

**GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE**

**Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 8.30am on 24<sup>th</sup> October 2016 in TQ boardroom.**

<b>Present</b>	<p><b>Governors:</b> Norman Hamilton (Chair), Catherine Burns, Kate Burns, Ciaran O’Grady, Kevin McKeaveney and Brian Wilson.</p> <p><b>Officers:</b> Jonathan Heggarty, Director of Curriculum (DC), Damian Duffy, Director of Development and Learner Services (DDL), Gillian Magee, Director of Transition (DT), Lorraine Lavery, Curriculum Quality Assurance &amp; Performance Development, and David Seffen, Head of Offender Learning &amp; Skills</p> <p><b>Secretary:</b> John McAndrew</p>	
<b>CQE 1 16/17</b>	<b>Apologies and Notice of AOB:</b>	
	<b>Apologies:</b> Apologies received from governor Kathleen O’Hare. <b>AOB:</b> None	
<b>CQE 2 16/17</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair’s question to members none were declared.	
<b>CQE 3 16/17</b>	<b>Minutes of the CQE Committee held on 9<sup>th</sup> May 2016</b>	
	The minutes were agreed.	
<b>CQE 4 16/17</b>	<b>Matters Arising</b>	
	<p><i>RES 11 The CQE Committee agreed the necessity of clearly communicating FE needs to relevant officials and politicians. A planned series of engagements with politicians, engagement with the Minister, and the advent of an “Opposition” were noted. An upcoming “Let’s Talk” platform with politicians and students was also noted.</i></p> <p><i>RES 12 The CQE Committee agreed that the CDP briefing produced at the behest of the Governing Body be circulated to all governors. The Secretary confirmed the circulation.</i></p> <p><i>RES 13 The CQE Committee agreed to flag up their concerns about the frequency and timing of ETI inspections. It was noted that Principals had reflected their concerns to officials, that BMC still expecting 4 visits this year, that there was still work to be done and that the Committee would be kept informed.</i></p> <p><i>RES 14 The Committee recorded their appreciation of the staff and students met on their visit to the Catering Section.</i></p>	<b>DT</b>
<b>RES 1</b>	<i>The CQE Committee agreed to flag to the Board their continuing support for advocacy and active political engagement with a new Minister, new administration and new opposition parties.</i>	<b>CQE Chair</b>
<b>CQE 5 16/17</b>	<b>Chair’s Business</b>	
	The Chair noted the lack of any regular Departmental briefings on further education, training and skills, or direct Departmental interaction with governors; and it was generally viewed that both governors and officials would benefit from periodic two way conversations.	
<b>RES 2</b>	<i>The CQE Committee agreed to recommend to the Board the extension of an invitation to Departmental officials to periodically visit the BMC Governing Body and update members on Departmental thinking.</i>	<b>CQE Chair</b>
<b>CQE 6 16/17</b>	<b>WCQIP (Whole College Quality Improvement Plan) Presentation</b>	
	<p>The Curriculum Quality Assurance and Performance Development Manager reprised the background; essentially the WCQIP was a self-evaluation &amp; improvement plan for HE, FE and Training with a College self-evaluation report as an output. She noted the evidence base and the evaluation process which resulted in the following self evaluation:</p> <p><i>Leadership and Management: Very Good; Quality of Provision for Learning: Very Good</i></p> <p><i>Achievements and Standards: Good ;</i></p> <p>and an overall Grade of Very Good “a high capacity for sustained improvement in the interest of all learners [ETI definition]”. She also confirmed the following developments and improvements planned for 2016/17</p> <ul style="list-style-type: none"> <li>• Continue the review of curriculum to further improve retention, achievement and success rates;</li> <li>• Continue to improve the quality of teaching and learning;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Extend the use of Project Based Learning;</li> <li>• Develop additional Youth Traineeships and Higher Level Apprentices;</li> <li>• Plan for blended Part-time HE provision and embedded use of TEL;</li> <li>• Continue to invest in system and process redesign;</li> <li>• Maintain employer and learner satisfaction rates; and</li> <li>• Deliver agreed strategic quality improvement projects in Good to Great.</li> </ul> <p>On enquiry it was confirmed that employer feedback on apprenticeships was in part channelled by sector skills bodies, in part by engagement with individual employers and in part with feedback to ETI from employers/ees.</p> <p>The CQAPDM asked that the full document and appendices be reviewed by CQE on 14th November in order to meet the DfE deadline of 18th November. The Secretary confirmed that previously the Governing Body had agreed that the responsibility for authorising the WCQIP submission to DfE be delegated to the CQE Committee subject to the electronic circulation of the document to the full Governing Body and its presence as an Agenda item at Governing Body.</p>	
<b>RES 3</b>	<i>The CQE Committee requested that the apprenticeship structure be brought to committee.</i>	<b>DDLS</b>
RES 4	<i>The CQE Committee agreed to seek delegation from the Governing Body to circulate a draft WCQIP to all governors, to consider the document on 14th November, and subject to the satisfactory resolution of any issues, etc to sign off the WCQIP and submit the document to the Department.</i>	<b>SEC.</b>
<b>CQE 7 16/17</b>	<b>Update on Recruitment 16/17</b>	
	The DC noted satisfactory performance with BMC meeting targets as planned.	
<b>CQE 8 16/17</b>	<b>Opportunities and Challenges</b>	
	<p>The DC noted that Northern Ireland is currently experiencing a population dip in relation to the number of people aged 16, potentially this could impact significantly in financial terms on the sector. Colleges were competing with schools in the delivery of vocational qualifications and more HE learners were going to GB with knock on effects for Universities and Colleges. Members noted the role of CNI, the lack of joined up thinking between DE and DfE, and the need to target communities with adequate signposting using app technology as appropriate.</p> <p>The DC thought that implementation of Youth Training was still 2/3 years away despite the Northern Ireland strategy for youth training being published in June 2015 which envisaged the new Youth Training provision being implemented by September 2016.</p> <p>It was thought that raising awareness with Ministers of both DfE and DE would be beneficial [see Res 1].</p>	
<b>CQE 9 16/17</b>	<b>Update on NIPS Learning &amp; Skills Contract</b>	
	<p>The Head of Prison Programmes introduced a presentation on the NIPS Learning &amp; Skills Contract and gave details of the current contract and the development of a future SLA, the curriculum model, the curriculum offer, and progress to date. In further detail progress encompassed the accreditation of all education programmes, positive ETI reports, and significant numbers of student registration in both sites. He also outlined the delivery challenges and the benefits to students and staff.</p> <p>Members thanked the HPP and his team for their work and commitment.</p>	
<b>RES 5</b>	<i>The CQE Committee recommended that the NIPS Learning &amp; Skills Contract presentation be reprised to the full Governing Body.</i>	<b>SEC.</b>
<b>CQE 9 16/17</b>	<b>AOB: None</b>	
<b>CQE 10 16/17</b>	<b>Meeting Evaluation: “ Very instructive” .</b>	
<b>CQE 11 16/17</b>	<b>DONM: 14<sup>th</sup> November</b>	