

# Governing Body of the Belfast Metropolitan College.

Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held on 22<sup>nd</sup> October 2018 at 10am in TQ Boardroom.

|                    |  |
|--------------------|--|
| <b>Present:</b>    | <b>Governors:</b> Kathleen O'Hare (Chair), Catherine Burns, Brian Wilson, Seamus Dawson  |
|                    | <b>Officers:</b> Jonathan Heggarty (Director of Curriculum)  |
|                    | <b>BMC Staff</b> Jim Woods (Head of Department for Learner Success), Lorraine Lavery (Curriculum Quality Assurance & Performance Development Manager) Kevin Lynch (Project Manager STSS), Catrina Adams (Minute taker) |
| <b>CQE 1 18/19</b> | <b>Apologies and Notice of AOB:</b> Declan Crummey (Governor), Gillian Magee (Director of Transition), Damian Duffy (Director of Development)  |
| <b>CQE 2 18/19</b> | <b>AOB:</b> Correction from previous minutes - incorrect spelling of Jim Wilkinson's name.   |

|  |                |
|--|----------------|
| <b>CQE 3 18/19 Conflicts of Interest Declaration:</b> In response to the Chair's question to members none were declared.   |                |
| <p><b>CQE 51 18/19 Minutes of the Previous CQE Committee</b><br/>The minutes of the previous meeting on <b>16 May 2018</b> were agreed, updates below:</p> <ul style="list-style-type: none"> <li>• Report on the Prison Service completed and closed off</li> <li>• The City deal to move forward by the main GB</li> <li>• No progression on the Swiss Model</li> </ul>  |                |
| <p><b>CQE 4 18/19 Matters Arising</b><br/>The Chair noted it may be necessary to hold another CQE Meeting in November.</p> <ul style="list-style-type: none"> <li>• Visit a secured site - A Sloan to action. HM Prison Maghaberry suggested with Jim Wilkinson and Michael Gould to be invited.</li> <li>• The chair and BW attended a forum (led by the Embassy of Switzerland) which provided information on WBL for students on an international level. Glen McMahon to source a contact in a Swiss college in order to provide further international opportunities for students.</li> </ul> | <b>A Sloan</b> |
| <p><b>CQE 4 18/19 Chair's Business</b></p> <ul style="list-style-type: none"> <li>• The Chair asked that a set time for future CQE Meetings is established upon the appointment of a new GB Secretary.</li> <li>• The Chair confirmed there needs to be at least 60% GB attendance at CQE Meetings to make up a quorum.</li> </ul>   |                |

|   |  |
|---|--|
| <p><b>CQE 5 18/19 Update on Traineeship Project:</b></p> <p>The paper 'Update on the Traineeship Project' was presented to the Committee highlighting the DfE Strategy and YT areas for reform.</p> <p>The DC discussed the benefits of the new YT Strategy which include providing valuable experience for young people and addressing the issue of students not being able to progress as they have not gained a GCSE A* - C in English and Mathematics.</p> <p>The DC confirmed the aim is to establish a range of new Youth Training programmes by September 2019. The DC discussed the attraction for students as they will receive a full Level 2 qualification and experience within the workplace.</p> <p>In response to BW's query JH noted there has not been a noticeable change in WBL progress due to Brexit.</p> <p>CB queried if a charter could be established between large organisations and college principals and JH confirmed there will be a strategic collaborative approach by colleges, CCEA and the Department.</p> |  |
|---|--|

