

## Belfast Metropolitan College Curriculum, Quality and Committee

3 pm 11 March 2025 in the Boardroom, Titanic Quarter Campus and via MS Teams

### Minutes

**Committee Members:** Tom Hesketh (Chair); Yvonne Murphy; Maurice Keady, Michele Corkey, Michael McKernan, Sheena McKinney, Michael Mearns, Lioni Delgado, Bill Montgomery and Damian Duffy (P&CE).

**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); Anne Marie Duffy, HE Quality Assurance Manager (OQAM), and Nicola Williamson FE Quality Manager.

In attendance: Rachel Burns, Head of Business and Skills. Jennife Campbell, Victoria Clarke and Kelly McPolin Learner Success.

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

#### **CQE34** **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture** **25-26**

**Quorum:** The meeting was quorate under the Terms of Reference for the Curriculum, Quality and Engagement Committee dated 11 December 2024, with 10 members present.

**Apologies:** An apology was received Janis Leaden.

**Welcome:** Anne Marie Duffy who was attending her first meeting in an interim Quality role

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

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

**Leadership Culture:** The meeting should be 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 11 March 2026 |  |
|--|--|
| <b>CQE35</b><br><b>25-26</b>   | <p><b>Minutes of the meeting held on 4 November 2025</b></p> <p>The Committee considered and approved the minutes of the meeting held on 4 November 2025, subject to three corrections relating to the misspelling of a name and an incorrect date, which were changed prior to signing.</p>   |
| <b>CQE36</b><br><b>25-26</b>   | <p><b>Matters Arising from the minutes of the meeting held on 4 November 2025</b></p> <p>There were no matters arising that were not on the agenda from the previous meeting. An item in relation to A Level performance had been carried over from the previous meeting.</p> <p>An analysis of A Level performance for 2024–25 across AS and A2 programmes benchmarking Belfast Met outcomes areas of strong performance—particularly across Year 2—and highlights achievement gaps in Year 1, influenced by partial sits, cash-in policies, entry criteria, and learner support needs.</p> <p>The Committee noted the report and the actions being taken to address AS-level performance.</p>  |
| <b>CQE37</b><br><b>25-26</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>CQE38</b><br><b>25-26</b>   | <p><b>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders</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>CQE39</b><br><b>25-26</b>   | <p><b>Chair’s Business</b></p> <p>The Chair welcomed Damian Duffy to his first meeting a Principal and Chief Executive.</p>  |
| <b>CQE40</b><br><b>25-26</b>   | <p><b>KPI Report: CDP Planned Activity Monitoring</b></p> <p>IDDP and IPC took members through the report in some detail, highlighting that a more meaningful RAG system has been utilised.</p> <p>The report provided an update on progress against the 13 key performance indicators contained within the corporate plan as of 27 February 2026.</p> <ul style="list-style-type: none"> <li>• On track to achieve 4 of the 13 KPIs at this point in the year.</li> <li>• Data is not currently available for 2 of the KPIs.</li> <li>• We are currently tracking 7 of the KPIs as amber.</li> <li>•</li> </ul> <p>In response to questions, management reported that they are confident that targets will be met and cites enrolment as a case in point whereby the enrolment target is 92% completed with five months of the year remaining.</p> <p>The Committee noted the information and the action taken by Management.</p> |

