

**GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE**

**Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held on 16 May 2018 at 08:30am in TQ boardroom.**

<b>Present</b>	<p><b>Governors:</b> Kathleen O'Hare (Chair), Catherine Burns, Declan Crummey, Seamus Dawson and Brian Wilson.</p> <p><b>Officers:</b> Damian Duffy, Director of Development, Gillian Magee, Director of Transition, Jonathan Heggarty, Director of Curriculum (DC),</p> <p><b>Secretary:</b> John McAndrew</p>	
<b>CQE 39 17/18</b>	<p><b>Apologies and Notice of AOB:</b></p> <p><b>Officer</b> Lorraine Lavery, Curriculum Quality Assurance and Performance Development Manager.</p> <p><b>AOB:</b> Two items accepted. See minute 41.</p>	
<b>CQE 40 17/18</b>	<p><b>Conflicts of Interest Declaration</b></p> <p>In response to the Chair's question to members none were declared.</p>	
<b>CQE 41 17/18</b>	<p><b>Minutes and of the CQE Committees</b></p> <p>The Minutes of the following meetings of the CQE Committee of 10 October 2017, 15 November 2017, 27 November 2017 and 29 January 2018 were agreed.</p>	
<b>CQE 42 17/18</b>	<p><b>Matters Arising</b></p> <p><i>Res 1 Rescheduling of November CQE meeting(s).</i> Complete.</p> <p><i>Res 2 Presence at Student Representative meeting.</i> Complete.</p> <p><i>Res 3 Presence at OU validation.</i> Complete.</p> <p><i>Res 4 Designated HE governors.</i> Complete.</p> <p><i>Res 5 HE to become permanent Agenda item.</i> Complete.</p> <p><i>Res 6 Presence at QAA meetings in March 2018.</i> Complete.</p> <p><i>Res 7 Circulations of visuals.</i> Complete.</p> <p><i>Res 8 Training &amp; Apprenticeship Update.</i> See Minute .</p> <p><i>RES 9 Future CQE meeting in secure establishment.</i> In hand.</p> <p><i>Res 10 TOR. Agreed in principle by Governing Body, for fine tuning by Committee.</i> Workplan to include international business item. The DD confirmed that the current impact of Brexit was marginal however longer term the wider international market could grow and there was need for a new curriculum plan and international strategy.</p> <p><i>RES 11 Circulation of BMC Policies.</i> Ongoing.</p> <p><i>RES 12 Meeting with school principals.</i> Complete.</p> <p><i>RES 13 CQE to meet again on 27th November 2018.</i> Complete.</p> <p><i>RES 14 WCQIP recommended to Governing Body.</i> Complete.</p> <p><i>RES 15 HE review recommended to Governing Body.</i> Complete.</p> <p><i>RES 16 Meeting with Heads of Careers.</i> Cancelled.</p> <p><i>RES 17 DC to take soundings on inviting DfE official.</i> Ongoing. See Minute xxx</p> <p><i>RES 18 Student Governor perspective.</i> Ongoing</p>	<p><b>Secretary</b></p> <p><b>Secretary</b></p> <p><b>DD</b></p>
<b>CQE 43 17/18</b>	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>The Chair noted her telephone conversation with the DC prior to the meeting.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• She reported on her attendance at the NI Policy Forum on Apprenticeships, and the DD noted his attendance at the previous meeting of the Forum.</li> <li>• The Chair asked members to think about undertaking the vice Chair role.</li> <li>• The inclusion of a visit to a secure site on the CQE calendar was noted. The DD reported that a recent CJINI/ETI joint report had not yet been shared with the Department nor Belfast Met.</li> <li>• The DD noted an upcoming Inter College Co-operation Conference to be attended by colleges with a prison remit; essentially the Colleges would be looking at different operational and delivery methods</li> </ul>	<b>Members Secretary</b>
RES 19	<i>The Committee asked the Secretary circulate the governance calendar among members.</i>	<b>Secretary</b>
RES 20	<i>The Committee agreed that a report on the Prison Service feature on the Agenda for the next meeting.</i>	<b>DD</b>
<b>CQE 44 17/18</b>	<b>Skills and Apprenticeships</b>	
	<p>The DD noted that HLAs were now in steady state and forecasted growth albeit DfE were ramping up levels of bureaucracy and compliance. He also noted developments in curriculum provision across the HLA programme including Tourism and Hospitality, and Health and Social care and future growth.</p> <p>The College however continued to sustain underlying losses, primarily in relation to the TFS programme. He noted informal third party review feedback that local training was massively underfunded compared to England and Wales.</p> <p>There remained many unanswered questions about the Apprenticeship Framework which should have been introduced in 2016 but delayed to 2019, nonetheless L2 and L3 provision would continue to exist well into the future. Overall the Department in the persons of Jim Williamson (Youth Policy) and Michael Gould (Skills policy) remained positive.</p> <p>On enquiry it was confirmed that Frameworks could be lifted from E&amp;W however it would require the imprimatur of CCEA; that apprenticeships were associated with trades and not professions (a marketing issue); that open days catered for parents as well as learners; that officers were aware of opportunities but were unable to quickly “turn on the tap” to meet demand; that “shared” apprentice opportunities existed in E&amp;W in recognition of the high employment expenses.</p>	
RES 18	<i>The Committee asked that an invitation be issued to Jim Williamson and Michael Gould to attend the CQE Committee at its first meeting of 2018/19.</i>	<b>DC</b>
<b>CQE 45 17/18</b>	<b>City Deal</b>	
	<p>The DD briefed the Committee on a confidential basis about the “City Deals” project where Colleges were working alongside Belfast City Council in the areas of:</p> <ul style="list-style-type: none"> <li>• Educational Attainment</li> <li>• Skills Challenges</li> <li>• Economic Inactivity</li> </ul> <p>The Chair said she would liaise with the Chair of the Governing Body about an invitation to the City Deal adviser to attend Governing Body .</p>	<b>Chair</b>

