



Belfast Metropolitan College Curriculum, Quality and Committee

3 pm on Wednesday 4 September 2024 in the Boardroom, Titanic Quarter Campus and via MS Teams

Minutes (Approved 4 December 2024)

Committee Members Attendees: Tom Hesketh (Chair); Seamus Dawson; Yvonne Murphy; Bill Montgomery; Sheena McKinney; Michael McKernan; Maurice Keady; Janis Leaden; Michael Mearns; Damian Duffy, Interim Principal and Chief Executive (IPCE)

Management Attendees: Fiona Dempsey, Interim Director of Curriculum & Learner Success (IDCLS); Siobhan Lyons, Interim Director of Development & Partnership (IDDP); Lisa McCartney, Head of Corporate Development (HCD); David McDowell, Head of Learner Success (HLS); Harry Robinson, Head of School of Academic & Continuing Education (HACE)

Directorate Manager for Clerk to the Governing Body: Andrea Browne

**CQE01
24/25**

Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture

Quorum: The meeting is quorate under the Terms of Reference for the Curriculum, Quality and Engagement Committee dated 22 June 2022 (Approved **GB81a 21/22 22 June 2022**) (2 Governors)

Apologies: Received from Emma Connolly, Organisational Quality Assurance Manager.

Welcome: To Damian Duffy in his new role as Interim Principal & Chief Executive and Fiona Dempsey as Interim Director of Curriculum & Learner Success.

Conflicts of Interest: No conflicts of interest were advised under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.

Any Other Business: No Items of AOB.

Leadership Culture: The Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):
Courageous / Creative / Candour / Challenge (**CQE11 23/24** below refers).

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CQE02 24/25	<p>Minutes of the meeting held on 4 June 2024 - DRAFT (Proposed Final)</p> <p>The Committee discussed and approved the DRAFT (Proposed Final) minutes of the meeting held on 4 June 2024.</p>
CQE03 24/25	<p>Matters Arising from the minutes of the meeting held on 4 June 2024</p> <p>(a) CQE48 23/24 - Curriculum Structure Update. The Chair noted the new Executive Leadership Team members. IPCE outlined the new proposed Quality structure with a dedicated HE role and a separate FE role. IDCLS noted strengthening the curriculum admin teams. Work ongoing to consolidate and strengthen throughout the structure.</p> <p>(b) CQE49 23/24 – Quality Assurance – Stakeholder Engagement re developing and designing new curriculum. – substantive item. <i>To be considered at a future meeting.</i></p> <p>(c) CQE50 23/25 – ESOL Update and Bank of America Update. <i>Updates will be provided at a future meeting.</i></p>
CQE04 24/25	<p>Governance Guidance and Information</p> <p>Nothing to report.</p> <p>The Committee noted there is no new governance guidance and information relevant to the work of the Curriculum, Quality and Engagement Committee which has been advised to the Secretariat.</p>
CQE05 24/25	<p>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</p> <p>Nothing to report.</p> <p>The Committee noted there are no changes to the internal control environment relevant to the work of the Curriculum, Quality and Engagement Committee as advised by Management.</p>
CQE06 24/25	<p>Chair's Business</p> <p>(a) Draft Annual Business Programme 2024/25. The Chair and IDCLS are meeting on 16th Sept to discuss the annual programme.</p> <p>(b) Terms of Reference Bi-annual Review. The Terms of Reference Review will be discussed at the next Chairs meeting. Draft final TOR are expected to be brought to the next Committee for review/approval and then to full GB. It was noted it is useful to review these at the start of each academic year. Members will have the opportunity to review and comment on the TOR.</p> <p>The Committee noted the information provided by the Chair.</p>
CQE07 24/25	<p>Student Performance Report 2023/24</p> <p>HACE gave a presentation and advised the Committee on the following key issue:</p> <p>(a) Initial A Level Results Update</p>

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	<p>Discussed comparisons with 2019 data and future benchmarking with CCEA data. The importance of the learner journey was highlighted and the value for Institution's such as the MET to seek baseline attainment data on students so that the added value of the learner journey can be more accurately commented upon. Fuller data sets will be available later in the year.</p> <p>The Committee noted the information provided by and the action taken by Management.</p> <p>3.45 pm HACE left the meeting.</p>
CQE08 24/25	<p>Admissions and Enrolments Snapshot 2024/25</p> <p>Management provided the following updates to the Committee:</p> <p>(a) Enrolment Update. IDCLS circulated and highlighted the latest update. Outlined the Curriculum Build process.</p> <p>(b) DfE MaSN Notification 2024/25. IPCE recommended that Belfast Met requests additional MaSN. Figures are based on individuals and the cap to due to funding availability for student loans.</p> <p>The enrolment figures against target were discussed. Management noted that the current levels at this stage in the enrolment process are not a cause for concern. Transition to individuals as the unit of measurement against enrolments was noted and this will be considered in future curriculum builds.</p> <p>The Committee noted the information provided by and the action taken by Management.</p> <p>4.10 pm HLS left the meeting</p>
CQE09 24/25	<p>Draft College Development Plan 2024/25</p> <p>Management advised the Committee on the draft CDP.</p> <p>(a) DfE 2024/25 CDP Commissioning letter.</p> <p>(b) Draft CDP 24/25. HCD gave a presentation outlining the background to the CDP. It is a whole college effort to populate the DfE template. It is a live document with updates being made up to the return day and it will be submitted to DfE in draft format. Governors expressed concern about very short timelines received from DfE not giving governors time for due diligence.</p> <p>4.35 pm J Leaden left the meeting.</p> <p>The 12 KPIs against 5 aims addressing the Minister's priorities in the draft document were reviewed and discussed.</p> <p>Members were asked to forward any comments on the draft CDP by Friday 6 September and at the latest by Monday 9 September.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>

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CQE10 24/25	<p>Any Other Business</p> <p>None.</p>
CQE11 24/25	<p>Leadership culture – Meeting feedback</p> <p>Committee members confirmed the conduct of the meeting meets the Terms of Reference and the Governing Body’s commitments as set out at CQE01 23/24 above.</p>
CQE12 24/25	<p>Date of next meetings for the Governance Programme 2024/25:</p> <ol style="list-style-type: none"> 1. 3 pm on Wednesday 4 December 2024 2. 3 pm on Wednesday 12 March 2025 3. 3 pm on Tuesday 3 June 2025 <p>Meetings will be held in the TQ Boardroom and via MS Teams.</p> <p>The meeting ended at 5.20 pm.</p>

Governing Body Attendance Report 2024/25	
Participation at CQE01 24/25 Curriculum, Quality and Engagement Committee Meeting 4 September 2024	
In-person at TQ Boardroom	via MS Teams
Tom Hesketh	Maurice Keady
Seamus Dawson	Janis Leaden
Yvonne Murphy	
Bill Montgomery	
Sheena McKinney	
Michael McKernan	
Damian Duffy	
Michael Mearns	