| Minutes of the Curriculum Quality and Engagement Committee 11 March 2026 |   |
|--|---|
| <p><b>CQE41</b><br/><b>25-26</b></p>                                     | <p><b>Curriculum Build 2026-27</b></p> <p>IDLS presented the paper on the Curriculum Build for 2026/27, which outlined the College’s planned provision across FE, HE, Traineeships and Apprenticeships, aligned with Belfast Met’s strategic aim to deliver a high-quality, demand-led curriculum that supports economic growth, social inclusion and learner success.</p> <p>The build reflects strengthened entry criteria, growth in priority sectors, and the strategic expansion of Level 1 pathways to support NEETs and learners impacted by changes to Level 2 provision. It contributes directly to the College Development Plan priorities, including skills development, widening participation, employer engagement, and progression pathways.</p> <p>The Committee noted the information provided by and the action taken by Management.</p> |
| <p><b>CQE42</b><br/><b>25-26</b></p>                                     | <p><b>Quality Update</b></p> <p>IDC present the item in depth, updating on progress against the Quality Improvement Plan, Traineeship Action Plan, and Essential Skills Action Plan, and presents feedback from the recent ETI evaluation of SEN provision. These plans support Belfast Met’s Strategic Plan by improving learner outcomes, strengthening teaching quality, and enhancing inclusion and employability. The Belfast Met Traineeship Action Plan will inform the sector submission to SERC by 27 March 2026.</p> <p>The Committee approved the QIP, Traineeship Action Plan and Essential Skills action plans and noted SEN as a specific action in response to ETI feedback.</p>   |
| <p><b>CQE43</b><br/><b>25-26</b></p>                                     | <p><b>Business and Skills Provision - Bank of America</b></p> <p>Rachel Burns stepped members through a presentation which provided an update on the Belfast Digital Skills &amp; Employability Programme, which is funded by Bank of America. The update included delivery progress to date, key achievements and planned next steps. This is brought to the Board for oversight and assurance, outlining the contribution being delivered through £2.1m funding.</p> <p>The programme aligns directly with Belfast Met’s Strategic Objectives through its focus on digital skills, employer partnership, social inclusion and strengthening pathways into education and employment.</p> <p>The Committee noted the report and the very positive contribution that it is making to the lives of individuals.</p>   |
| <p><b>CQE44</b><br/><b>25-26</b></p>                                     | <p><b>Safeguarding</b></p> <p>The Safeguarding report was taken as read.</p> <p>The Committee noted the update and action taken by management.</p>  |
|  | <p><i>S McKinney left the meeting at 4:45</i></p>   |

| <b>Minutes of the Curriculum Quality and Engagement Committee 11 March 2026</b> |  |
|---|--|
| <b>CQE45</b><br><b>25-26</b>  | <p><b>Learner Success</b></p> <p>Managers from the Learner Success Team took members through a presentation that had been issued with the papers, outlining the myriads of ways in which learners are supported from pre-entry to outcome stage.</p> <p>The Committee thanks the Learner Success Team for the excellent presentation and noted the information provided.</p> |
|   | <i>M McKernan left the meeting at 5:22</i>   |
| <b>CQE46</b><br><b>25-26</b>  | <p><b>Ni Prison Service</b></p> <p>The report on the NI Prison Service was taken as read.</p> <p>The Committee noted the update.</p>   |
| <b>CQE47</b><br><b>24-25</b>  | <p><b>Inspection Reports</b></p> <p>The inspection report had been touched on during other items.</p>  |
| <b>CQE48</b><br><b>25-26</b>  | <p><b>Any other business</b></p> <p>The was no other business</p>  |
| <b>CQE49</b><br><b>25-26</b>  | <p><b>Leadership and Culture</b></p> <p>Members concurred that the meeting had been a positive one aligned to the Governance, Leadership and Culture.</p>  |
| <b>CQE50</b><br><b>25-26</b>  | <p><b>Date of next meetings for the Governance Programme 2025-26:</b></p> <p>The next meeting will be held in the TQ Boardroom and via MS Teams on 3 June 2026.</p>  |

**The meeting ended at 17:30**

Signed: \_\_\_\_\_

**Dated: 3 June 2026**

**Tom Hesketh**

**Chair**

| <b>Governing Body Attendance Report and Governing Body Member Assessment 2024/25</b> |                     |
|--|---------------------|
| <b>Participation at CQE Quality and Engagement Committee Meeting 4 November 2025</b> |                     |
| <b>In-person at TQ Boardroom</b>   | <b>via MS Teams</b> |
| Tom Hesketh  | Yvonne Murphy       |
| Michael Mearns   | Maurice Keady       |
| Damian Duffy   | Michael McKernan    |
| Bill Montgomery  | Michele Corkey      |
| Sheena McKinney  |                     |
| Lioni Delgado  |                     |