## Governing Body of the Belfast Metropolitan College.

|   |                                  |
|---|----------------------------------|
| <p>AS stated the process of engagement with employers has commenced and each YT proposal will go to CCEA once a Business Case has been signed off by the DfE.</p> <p>BW discussed the Bootcamp City Council Programmes which provided alternative options for students i.e. experience within the hotel industry. Officers commented on the various aspects which have created a negative image on the hospitality industry and AS noted the marketing for these courses needs to be stronger.</p>  |                                  |
| <p><b>CQE 6 18/19 Enrolment update - FE/HE/Training</b></p> <p>The DC reported on the Enrolment process noting courses struggle more to achieve their numbers this year. The DC stated the Executive team made the decision to work with a revised target as budget for original had not been granted by DfE.</p> <p>The Chair expressed concerns that two courses did not reach their target (Electronics and Computing), reporting this was due to staff leaving the college to work elsewhere. The DC confirmed FE staff have not received a salary increment in several years which is impacting on retaining staff. The Chair highlighted the need for a recruitment drive and BW noted the challenges within the colleges recruitment process; i.e. exceeding an appropriate timeframe. The DC confirmed an Open Event for potential staff is being devised with HR to drive recruitment. The Chair to follow up with Kathryn Mallon, HR Resourcing Consultant.</p> <p>The DC provided a Provisional KPI update discussing the performance of FT, PT and ES programmes. JW suggested providing interactive sessions during open days and The DC confirmed retention remains a challenge due to complex issues i.e. mental health problems. The DC commented that the college would largely benefit from schools providing them with more information on students.</p> | <p><b>The Chair<br/>/ HR</b></p> |
| <p><b>CQE 7 18/19 STS – LMS Project Overview</b></p> <p>Project Manager Kevin Lynch provided an overview of the STS – LMS Project;</p> <ul style="list-style-type: none"> <li>• A collaborative approach is being taken to develop IT Assist</li> <li>• The application will go live at the revised date of 1<sup>st</sup> March 2019</li> <li>• Declan Crummey has agreed to take on the role of Project Administrator</li> <li>• Upon completion 70 staff will need trained on the system which will be utilised by 800 staff members.</li> </ul> <p>KL reported that a decision is needed in regards to the length of time the process of data migration will require, however other than this the application is flexible and the Project Group are confident in the system.</p>  |                                  |
| <p><b>CQE 8 18/19 Delivery Framework</b></p> <p>The DC discussed the Delivery Framework noting College programmes should ensure the following:</p> <ul style="list-style-type: none"> <li>• Economically relevant</li> <li>• Industry validated</li> <li>• viable</li> <li>• High quality</li> <li>• Socially inclusive</li> <li>• Future aware</li> </ul> <p>The DC confirmed the Framework is to be authored and developed over the next few months for January 2019.</p>   |                                  |

## Governing Body of the Belfast Metropolitan College.

|   |                        |
|---|------------------------|
| <p><b>CQE 9 18/19 Quality Assurance QAA</b></p> <p>The Chair thanked Lorraine Lavery for her commitment and support to the College during her employment and wished her success with new opportunities upon her move to Queens University.</p> <p>LL noted 4 new HE Programmes and the revalidation of 4 existing programmes.</p> <p>LI discussed the positive outcome the QAA findings which reported BMC as an 'Established Provider' and confidence in HE academic standards and the student learning experience. LL confirmed she has reported back to the DfE on the commendations from QAA re NI providers following the recent QAA led review conference on 19/9/18 hosted by Belfast Met</p> <p>LL discussed future Curriculum changes:</p> <ul style="list-style-type: none"><li>• New Pearson RQF courses</li><li>• The validation and revalidation of 4 Foundation and Access programmes validated by Ulster and QUB</li><li>• Possible Remodelling of alternative HE partners – currently in discussions with DkIT - Dundalk Institute of Technology.</li></ul> <p>LL noted that WBL Programmes were still due to be inspected and proposed that a summary of Section 7's re the Whole College Quality Improvement Plan and the final HE Annual provider Review is presented on the morning of 13th November. Rebecca Roberts and Aidan Sloan are to present the final WCQIP y to the CQE on 26th November, dates agreed with the GB. LL to issue a follow up email re times and rooms.</p> | <p><b>L Lavery</b></p> |
| <p><b>CQE 10 18/19 AOB</b></p> <p>The DC thanked Lorraine Lavery for her commitment to the Curriculum directorate, staff and students.</p> <p>The DC reported that the SE Skill Team had won a gold medal for 'FE Team of the Year' and provided the chair with contact details to personally thank the team.</p> <p>The Chair thanked everyone for their time.</p> <p><b>CQE 11 18/19 DONM:</b> To be confirmed.</p>   |                        |