

Belfast Metropolitan College Curriculum, Quality and Committee 3.00pm Wednesday 7 December 2022 in Titanic Quarter Boardroom and via MS Teams, Minutes FINAL approved 1 February 2023

Committee Members: Kathleen O'Hare (Chair); Catherine Burns; Brian Wilson; Kate Burns; Janis Leadan; Nik Brijpaul; Louise Warde Hunter.

Management: Joy Kettle, Director of Curriculum Innovation and Excellence (DCIE); Michelle Devlin Assistant Director of Curriculum (ADC); Siobhan Lyons, Head of Business Development (HBD); Mark Dorman, Head of Skills and Apprenticeships (HAS); Nicola Bell, Organisational Quality Assurance Manager (OQAM)

Clerk to the Governing Body: Gerry Crossan

CQE13 22/23

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

Clerk to the
Governing
Body

3.00pm to
3.05pm for
CQE13 to CQE17
(5mins)

Quorum: The meeting must be 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: Apologies received from Seamus Dawson, Yvonne Murphy, Tai Campbell and Damian Duffy at the date of the meeting.

Welcome: No new participants advised at the meeting.

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

AOB: No Items of AOB received at the meeting.

Leadership Culture: Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):

Courageous / Creative / Candour / Challenge (**CQE25 22/23** below refers)

CQE14 22/23

Minutes of the meeting held on 7 September 2022 - DRAFT (Proposed Final)

The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 7 September 2022. Proposed Catherine Burns Seconded: Brian Wilson

CQE15 22/23

Matters Arising from the minutes of the meeting held on 7 September 2022

All matters arising are on the agenda of this governance meeting.

Agenda Item	
CQE16 22/23	<p>Governance Guidance and Information</p> <p>None advised since.</p>
CQE17 22/23	<p>Chair's Business</p> <p>(a) B Wilson advised that our colleague, Conor McClure, assisted a student from Ukraine in obtaining a place and a scholarship at a GB University. When the University withdrew the scholarship offer, Conor worked closely with the family to appeal the University's decision and this appeal was successful. The family approached Brian Wilson as a member of the Governing Body to thank Conor on behalf of the family and the Governing Body. The Chair asked Management to pass on the Committees thanks and appreciation to Conor McClure.</p> <p>(b) Chair attended the World Skills 2022 event and noted that the judges on the day were very impressed with the students. Management advised the Committee on the impact of the event, led by students across all curriculum areas – with around 30 students across NI as a whole and the following successes by Belfast Met students;</p> <ul style="list-style-type: none"> ○ Kornelia Sermuksnyte won Bronze in Restaurant Service; ○ Georgia Abernethy won Gold in Culinary Arts and will go on to represent Team GB at the next level; and, ○ Ewan McGrath won Silver in Industrial Electronics
CQE18 22/23	<p>New Programme Developments, Business and Skills update – Partnerships and Sustainability Report December 2022</p> <p>Management advised the Committee on the following key areas:</p> <p>(a) CEDSI New Programme Developments, Business & Skills: including Skills Focus Programme; NICS Apprenticeships Programme and Civil Service Academies; Press Refresh Programme;</p> <p>(b) CSA Programme Developments: partnerships in skills and apprenticeship linking with CEDSI programmes; All Age Apprenticeships; NI Prison Service Partnership.</p> <p>(c) Student Recruitment, Performance; and,</p> <p>(d) Developments.</p> <p>The Committee recognised that the delivery of the College's dual mandate will always be in a competitive skills delivery space. Management provided an update on the reporting of the delivery of services at HMP Magilligan.</p> <p>The Committee sought further information on the drivers behind the levels of applications for Academy Programmes, the recruitment for which is led by DfE. Management advised the Committee on the Belfast Met engagement with this recruitment process and communications with employers.</p> <p>The Committee noted that All Age Apprenticeships will be a component in the DfE Economic Recovery Plan. Management are currently modelling based on a number of assumptions which will be clarified when DfE confirm the detail of this model.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>

