

Belfast Metropolitan College Curriculum, Quality and Committee 12.30 pm Wednesday 2 June 2021 via Microsoft Teams Minutes FINAL APPROVED 8 September 2021

Committee Members: Kathleen O’Hare (Chair); Brian Wilson; Declan Crummey; Kacper Gromek; Janis Leaden; Kate Burns; Catherine Burns

Management: Jonathan Heggarty, Director of Curriculum (DC); Damian Duffy, Director of Development (DD); Gillian Magee, Director of People, Policy and Planning (DPPP); Emma Connolly, Organisational Quality Assurance Management (OQAM).

Clerk to the Governing Body: Gerry Crossan

<p>CQE50 20/21</p>	<p>Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture</p>
<p>Chair</p>	<p>Quorum: The meeting was quorate under the Terms of Reference for the Curriculum, Quality and Engagement Committee dated 23 September 2020 (Approved GB04c 20/21 23 Sep 20) (2 Governors).</p> <p>Apologies: Apologies received from Louise Warde Hunter and Seamus Dawson.</p> <p>Welcome: No new participants at this meeting (2 June 2021).</p> <p>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.</p> <p>AOB: No Items of AOB received at date of meeting (2 June 2021).</p> <p>Leadership Culture: Chair to note our commitment to:</p> <ul style="list-style-type: none"> i) brave leadership and meaningful dialogue; ii) simpler governance; and, iii) engaging in the right spirit.
<p>CQE51 20/21</p>	<p>Minutes of the meeting held on 3 March 2021 - Minutes DRAFT (Proposed Final)</p>
<p>Chair</p>	<p>The Committee approved the Minutes Draft (Proposed Final) of the meeting held on 3 March 2021 without amendment.</p>
<p>CQE52 20/21</p>	<p>Matters Arising from the minutes of the meeting held on 3 March 2021</p>
<p>Chair</p>	<p>No matters arising from the meeting held on 3 March 2021 not on the agenda of this meeting.</p>

Agenda Item	
CQE53 20/21 Clerk	<p>Governance Guidance and Information</p> <p>No governance guidance or information relevant to the work of this Committee has been advised since the last meeting.</p>
CQE54 20/21 Chair	<p>Chair's Business</p> <p>(a) Chair thanked Declan Crummey Staff Governor (Support) for his contribution to the work of the Committee during his term of appointment which comes to an end on 6 June 2021- Declan thanked colleagues for the support and the positive experience that he has had during the term of his appointment.</p> <p>(b) "A Fair Start" Final Report and Action Plan of The Expert Panel on Underachievement in Northern Ireland May 2021 – the Committee noted the contribution made by College staff and the recommendations in relation to communications between DfE and DE and the emphasis that was put on appropriate learner pathways;</p> <p>(c) A Review Panel is being established with a wider remit to which the College will contribute.</p> <p>The Committee noted the items of Chair's Business.</p>
CQE55 20/21 DD/DC	<p>College Performance and Developments – Q3 2020/21</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> • FE enrolments are above full-time target, but below the total target • HE targets were set at a high level while policy on Centre Assessed Grades • total target for part-time is likely to be met with a small variance in full-time as a result of HE enrolments; • work is underway to determine proportion of online and face-to-face teaching and learning in 2021/22 across the curriculum offering; • challenges relating to mitigation, availability of placements and closing off assessments remain but by mid-June all general and vocational qualifications with mitigations will have CAGs with Awarding Bodies (AOs); • the workload arising from mitigations is complex and heavy – TUS have written to the Minister on this issue; • the impact to learners of industrial action will be more significant in 2021/22 if a settlement is not reached; • 500 PCs were provided free-of-charge to learners with the final one being delivered today; • total recruitment is much stronger than last year, but still not approaching 2019/20 levels; <p>The Committee noted the trends in recruitment and asked if the major factors around population change, MASN and Covid response could be included in the reporting. Management advised on the change in the provision of post-a6 Level 3 programmes, which are now being provided in post-primary schools.</p> <p>The Committee raised the possibility of research into learner attitudes to post-16 pathways across post-primary, FE and HE. Management advised that College website is receiving very high levels of inquiries but this is not translating into applications – the absence of an on-site open day which provides direct assurance to learners and parents is a major factor in this.</p>

Agenda Item	
	<p>Management advised on the long term trends in FE, with a reduction in enrolments of 15% over a five-year period. This has led to the identification of different target groups and communications strategies. The Committee asked that this analysis is provided in 2021/22.</p> <p>The Committee asked if further information could be provided on the potential profile of the labour market in a post-pandemic society and the implications of this for curriculum delivery. Management advised that current information suggests that the unemployment impact will be less than anticipated, new job types are emerging with labour demand continuing to drive STEM and Hospitality pathways. All main FE and HE offerings will involve close communications with employers and employer groups and coordination through DfE.</p> <p>Management advised that joint webinars with employers are continuing and these help identify new demands and curriculum solutions, for example, the inclusion of a technology component in every business programme. The College has this expertise and can bring this into emerging curriculum deliverables.</p> <p>The Committee passed condolences to the family of our colleague, Heather Gibson. The Committee noted the information provided by and the action taken by Management</p>
<p>CQE56 20/21 DC</p>	<p>Higher Education Update -Q3 2020/21</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> • 2 Level 6 Degree programmes have been approved by the Open University – BSc (Hons) Software Cloud and application Development (Top Up); • Tertiary Education Leaders Forum is being created which will include P&CEs of FE Colleges; • DE have not approved universities making unconditional offers for 2021/22; • bid is underway for funding additional HE learner support in partnership with QUB; • additional funding has been made available, for example 10X Innovation Strategy, but the re-profiling of the funding framework to sustain the workforce in a changing environment would be an advantage in delivery the support for economic recovery. <p>The Committee asked if the College had established a target learner and a distinct offering, bearing in mind that the shift to blended learning is pointing in this direction.</p> <p>Management advised on the historical changes to the profile of the College offering, although the key elements – lifelong learning, labour market need and HE – have always been present. The ability of the College to respond to labour market changes is dependent on the capacity of the College workforce. There is a long-term issue with the FE workforce which will see major tranches of retirements in the next years.</p> <p>Management advised that the funding assumption is that core grant will reduce and that bidding for Non-Core funds which target emerging employer needs will be a larger element in the sector funding model.</p> <p>The Committee noted the information provided by and the action taken by Management and welcomed the emergence of a systemic approach to HE provision which may support effective partnerships across Universities and Colleges in the provision of blended pathways.</p>

