

Belfast Metropolitan College Curriculum, Quality and Committee 3.00pm Wednesday 16 March 2022 at Titanic Quarter Boardroom and via MS Team- Minutes FINAL approved 29 June 2022

Committee Members: Kathleen O’Hare (Chair); Catherine Burns; Kate Burns, Seamus Dawson; Brian Wilson; Yvonne Murphy.

Management: Aidan Sloane, Interim Director of Development and Digital (IDDD); Gillian Magee, Director of People and Place (DPPP); Michelle Devlin, Assistant Director of Curriculum (ADC); Emma Connolly, Organisational Quality Assurance Manager (OQAM)

Clerk to the Governing Body: Gerry Crossan

<p>CQE41 21/22 Chair</p>	<p>Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture</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 on behalf of Damian Duffy.</p> <p>Welcome: The Chair welcomed Yvonne Murphy to her first CQE Committee meeting.</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 the meeting.</p> <p>Leadership Culture: Chair noted 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. (CQE50 21/22 below)
<p>CQE42 21/22 Chair</p>	<p>Minutes of the meeting held on 2 February 2022 - DRAFT (Proposed Final) dated 23 February 2022</p> <p>The Committee approved the DRAFT (Proposed Final) minutes of the meeting held on 2 February 2022 with some amendments advised by the IDDD.</p>
<p>CQE43 21/22 Chair</p>	<p>Matters Arising from the minutes of the meeting held on 2 February 2022</p> <p>All matters arising from the minutes of the meeting held on 2 February 2022 are on the agenda of this meeting.</p>

Agenda Item	
<p>CQE44 21/22</p> <p>Clerk</p>	<p>Governance Guidance and Information</p> <p>(a) Open letter from Mike Brennan, Permanent Secretary at the Department for the Economy to Further Education College Staff issued 21 February 2022</p> <p>The Committee noted:</p> <ul style="list-style-type: none"> • this letter was discussed at the HR Committee (HR26 21/22); • the potential impact on the Belfast Met curriculum offering; • background to past FE reorganisations; • the tension between delivery and the proposed funding – Management advised on the current discussions and the position across the sector, which is being fed into representative groups including NIFON, the Principals’ Group, the Curriculum Director Group and the Chairs’ Group; and, • the medium- term detrimental impact on teaching and learning of a potential reduction in funding in 2022/23; • the unusual position that Governing Body does not have direct engagement with the Permanent Secretary and Minister in the sponsoring department. <p>The Committee noted the contents of the letter.</p>
<p>CQE45 21/22 IDDD</p>	<p>Chair’s Business</p> <p>The Chair advised the Committee on the following issues:</p> <ul style="list-style-type: none"> • Curriculum Refresh – the Chair congratulated Management on the work done to support the Governing Body (last considered GB 21/22 4 February 2022); and, • Enrolments for 2022/23 – the Chair noted that grade inflation may adversely affect enrolments. <p>Management advised that</p> <ul style="list-style-type: none"> • it has started the process to develop the methodology to be applied, which includes peer-to-peer and self-reflective approach, three years of data in the pilot school; • this will roll-out to all schools in a planned way and using a whole College approach including Level 1 provision; • current applications are up 15% on last year and Management are putting in place several analytical processes and communications strategies to support successful conversion of applications to enrolments, including another open day in June 2022; • Apprentice Open Day for employers took place on 15 March 2022 supporting all areas of the College curriculum offering and with long-standing and potential employer partners – Management will report on this again at the CQE meeting in June 2022 <p>The Committee noted the information provided by the Chair and the information provided by Management.</p>
<p>CQE46 21/22</p>	<p>Report from the Interim Director of Development and Digital March 2022</p>

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IDDD	<p>Management advised the Committee on the following key issues:</p> <p>(a) <u>College of Choice</u>:</p> <ul style="list-style-type: none"> • Enrolment outcome is ahead of target, with good performance across all areas of provision; and, • Implementation of new Skills for Life and Work Provision in September 2022; <p>(b) <u>Partner of Choice</u>:</p> <ul style="list-style-type: none"> • Partnership with NICS is growing and there is a strong historical data set which is underpinning the services being offered; • Partnership with Prison Services is also deepening on foot of the high-quality service and positive multi-partner progression pathways provided by the College; • The support that College is providing to support the pastoral services provided by the NIPS; and, • Assured Skills Programme has a strong employer pipeline. <p>(c) <u>Digital by Design</u>:</p> <ul style="list-style-type: none"> • College is in a very strong position in relation to cyber security both in terms of organisational capability and the delivery of cyber security teaching and learning; • Hydrogen Skills Academy in partnership with QUB and University of Birmingham is now operating; • Teams across the College have been engaged with several technology partners to augment the curriculum and the learning experience. <p>The Committee welcomed the performance in enrolment and noted the information provided by and the action taken by Management. Management will liaise with NIPS to host the next CQE Committee meeting in Hydebank College.</p>
CQE47 21/22	<p>Report from the Assistant Director of Curriculum – College Performance and Developments March 2022</p>
ADC	<p>Management advised the Committee on the following key issues:</p> <p>(a) <u>Enrolments</u>:</p> <ul style="list-style-type: none"> • Full Time enrolments are below target and Management have identified a range of potential issues arising from learner engagement – each School is providing in house clinics to engage with students to address these issues; • Bouyant Part Time recruitment; • Essential Skills moving closer to the planned target; • Enrolments and conversion rates are tracked on a weekly basis, core elements being supporting applicants through targeted, customer-centric and structured approach from application to enrolment and aligning this with College Marketing Strategies; • Verification of qualifications on application is a critical control applied by the College in internal pathways and in supporting partnership working with other education providers; • Management will have granular information on reasons behind non-conversion during the period August to September 2022 – this will inform further action throughout the year.

