

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE		
Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 4.30pm on 24th September 2015 in TQ boardroom.		
Present	<p>Governors: Norman Hamilton (Chair), Catherine Burns, Ciaran O’Grady, Kathleen O’Hare and Brian Wilson.</p> <p>Officers: Jonathan Heggarty, Director of Curriculum (DC), Damian Duffy, Director of Development and Learner Services (DDLs), Gillian Magee, Director of Transition (DT) and [part] Catherine Mulvenna, Media & Stakeholder Engagement Advisor (MSEA).</p> <p>Secretary: John McAndrew</p>	
CQE 1 15/16	Apologies and Notice of AOB:	
	<p>Apologies: Apologies received from Kate Burns, Jim McCall and Kevin McKeaveney. The Chair welcomed everybody particularly new governors.</p> <p>AOB: None</p>	
CQE 2 15/16	Conflicts of Interest Declaration	
	In response to the Chair’s question to members Kathleen O’Hare noted her appointment to CCEA’s board. This was agreed not to be a conflict of interest unless concerning specific detailed matters concerning CCEA were discussed.	
CQE 3 15/16	Minutes of the Curriculum, Quality & Engagement Committee held on 13th May 2015	
	The minutes were agreed.	
CQE 4 15/16	Matters Arising	
	<p><i>CQE 40 14/15 Stakeholder event calendar.</i> Circulated in Minute Pad.</p> <p><i>RES 32 Amendment to Observation of Learning Record.</i> The Secretary said he was awaiting Mr McKeaveney’s return to follow up.</p> <p><i>RES 33 BMC Curriculum Strategy.</i> Agreed by Governing Body of 28th May 2015.</p> <p><i>CQE 43 14/15 DDLs Updates:</i> Steps 2 success, Tech Baccalaureate, pressures on Business Development team, L3 Apprenticeships, NIPS SLA. See agenda item 9.</p>	Secretary
CQE 5 15/16	Chair’s Business	
	<p><i>Election of vice Chair</i></p> <p>The Chair noted the intended rebalancing of the Committees.</p>	Cttee Chairs
RES 1	<i>The CQE Committee agreed to postpone the election of a vice Chair until the CQE committee was finalised.</i>	Secretary
CQE 6 15/16	Briefing on the FE Sector and BMC	
	<p>The Director of Curriculum introduced a presentation and made reference <i>inter alia</i> to:</p> <ul style="list-style-type: none"> • Internal challenges including retention, improving teaching & learning, monitoring learner satisfaction, and; • External challenges including FE2025, Apprenticeships, youth Training, and; • Operational Update including lesson observations, NIPS. <p>Discussions centred on relevant definitions (inconsistencies in application), differentials in retention rates within the College, the “inclusiveness” ethos of FE, DE and DENI, the “Excellence Hub”, Appraisal schemes, FE strategy drivers, the future of L1s and L2s, School partnerships and school’s use of funding , and Sector skills councils. (see also Minute 7 & 8 15/16).</p>	
CQE 7 15/16	Briefing on the BMC Curriculum Strategy 2015-18	

	<p>The Director of Curriculum briefed members on the BMC Curriculum Strategy “Leading the City to Work: Creating Higher Expectations” essentially:</p> <ul style="list-style-type: none"> • the creation of five new schools and a training entity (and training framework) by September 2016; • the desired outcomes for level 01, 2, and 3; • the HE framework; and • the “Excellence Hub”. <p>The DC anticipated a very challenging year.</p>	
CQE 8 15/16	FE 2025 Consultation: BMC Response	
	<p>The Director of Transition briefed members on the FE Strategy and response formats and deadlines. She noted that CNI and BMC would each be preparing a response. She sought advice on the proposed key messages.</p> <p>Discussion centred on “joined up” thinking, social inclusion and economic development, progression paths, teacher training, funding, employment practices, ESF monies, and “Next Steps”.</p> <p>Members identified possible “Next Steps” namely answering consultation closed questions with considered answers, the preparation of an internal bullet point briefing outlining the implications of the FE Strategy, and meeting DEL Officials to discuss concerns.</p>	
RES 2	<i>In light of the FE Strategy proposals, the CQE Committee agreed to recommend a series of “Next Steps” to the Governing Body and seek nominees for a delegation to meet Officials.</i>	Chair
CQE 9 15/16	DDLS Update	
	<p>The DDLS updated members on aspects (not covered above) of Youth Training, Apprenticeships and Higher apprenticeships, a sectoral Curriculum Development team and the Prison Service Learning and Skills solution, and MOU on Training (the latter also covered in Resources Committee and a separate note to be circulated).</p> <p>On enquiry it was confirmed that DEL did not directly engage with individual employers and that the Colleges were the delivery agents, similarly DEL would have a strategic overview on Internationalisation but would rely on Colleges to deliver; and that BMC had fully considered pastoral care commitments for BMC staff working in closed environments.</p> <p>The DC updated members on admissions and enrolments which were on target (for F/T FLU generating enrolments) and on track (for P/T FLU generating enrolments with recruitment throughout the year).</p> <p>Members noted the report.</p>	Secretary
CQE 10 15/16	Meeting Evaluation	
	It was agreed that the meeting had been detailed but this was recognised as inevitable for a first meeting.	
CQE 11 15/16	DONM 4th November 2015	
	The DT noted the difficulty in establishing a date for the preparation of a WCQIP (Whole College Quality Improvement Plan) required by DEL [Please note the presence of a comprehensive glossary on Minute Pad in Documents/Abbreviations and Acronyms. JMCA.]	
	<i>Signed:</i> _____ <i>Date:</i> _____	