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<p>CQE19 22/23 DCIE</p>	<p>CQE19 22/23 DCIE Whole College Quality Improvement Plan (2022-24)</p> <p>Management advised the Committee on the timeline and development pathway for the WCQIP - which changed during 2022 - and on the key issues relating to the following elements of WCQIP programme and workstreams:</p> <ul style="list-style-type: none"> (a) Whole College Self-Evaluation Report (SER) & Quality Improvement Plan (WCQIP); (b) Whole College Quality Improvement Plan DRAFT 1 December 2022; (c) Whole College Self-Evaluation Report DRAFT 1 December 2022; (d) Belfast Met Whole College Self-Evaluation and Quality Assurance Statement; and, (e) Key Performance Descriptors for Programmes of Training/Learning within Work-based Learning and Further Education. <p>The Committee sought further information on the skills profiles across Level 1 and Level 2 programmes.</p> <p>Management advised the Committee on the Areas for Improvement that will inform the quality improvement programme into 2023/24, both within the College and across the FE Sector.</p> <p>The Committee noted that this presentation will also go to the Governing Body under GB44 22/23 14 December 2022.</p> <p>The Committee:</p> <ul style="list-style-type: none"> • considered the information provided by and the action taken by Management, • agreed and confirm the ICEF statement on Overall Effectiveness; and, • recommended that to the Governing Body to sign the Self-Evaluation and Quality Improvement Assurance Statement (Annex A) for return to DfE. •
<p>CQE20 22/23</p>	<p>Recruitment, performance and developments report -DCIE - December 2022</p> <p>Management advised the Committee on the collaborative approach that Management are taking across all curriculum areas, which has identified excellent provision across the curriculum provision. Management advised the Committee on the key issues across the following areas:</p> <ul style="list-style-type: none"> (a) At-Risk & Outstanding Areas of Curriculum – including emerging processes to establish effective school-level KPIs which will drive continuous improvement action across all areas of Curriculum Delivery; (b) Student Enrolments and Withdrawals – including the welcome levels of diversity and the supports being put in place to meet changing needs across the student population. (c) Worldskills – see CQE17b 22/23 above; (d) Essential Skills – including changes to the delivery and assessment of the ICT element being requested by DfE; (e) Lost Learning; and, (f) Curriculum Developments – including Traineeships; Transversal Skills Qualifications, Belfast Met Passport; Project-Based Learning; use of realistic work environments; <p>The Committee sought further information on the sharing of benchmarking information across the FE sector. Management advised that any shared information is at a very high level at the moment,</p>

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	<p>however, Management will seek sharing of appropriate information on Hubs throughout the FE sector.</p> <p>The Committee noted that the feedback on the proposed changes to Essential Skills delivery and assessment is going through the FE Sector Essential Skills Working Group.</p> <p>The Committee noted the information provided by and the action taken by Management</p>
<p>CQE21 22/23</p> <p>DCIE</p>	<p>Higher Education Report December 2022</p> <p>Management advised the Committee on the key issues relating to HE, including:</p> <ul style="list-style-type: none"> (a) stakeholder feedback from the recruitment events that are a key element of the communications framework that Management have put in place; and, (b) HE Curriculum Audit and Offer 2023/24 and the key actions arising from the evidence from this audit. <p>The Committee sought further information on managing the capacity risk across specialist staff to deliver the HE offer. Management advised that the College is working on a range of recruitment strategies.</p> <p>The Committee asked Management to consider a Principals Group meeting, similar to the one which took place in December 2019 to complement the scheduled event for Principals and Careers Officers to be held in March 2023.</p> <p>The Committee note the information provided by and the action taken by Management.</p>
<p>CQE22 22/23</p> <p>OQAM</p>	<p>Quality Assurance & Learner Success Report December 2022</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) the most recent successful inspection; (b) the likely curriculum areas that will be subject to evaluation during 2023; (c) the successful validations, in particular the commendation of the collaborative approach to employer engagement and the effectiveness of the Student Voice mechanisms; and, (d) Learner Satisfaction Survey results. <p>The Committee welcomed the increased activity through teaching programmes and through the Student Union which aims to build shared experiences at the level similar to that prior to COVID-19.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<p>CQE23 22/23</p>	<p>Any Other Business</p> <p>The Chair provided a brief update in relation to the communications in relation to the strategic development of FE and HE provision, noting the creative work around the curriculum reporting.</p>
<p>CQE24 22/23</p>	<p>Leadership culture – Meeting feedback</p>

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	Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body's commitments.
CQE25 22/23	<p>Date of next meeting</p> <p>Governance Programme 2022/23 Cycle 3 (2 meetings)</p> <p>The third meeting of CQE Committee during 2022/23 will be held at 3.00pm on Wednesday 1 February 2023 at TQ Boardroom and via MS Teams (CQE51 21/22 16 March 2022 refers).</p> <p>The fourth meeting of the CQE Committee during 2022/23 will take place at 3.00pm on Wednesday 15 March 2023 in the Titanic Quarter Boardroom and via Microsoft Teams (CQE51 21/22 16 March 2022 refers).</p> <p>Governance Programme 2023/24 Cycle 2: The second meeting of the CQE Committee during 2023/24 will take place at 3.00pm on Wednesday 6 December 2023. The Clerk will diarise this meeting in colleagues' Outlook Calendars during December 2022.</p> <p>The meeting ended at 5.15pm.</p>

Chair of Belfast Metropolitan College
Curriculum, Quality and Engagement Committee

Kathleen O'Hare

Signature

Kathleen O'Hare

Date

1st February 2023

