

**Belfast Metropolitan College Curriculum, Quality and Committee**

**3 pm 12 March 2025 in the Boardroom, Titanic Quarter Campus and via MS Teams**

**Minutes**

**Committee Members:** Tom Hesketh (Chair); Yvonne Murphy; Bill Montgomery; Sheena McKinney; Michael McKernan; Janis Leaden. Michael Mearns, Alex O’Neill, Student Governor 24/25, and Damian Duffy (IPCE).

**Management:** Fiona Dempsey, Interim Director of Curriculum & Learner Success (IDC); Siobhan Lyons, Interim Director of Development and Partnerships (IDDP) David McDowell, Head of Learner Success (HLS); Emma Connolly, HE Quality Assurance Manager (OQAM), Nicola Williamson FE quality Manager (on line) .

In attendance: Allan Patterson, and Senior Management from Belfast Business School, Alan Serplus, HoD, Keiran Boden, Hilary Scott, Mark Rice, Aiveen Cassidy, Lorraine Girvan (on-line), and Tayna Heslip (online).

**Clerk to the Governing Body:** Jim Woods

**CQE31  
24/25**

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

**Quorum:** The meeting was quorate under the Terms of Reference for the Curriculum, Quality and Engagement Committee dated 11 December 2024 (2 Governors)

**Apologies:** Seamus Dawson.

**Welcome:** to the members of the Business Department.

**Conflicts of Interest:** There were no perceived, potential, or actual conflicts of interest under the term of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders.

**AOB:** No Items of AOB received to date.

**Leadership Culture:** The meeting is conducted with creative and courageous conversation in an atmosphere or culture of challenge and respect in line with our code of conduct.

Minutes of the Curriculum Quality and Engagement Committee 13 March 2025	
<b>CQE32</b> <b>24/25</b>	<p><b>Minutes of the meeting held on 4 December 2024</b></p> <p>The Committee considered and approved the minutes of the meeting held on 4 December 2024.</p>
<b>CQE33</b> <b>24/25</b>	<p><b>Matters Arising from the minutes of the meeting held on 4 December 2024.</b></p> <p>All matters arising are on the agenda of this governance meeting.</p>
<b>CQE34</b> <b>24/25</b>	<p><b>Governance Guidance and Information</b></p> <p>There was no governance guidance and information in relation to the work of the Curriculum, Quality and Engagement Committee highlighted.</p>
<b>CQE35</b> <b>24/25</b>	<p><b>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022</b></p> <p>There was no change to the internal control environment relevant to the work of the Curriculum, Quality and Engagement Committee, advised by Management.</p>
<b>CQE36</b> <b>24/25</b>	<p><b>Chair's Business</b></p> <p>There was no Chair's business.</p>
<b>CQE37</b> <b>24/25</b>	<p><b>KPI Report: CDP Planning Activity Report Q2 2024/25</b></p> <p>IDC and IDDP jointly stepped members through what is third review point in the academic calendar. Members were taken through the detail monitoring and tracking the 12KPIs which were detailed under the Strategic Headings. The bulk of targets are ragged green with one amber.</p> <p>The Committee <u>noted</u> the information provided by and the action taken by Management.</p>
<b>CQE38</b> <b>24/25</b>	<p><b>Curriculum Are Presentation - Belfast Business School Presentation</b></p> <p>The Managers of the Belfast Business School led by their Head of Department Alan Surplus provided a presentation on their activities. There was a focus on the rich and diversity of the provision offered in a CAM by CAM basis. Presenters outlined the challenges that CAMs are facing in relation to connection to employers, the Department is hoping to have a lead member of staff to address this challenge. Resources both physical and staffing would facilitate growth in all areas. Great pride that staff displayed was remarked upon.</p> <p>The Committee thanked the Belfast Business School for their presentation and noted the information provided.</p>

Minutes of the Curriculum Quality and Engagement Committee 13 March 2025	
<b>CQE39</b> <b>24/25</b>	<p><b>Quality Update FE and HE Q2 2024/25</b></p> <p>Members were taken through two quality reports one for HE and one for FE. The equality improvement plan was submitted on time to DfE and we are awaiting feedback. Currently validating and revalidating a number of programmes with some moving to OU.</p> <p>The Committee noted the information provided by and the action taken by Management,</p>
<b>CQE40</b> <b>24/25</b>	<p><b>Blended and Flexible Delivery</b></p> <p>The key is about targeting the delivery to the needs of the learner which seems to work best for HE learners. A blended approach rather than a totally online provision seems to be the best fit the learner needs.</p> <p>Consideration was given to the current evidence base and sector positioning. Future opportunities to expand the approach were outlined and there are plans to pilot further courses. Continuous evaluation is essential.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<b>CQE41</b> <b>24/25</b>	<p><b>Training and Apprenticeship Report</b></p> <p>IDDP provided Committee members with an update on current occupancy levels across the range of Work Based Learning provision within the College and key developments within this area. A key challenge is making the match between the learner and employer.</p> <p>The Committee noted the information presented by management and note the progress to date.</p>
<b>CQE42</b> <b>24/25</b>	<p><b>International Update the committee deferred this until the next meeting</b></p>
<b>CQE43</b> <b>24/25</b>	<p><b>Learner Success Update</b></p> <p>HLS took members through the Q2 report on key developments within the department of Learner Success. He drew attention to the UCAS pilot for 22 HE courses; a new position has been filled to address the additional workload that the pilot brings.</p> <p>Applications are up 5% for FE following the open day, which given that it was the day after the storm was a credit to staff.</p> <p>Information from sector forum suggest that the growth of Secondary school provision needing specialist support is increasing.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<b>CQE44</b> <b>24/25</b>	<p><b>Inspection Reports and Progress</b></p> <p>IDC provided a verbal update on the traineeship evaluation 12 December 2024 and relayed information on the forthcoming inspection in joinery and carpentry which is next week.</p>

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	The Committee noted the information provided.
<b>CQE45 24/25</b>	<b>Any Other Business</b>  There was no other business
<b>CQE46 24/25</b>	<b>Date of next meetings for the Governance Programme 2024/25:</b>  1. 3 pm on Tuesday 3 June 2025  Meeting will be held in the TQ Boardroom and via MS Teams.

The meeting ended at 17:12

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at <b>CGE31 24-25 Quality and Engagement Committee</b> Meeting 13 March 2025	
In-person at TQ Boardroom	via MS Teams
Tom Hesketh	Alex O'Neill
Michael McKernan	Yvonne Murphy
Michael Mearns	Maurice Keady
Bill Montgomery;	
Damian Duffy	
Sheena McKinney	

Approved for publication at the Governing Body 25 June 2025