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<b>CQE 46 17/18</b>	<b>Curriculum</b>	
	The DC tabled a compilation of statistical analyses taken from FE Statistics published by DfE covering academic years 2013/14 to 2016/17. The statistics presented covered the characteristics of those enrolling in FE colleges along with an analysis of areas of deprivation, funding streams and performance (retention, achievement and success rates).	
<b>CQE 47 17/18</b>	<b>18/19 Applications</b>	
	The DC noted a 10% decline in applications but was not unduly concerned; he gave the reasons as the bottoming out of the demographic trough and the competition from schools. He noted a conversion rate of 2 to 1 and that Belfast Met was scaled to market size.  On enquiry it was confirmed that application data was available on a school by school basis; that online e learning competition was not yet mature and lacked depth and width; and that schools were the direct competition.	
<b>CQE 48 17/18</b>	<b>Quality Assurance QAA</b>	
	The DT noted the 95 separate pieces of evidence submitted in February and the feedback that the quality of the written input helped reviewers understand Belfast Met operations; that the three reviewers had spent three days talking to all stakeholders; that the assurance to be provided was either confident or not confident; that the QAA visits occurred every 4-5 years; and that informally one recommendation had been made relating to a clear reference to the NI ombudsman and that the relevant policy had been updated.  The DT thanked the Chair and CQE committee, and the Chair paid tribute to the very professional manner in which the Curriculum Quality Assurance & Performance Development Manager had prepared for the review.	
<b>CQE 49 17/18</b>	<b>Student competition successes</b>	
	The DC tabled a list of student successes and it was agreed that the list be circulated to the Governing Body. It was also agreed to alert governors to "Life at the Met", a TV magazine programme produced and presented by Belfast Met's HND Broadcast Journalism students.	<b>Secretary</b>
<b>CQE 50 17/18</b>	<b>AOB</b>	
	<i>Swiss Model</i>  Members referenced a recent lecture on "Lessons in apprenticeship policy from outside NI" by Dr Berg, Head of Science & Innovation, Embassy of Switzerland in the UK noting the employer lead programmes and the parity of apprenticeships with academic pathways. The Chair said that she would circulate the relevant link. <a href="http://www.westminsterforumprojects.co.uk/forums/slides/Lutz-Peter_Berg.pdf">http://www.westminsterforumprojects.co.uk/forums/slides/Lutz-Peter_Berg.pdf</a>  The DD noted that Belfast Met had initiated links with Swiss counterparts over a number of years but this had not been reciprocated. On enquiry it was noted that here there was a gap between the employer and the Department; that there were multiple	

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	<p>meetings between Belfast Met schools and employer groups; and that dissemination of information about employer engagement to the Governing Body could be usefully improved.</p> <p><i>Safeguarding Training</i></p> <p>The Secretary noted the "Safeguarding" briefing at the December 2017 Governing Body and the assurances offered by the Safeguarding Officers and the designated Safeguarding Governor. The Secretary undertook to arrange further Safeguarding training.</p>	<b>Secretary</b>
<b>CQE 51 17/18</b>	<b>Meeting Evaluation</b>	
	"Very informative and interesting".	
<b>CQE 52 17/18</b>	<b>DONM: 22 October 2018</b>	

Chair of Belfast Metropolitan CQE Committee

Kathleen O'Hare

Signature

*Kathleen O'Hare*

Date

*30<sup>th</sup> April 2017*

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