

**GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE**

**Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held on Monday 12th June 2017 at 08:30am in TQ boardroom.**

<b>Present</b>	<p><b>Governors:</b> Kathleen O’Hare (Chair), Catherine Burns, Kate Burns, Declan Crummey, Seamus Dawson and Brian Wilson.</p> <p><b>Officers:</b> Damian Duffy, Director of Development, Jonathan Heggarty, Director of Curriculum (DC), Gillian Magee, Director of Transition (DT), Lorraine Lavery, Curriculum Quality Assurance &amp; Performance Development Manager (CQA), Aidan Slone (Head of Training)</p> <p><b>Secretary:</b> John McAndrew</p>	
<b>CQE 32 16/17</b>	<b>Apologies and Notice of AOB:</b>	
	There were no Apologies and no AOB.	
<b>CQE 33 16/17</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair’s question to members none were declared.	
<b>CQE 34 16/17</b>	<b>Minutes of the CQE Committee held on 23<sup>rd</sup> January 2017</b>	
	The minutes were agreed.	
<b>CQE 35 16/17</b>	<b>Matters Arising</b>	
	<p><i>RES 2 Invitation to DfE officials to visit the BMC Governing Body.</i> The Secretary said that a DfE official was likely to visit in September 2107. [Update: confirmed as November. JMCA)</p> <p><i>RES 6 The CQE Committee asked that a briefing paper clearly signalling the challenges facing the sector be prepared for Governing Body.</i> Briefing provided at Governing Body of 26 April 2017.</p> <p><i>CQE 27 16/17 Quality Assurance of Higher Education. Annual Provider Review 2016-17.</i> Positive feedback received.</p> <p><i>CQE 27 16.17 Higher Education Leadership.</i> Positive feedback received.</p> <p><i>RES 7 The Committee asked that a presentation on the Learner Success Pilot be made to the Governing Body.</i> Presentation made at Governing Body of 26 April 2017.</p>	
<b>CQE 36 16/17</b>	<b>Chair’s Business</b>	
	<p>The Chair paid tribute to long standing members Norman Hamilton and Ciaran O’Grady who had recently stood down. The Chair recorded the sudden death of QUB Vice Chancellor Patrick (Paddy) Johnson and noted the sincere sympathy of the College with family and friends of the deceased.</p> <p>The Chair invited the Quality Assurance Manager to update members about the HE in FE conference. She said that BMC had organized the sector wide conference addressing the changes to the HE Quality Code, the Quality Process, the QAA visits and the impact of Competitions &amp; Marketing Authority; keynote speeches had been given by representatives of UU, DfE, QAA and the NI Public Services Ombudsman. On enquiry it was confirmed that training on complaints was ongoing for all staff. The DT noted the bureaucratic burden, imposed by the new complaints procedure involving the Ombudsman, was resource intensive and time consuming.</p>	

<b>CQE 37 16/17</b>	<b>Curriculum Matters</b>	
	<p>The DC followed up on the Curriculum presentation given to the recent Governing Body by focusing on the changing FE environment, relevant FE Strategies still to be implemented, competition within and without the sector from schools, local / GB universities and training providers, and the impact of GB sector reforms. He said he had received assurances that there was the start of discussion on developing a 14-19 Strategy and there was an overwhelming need to get it right.</p> <p>The Chair noted that School development proposals were published as consultation documents and that BMC and other Colleges should ask to be kept informed of such proposals not necessarily to object but to be kept in the loop.</p> <p>The DC then focused on the opportunities provided by the College playing a leading role in sector reforms, attracting new staff and learners by an enhanced reputation, and by growing engagement with employers.</p> <p>The Chair thanked the DC for a very useful discussion.</p>	
<b>CQE 38 16/17</b>	<b>Training And Apprenticeships Update</b>	
	<p>The DD noted the challenges namely to achieve sustainability, the lack of flexible responses, delivery models and partnerships, to finalise pilots for Youth Training and Apprenticeships and introduce curriculum changes. The timescale for change and reform was a minimum three years.</p>	
<b>RES 8</b>	<i>The Committee requested that Training And Apprenticeships progress feature at each meeting of the CQE Committee and that further consideration be given to inviting officials to the Committee.</i>	<b>Chair DC/ DD</b>
<b>CQE 39 16/17</b>	<b>New QAA Centre Review Visit Method for the College's HE Inspection</b>	
	<p>The QA Manager noted the purpose of a Quality Review Visit namely to provide the funding body with an expert judgement, to ensure that the student interest is protected, to provide expert advice on academic standards, and to identify development areas to achieve "established" status.</p> <p>The visit would take place in Spring 2018 and reviewers would wish to meet the nominated facilitator, a student representative and member(s) of the CQE Committee. It was hoped that a Governor with an HE background would be appointed in the next round of governor appointments.</p> <p>The Chair thanked the QA Manager for a very thorough presentation.</p>	
<b>RES 9</b>	<i>The Committee requested a league table of HE performance at its next meeting.</i>	
<b>CQE 40 16/17</b>	<b>TOR</b>	
	<p>The Chair noted it was good practice to periodically review the Committee's Terms of Reference, and it was also appropriate following the greater emphasis on HE governance, and the recent change of Committee chairship and membership.</p>	
<b>RES 10</b>	<i>The Committee asked for sight of TOR for other FE Colleges.</i>	
<b>CQE 41 16/17</b>	<b>DONM: September 2017</b>	

<b>CQE 42 16/17</b>	<b>Meeting evaluation: "A wonderful first meeting"</b>	
	<b>Chair :</b>	<b>Date:</b>