

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE		
Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 8.30am on 9th May 2016 in TQ boardroom.		
Present	<p>Governors: Norman Hamilton (Chair), Catherine Burns, Kate Burns, Ciaran O'Grady, Kathleen O'Hare and Kevin McKeaveney.</p> <p>Officers: Jonathan Heggarty, Director of Curriculum (DC), and Damian Duffy, Director of Development and Learner Services (DDLs) [part].</p> <p>Secretary: John McAndrew</p> <p>The Chair thanked attendees for agreeing to a morning meeting noting also that it gave them the time to attend schools in school time.</p>	
CQE 32 15/16	Apologies and Notice of AOB:	
	<p>Apologies: Apologies received from governor Olivia Potter Hughes and officer Gillian Magee, Director of Transition (DT).</p> <p>AOB: None</p>	
CQE 33 15/16	Conflicts of Interest Declaration	
	In response to the Chair's question to members none were declared.	
CQE 34 15/16	Minutes of the CQE Committee held on 8th February 2015	
	The minutes were agreed.	
CQE 35 15/16	Matters Arising	
	<p><i>RES 9 School visits.</i> A protocol was agreed at the Chairs' meeting and circulated at the recent Governing Body of 27 April.</p> <p><i>CQE 26 15/16 Opportunities for blended learning.</i> The Governing Body of 27 April observed three presentations on TEL which were warmly received.</p> <p><i>CQE 28 15/16 Corporate Planning day topic.</i> The dual mandate figured prominently in discussions at the Corporate Planning day.</p> <p><i>RES 10 Visit to School.</i> The Secretary confirmed he had conveyed the Committee's thanks to the School.</p>	Secretary
CQE 36 15/16	Chair's Business	
	<p>The Chair drew attention to the party electoral manifestos and noted very little commitment to FE therein. He sought views on whether BMC should independently lobby officials and politicians in addition to CNI. The recent loss of a great deal of Departmental expertise arising from VES, the apparent lack of joined up thinking and understanding across departments, the time necessary for new departments to bed in, the diminution of CNI, the potential for mapping Belfast Met students across constituencies, and the costs of doing nothing were all discussed.</p> <p>The DC walked governors through the CDP process briefing, highlighting the FLU and written elements, the bilateral with DEL and the monitoring of retention, success and achievement. The briefing was considered sufficient for circulation.</p> <p>The Committee also noted the rebalancing of the committees and the new committee memberships.</p>	DT
RES 11	<i>The CQE Committee agreed to flag up to the BMC Governing Body the necessity of clearly communicating FE needs to relevant officials and politicians</i>	CQE Chair
RES 12	<i>The CQE Committee agreed that the CDP briefing produced at the behest of the Governing Body be circulated to all governors, and that it was not necessary to commission a separate briefing session.</i>	Secretary
	Officer Damian Duffy entered the meeting at 9.10am.	
CQE 37 15/16	Director of Curriculum & DDLs Update	
	<i>Retention</i>	

	<p>The DC noted extra resources to improve retention including attendance officers, mentors for serial offenders, and tutorial systems with dedicated time slots.</p> <p><i>Restructuring</i> The DC noted the new structure reducing from 9 to 5 schools, an increase to 26 CAMs from 20 CAMs to even out the management spans together with a reorganisation in administrative support. CAMs would also have two hours teaching contact in their remit. It was recognised that due to managers leaving through VES there was a consequential effect on the teaching complement because of promotion from within. The DC noted relevant factors in recruiting teachers including public sector pay caps, shortages in key sectors, low starting points on pay scale not recognising experience, competition from HE sector, and teacher training not promoting FE as an alternative. A view from the CQE Committee was expressed that the sector needs to build relationships with GTCNI with GTCNI recognising FE contributions.</p> <p><i>Induction Programme</i> On enquiry it was confirmed that each student received an induction programme, some separately from the delivery programme for their course.</p> <p><i>Curriculum</i> The DC noted the impact of the discontinuation of the 5% non regulated provision and the discontinuation of certain courses which lost money because of the success rate not being met e.g. Photoshop students wanted skills not examinations.</p>																			
Governor Mrs. O'Hare left the meeting at 9.50am																				
	<p><i>Apprenticeships</i> The DC gave details of L2 and L3 and Higher Level existing and proposed apprenticeships between the different FE colleges in N. Ireland. Members noted the often short lead in times between the beginning of a programme and its inspection by ETI, and the frequency of FE inspections in the FE sector in comparison to other sectors and it was agreed to flag this to the Governing Body.</p>																			
RES 13	<i>The CQE Committee agreed to flag up to the BMC Governing Body their concerns about the frequency and timing of ETI inspections.</i>	CQE Chair																		
CQE 38 15/16	DEL Health Check [and formulas]																			
	<p>Members noted the DEL Health Check Issue 2 and the latest internal up to date BMC KPI information which showed BMC on target for FLU overall and within the parameters allowed by DEL.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><i>Retention rate</i></td> <td style="width: 10%;"><hr/></td> <td style="width: 60%;"><i>No. of enrolled learners at end of programme</i></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><i>Number of enrolled learners at start of programme</i></td> </tr> <tr> <td><i>Achievement rate</i></td> <td><hr/></td> <td><i>Number of learners who achieve (both full and partial)</i></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><i>No of enrolled learners at end of programme</i></td> </tr> <tr> <td><i>Success rate</i></td> <td><hr/></td> <td><i>Number of learners who achieve (both full and partial)</i></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><i>Number of enrolled learners at start of programme</i></td> </tr> </table>	<i>Retention rate</i>	<hr/>	<i>No. of enrolled learners at end of programme</i>			<i>Number of enrolled learners at start of programme</i>	<i>Achievement rate</i>	<hr/>	<i>Number of learners who achieve (both full and partial)</i>			<i>No of enrolled learners at end of programme</i>	<i>Success rate</i>	<hr/>	<i>Number of learners who achieve (both full and partial)</i>			<i>Number of enrolled learners at start of programme</i>	
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CQE 39 15/16	Visit to Catering Section																			
	The Committee visited the Catering Section and met Christine Brown (New Head of Department) and Andrea Cooper (New CAM for Hospitality) and toured the facilities viewing the work of both students and staff. The visit took in a catering competition for the Hastings Hotels group and members spoke to Howard Hastings.																			
RES 14	<i>The Committee recorded their appreciation of the staff and students met on their visit to the Catering Section and asked the Secretary to write in thanks.</i>	Secretary																		
CQE 40 15/16	DONM September 2016																			
	<i>Signed:</i> _____ <i>Date:</i> _____																			