Agenda Item	
<p>CQE57 20/21 DC</p>	<p>Curriculum Hubs – update as at June 2021 – presentation</p> <p>Management advised the Committee of the following key issues:</p> <ul style="list-style-type: none"> • management advised the Committee on the following key issues: • 7 in NI with College supporting Digital IT and Hospitality and Tourism; • Principles include curriculum specialisation and partnership, open progression pathways to further qualifications and digital utilisation, staff CPD, economic engagement, communication and future scoping; • Renewal of existing apprenticeships at Levels 2/3 with further offerings at higher levels; • Robust communications and marketing framework is in place internally to support the Hubs; • DfE planned a ETI Inspection of Hubs for late May but is now postponed following representations from DC and P&CE. <p>The Committee asked that this presentation is given to the Governing Body.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<p>CQE58 20/21 OQAM</p>	<p>Belfast Metropolitan College Whole of College Quality Improvement Plan 2020/21 Update - verbal</p> <p>Management advised on the following key issues:</p> <ul style="list-style-type: none"> • College has been informed that sufficient evidence of quality improvement and continuous improvement has been provided; • No further contact has been made in this reporting cycle; • Level 3 evaluation planned for April 2020 is now part of an emerging action plan from DfE; • DfE have asked ETI to review WCQIP processes and in the light of this the next ETI review is likely to be in November 2022; • Management will carry forward current Section 6 Action Plans and SER actions will be carried forward into 2021/22 as well as the wider QIP actions – next update on QIP will be in November 2021; <p>The Committee noted the information provided by and the action taken by Management.</p>
<p>CQE59 20/21 DD</p>	<p>In year Quality Assurance Update</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> • In year quality assurance activity has continued throughout the year; • A great deal of assurance activity is supporting the awarding of Centre Assessed Grades; • The standard operating procedures have been unchanged and continue to underpin assurance actions; and, • ETI have approached College to produce case studies <p>K Burns advised the Committee on the partnership between the Trust and the College on support services which have featured in the learner case studies.</p>

Agenda Item	
<p>CQE 20/21 DD</p>	<p>New Programme Developments (including WBL, Apprenticeships and Business Development) Update - verbal</p> <p>(a) New Developments; and, (b) Contracts.</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> • Public Sector Apprenticeships programme has obtained commitment to fund from partners; • Belfast Employment Academy contract is now agreed; • College is working through a number of strategy papers from DfE – 10x, Skills Strategy, Green Economy – with a view to developing funding bids; • Level 2 Training Programme – DfE have published the funding model and there are challenges in changing a 1 year delivery model to a 2-year delivery programme; • Apprentice Apps NI Tender is being developed; • Shortlisted in Apprenticeship of the Year Finalists with Allan & Overy – UU won the award with a degree level apprenticeships; • Secured award body approval for Insurance Apprenticeship Programme; • Belfast City Deal: leading on employability and skills and final proposal will go HMT in summer; • College is leading on Digital Literacy bid to DCMS in June 2021 (pilot programme Sep 21 to May 22); • Co-ordinated a response to Peace Plus Programme with Solus and Higher Education Institute in ROI on development of cross-border programme; • Futures Programme learner from College has won award; • Budgeted Non Core income target has increased over Q2-Q3 moving from an estimated loss to an estimate surplus of £43k for the year; • Assured Skills Programme has delivered 100th academy with 1500 graduates into employment in the last 3 years; • WBL Higher Level Apprenticeships are above target; and, • Digital Transformation Erasmus Project is underway. <p>Management advised on the approach to Degree/HL Apprenticeships programmes being offered by University of Ulster in partnership with employers.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<p>CQE60 20/21</p>	<p>Any Other Business</p> <p>The Chair congratulated Kacper Gromek on his qualification success and future programme. DC noted the challenging year that staff had worked through so well and expressed thanks to all staff.</p> <p>The Committee thanked all staff for their exceptional work throughout the year in the most demanding of circumstances.</p>
<p>CQE61 20/21</p>	<p>Meeting evaluation</p>

Agenda Item	
Chair	The Committee advised that it felt that the meeting evidenced the leadership qualities the Governing Body had agreed.
CQE62 20/21 Chair	<p>Date of next meeting</p> <p>Governance Cycle 1 2021/22: The next meeting of the CQE Committee will be CQE01 21/22 at 3.00pm on Wednesday 8 September 2021 at a venue to be decided.</p> <p>The meeting ended at 2.30pm.</p>

Chair of the Belfast Metropolitan College
Curriculum, Quality and Engagement Committee

K O'Hare

Signature

Mathieu O'Hare

Date

8/9/21