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| **Belfast Metropolitan College Curriculum, Quality and Committee 3.00pm Tuesday 27 June 2023 in TQ Boardroom and via MS Teams, Minutes (FINAL agreed 6 September 2023)** | |
| **Committee Members**: Kathleen O’Hare (Chair); Brian Wilson (Vice-Chair) Catherine Burns; Kate Burns; Seamus Dawson; Yvonne Murphy; Bill Montgomery; Michele Corkey; Janis Leaden; Nik Brijpaul; Louise Warde Hunter, Principal & Chief Executive.  **Management:** Joy Kettyle, Director of Curriculum Innovation and Excellence (DCIE); Damian Duffy, Deputy Chief Executive (DPS); Michelle Devlin, Assistant Director of Curriculum.  **Observer:** Tom Hesketh, Nominated Governor  **Clerk to the Governing Body:** Gerry Crossan | |
| **CQE49 22/23**  **Chair** | **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 22 June 2022 (Approved **GB81a 21/22 22 June 2022)** (2 Governors).1  **Apologies:** Apologies received from Tai Campbell.  **Welcome**: The Chair welcomed Tom Hesketh to this governance 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.  T  **Leadership Culture:** The Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**CQE59 22/23** below refers). |
| **CQE50 22/23**  **Chair** | **Minutes of the meeting held on 15 March 2023 - DRAFT (Proposed Final)**  The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 15 March 2023 unamended.  The Chair asked for the papers considered at that meeting be circulated to all incoming governors. |

| **Agenda Item** | |
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| **CQE51 22/23** | **Matters Arising from the minutes of the meeting held on 15 March 2023**  All matters arising are on the agenda of this governance meeting. |
| **CQE52 22/23** | **Governance Guidance and Information**  None advised since the last meeting. |
| **CQE53**  **22/23** | **Chair’s Business**  Chair thanked   * all outgoing Governing Body members for their contribution to the work of the Committee over the term of their appointment; and, * the Principal & Chief Executive and Management Team members and Clerk whose support was critical to the effective operation of the CQE Committee.   Catherine Burns commended Governing Body colleagues and Management for the positive experience that she personally had had as a member of the CQE Committee.  Brian Wilson commended the conduct of the CQE Committee for the insight it provides into the challenges and successes of teaching and learning at the College.  Kate Burns agreed that the governance at the CQE Committee helped Governing Body members understand the nature of the services that the College provides. |
| **CQE54 22/23** | **Student performance and developments and quality assurance report -DCIE - June 2023**  Management advised the Committee on the following key issues**:**   1. Retention levels across full-time and part-time programmes; 2. Applications and enrolments as at 11 June 2023 for HE and FE programmes; 3. Ongoing and planned Quality Assurance action, including validations and revalidations; 4. Learner Success actions, including the Student Wellbeing Annual Report September 2022 to June 2023 and USI award to the Student Union for Welfare Campaign of the Year; 5. the student achievements that have been recognised during 2022/23;   Janis Leadin advised the Committee on the achievements of the College esports programmes and the partnership working supporting these programmes.  The Committee congratulated students and the College on the achievements at the recent esports championships.  The Committee sought further clarification on:   * certain aspects of the validation and revalidation programme; and, * the drivers of applications for HLA programmes, including partnership with employers.   The Committee  **noted** the information provided by and the action taken by Management |
| **CQE55 22/23** | **Higher Education Report June 2023**  Management advised the Committee on the following key issues:   1. enrolments and prospective enrolments across full-time and part-time HE offerings.   The Committee sought further information on:   * the impact of cloud-based platforms on the delivery of HE programmes – Management advised on how this has developed and supported partnerships across UK, the island of Ireland and potentially further afield; and, * the provision of childcare facilities – Management advised that financial support is available but creche facilities are not provided by the College.   The Committee  **noted** the information provided by and the action taken by Management |
| **CQE56 22/23** | **Curriculum Audit Review**  Management advised the Committee on the following key issues:   1. the principles, methodology and scope of this review; 2. the cross-College collaboration on delivering this review; 3. the assessment of fit with the 10X and STEM objectives as a key element in the review, and ensuring that this fit is maintained as these strategies develop; 4. Prioritisation of Level 3 and Level 4 apprenticeships programmes to meet demand; and, 5. the review will continue into September 2023 and the outcome will set the framework for provision up to 2026/27.   The Committee  **noted** the information provided by and the action taken by Management. |
| **CQE57 22/23** | **New Programme Developments, Business and Skills update – Deputy Chief Executive June 2023**  Management advised the Committee on the following key issues:   1. the status of the Step Up Programme; 2. the NI FinTech and Professional Services Programme for NEETs; 3. the status of all the programmes provided by the Centre for Economic Development and Social Inclusion; 4. short course programmes and employability programmes with other partners; 5. the key income and enrolment metrics associated with all these programmes; and, 6. programme delivery in partnership with NIPS.   The Committee **noted** the information provided by and the action taken by Management. |
| **CQE58 22/23** | **Any Other Business**  The Principal & Chief Executive thanked the outgoing Chair for her leadership of the CQE and personal support for College during the term of her appointment and wished her every success in her new role in the NI Skills Council. |
| **CQE59 22/23** | **Leadership culture – Meeting feedback**  Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body’s commitments. |
| **CQE60**  **22/23** | **CQE60 22/23 27 June 2023**  **Date of next meeting**  **Governance Programme 2023/24 Cycle 4** The **first** meeting of the **CQE Committee** during 2023/24 will take place at **3.00pm on Wednesday 6 September 2023** in the Titanic Quarter Boardroom and via Microsoft Teams. (**CQE12 22/23 7 September 2022** refers).  **Governance Programme 2023/24 Cycle 4**: The **fourth** meeting of **CQE Committee** during 2023/24 will be held at 3.00pm on Tuesday 4 June 2024 at a TQ Boardroom and via MS Teams (**Chairs14 22/23 May 2023** refers).  The Clerk will diarise these meetings in colleagues MS Outlook calendars and Decision Time accounts during June 2023.  The meeting ended at 4.30pm. |

**Chair of Belfast Metropolitan College Michele Corkey**

**Curriculum, Quality and Engagement Committee**

**Signature Date**