p>	<p>FB Chair Secretary</p>
	<p>The HCD noted the rollout of the Corporate Plan consultation and thus far the relative lack of response, however the deadline was not until 15th November 2013.</p> <p>She also noted an upcoming business breakfast on November 12th 2013, a recent DEL committee meeting held on BMC premises, and the upcoming Graduation ceremonies.</p>	

CQE 20.13/14	AOB: <i>None</i>	
CQE 21.13/14	DONM December 10th Curriculum briefing	
CQE 22.13/14	Meeting evaluation	
	Oral contributions– “covered a lot of ground”, “went very well”.	
	Signed Chair	
	Date	