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	<p>(b) <u>Curriculum Developments:</u></p> <ul style="list-style-type: none"> • Curriculum Refresh is underway across the College; • Traineeship Delivery for 2022/23 is well under way, although there will be challenges in moving to a 2-year model; • Management have escalated the recruitment drive with coordinated action across the College – including alignment of Marketing Strategies - to communicate internal pathways for current learners; • Management is working on the communications based on the strength and depth of the College and its offerings for both external and internal marketing and will share the developing plan for Q3/Q4 and the next academic to the next CQE Committee meeting • The range of curriculum actions across partnerships that the College has established, for example, the Belfast Met Football Academy which has implemented a programme aimed at stress reduction for staff with NHS Trusts; • The development of peer-to-peer teaching and learning; • College will host Hospitality and Beauty World Skills in September 2022. <p>The Committee:</p> <ul style="list-style-type: none"> • commended Management on the achievements to date; • welcomed the positive engagement by the College with community representatives and the and advocates in NI media; • noted the value of the information being generated by Management in relation to conversion rates and learner engagement to policy makers across DfE and DE; • noted the information provided by and the action taken by Management.
<p>CQE48 21/22</p> <p>OQAM</p>	<p>Quality Assurance Update March 2022</p> <p>Management advised the Committee on the following key issues:</p> <p>(a) Quality Assurance update January to March 2022:</p> <ul style="list-style-type: none"> • Monthly meetings with Regulator have been established; • Normal assessment arrangements have applied in January 2022 and will apply in May/June 2022 – no centre assessed grades, Awarding Bodies will deliver the process including those general qualifications which may have been streamlined in 2022; • External Reviewer is in place and 46 FE/WBL SERs have been reviewed and significant improvement in SER development has been evidenced in this review; • 5 School Performance Reviews have been completed; • University of Ulster Institutional Reapproval will take place in May 2022; • OU provision is growing; • College manages relationships with 34 Awarding Organisations each of which meet aspects of the demands of the College’s delivery framework; • The range of stakeholder groups that Management support; • DfE HLA Evaluation from April 2022 to September 2022; and, • QMER 2 update in May 2022 – focussed solely on Traineeships and data set will cover only early months of 2022.

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	<p>(b) Quality Improvement Plan (QIP);</p> <ul style="list-style-type: none"> last submitted to DfE in Feb 2021 and next submission will be in November 2022 informed by SER actions; and, actions carried over from previous years, new actions and closed actions were reported. <p>(c) HE Annual Assurance Statement with Full Governing Body.</p> <ul style="list-style-type: none"> Governing Body oversight of academic arrangements is a critical element in this Assurance Statement and will be sought by DfE; The pausing of WCQIP processes has impacted on this assurance process; DfE are undertaking a review of the HE model in this context; Management will use range of assurance sources (validations/revalidations, SERs, etc) to support the assurance to be provided to DfE and the scrutiny and challenge of the CQE Committee and Governing Body. <p>The Committee:</p> <ul style="list-style-type: none"> noted the previous Governing Body discussions on the risks posed to the College curriculum offering by potential changes to Awarding Body offerings across the UK; recommended the HE Annual Assurance Statement to the Governing Body; and, noted the information provided by and the action taken by Management.
CQE49 21/22	<p>Any Other Business</p> <p>No AOB received as at the meeting.</p>
CQE50 21/22	<p>Leadership Culture – Meeting Feedback</p> <p>The Committee welcomed the clarity and energy of Management’s approach to reporting to the Committee and the Governing Body.</p> <p>Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body’s commitments and particularly welcomed the cross College working at ELT level.</p>
CQE51 21/22	<p>Date of next meeting</p> <p>Governance Programme 21/22 Cycle 4: The next meeting of the CQE Committee will be at 3.00pm on Wednesday 29 June 2022 in the TQ Board Room. This meeting has been diarised in colleagues’ Outlook calendars.</p> <p>Governance Programme 2022/23 Cycle 3: The third meeting of the CQE Committee during 2022/23 will take place at 3.00pm on Wednesday 1 February 2023 in the Titanic Quarter Boardroom. This meeting will be diarised in colleagues’ diaries in February 2022.</p> <p>Governance Programme 2022/23 Cycle 3: The fourth meeting of the CQE Committee during 2022/23 will take place at 3.00pm on Wednesday 15 March 2023 in the Titanic Quarter Boardroom. This meeting will be diarised in colleagues’ diaries in February 2022.</p>

Agenda Item	
	The meeting ended at 4.30pm

Chair of Belfast Metropolitan College
Curriculum, Quality and Engagement Committee

Kathleen O'Hare

Signature

Kathleen O'Hare

Date

29th June 2022.