

Belfast Metropolitan College Curriculum, Quality and Committee

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

Minutes

Committee Members: Tom Hesketh (Chair); Yvonne Murphy; Maurice Keady, Sheena McKinney; Michael McKernan; Michael Mearns, Alex O'Neill, and Damian Duffy (IPCE).

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); Emma Connolly, HE Quality Assurance Manager (OQAM), Nicola Williamson FE Quality Manager, Alannah Patterson, Teaching and Learning.

In attendance: Paula Graham, Director of People and Culture, Allan Patterson, and Senior Management from the School of Academic and Continuing Education, namely, Harry Robinson, Elaine Shaw, Teri McBurney, and Kerri Power. Mr Hamilton joined the meeting for one item.

Clerk to the Governing Body: Jim Woods

CQE48
24/25

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 11 December 2024, with 8 members present.

Apologies: Bill Montgomery and Janis Leaden.

Welcome: to the members of the School of Academic and Continuing Education. Paula Graham Director of People and Culture.

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 to date.

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 3 June 2025	
CQE49 24/25	Minutes of the meeting held on 12 March 2025 The Committee considered and approved the minutes of the meeting held on 12 March 2025.
CQE50 24/25	Matters Arising from the minutes of the meeting held on 12 March 2025 All matters arising are on the agenda of this governance meeting.
CQE51 24/25	Governance Guidance and Information There was no governance guidance and information in relation to the work of the Curriculum, Quality and Engagement Committee highlighted.
CQE52 24/25	Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022 There was no change to the internal control environment relevant to the work of the Curriculum, Quality and Engagement Committee, advised by Management.
CQE53 24/25	Chair's Business There was no Chair's business.
CQE54 24/25	KPI Report: CDP Planning Activity Report Q3 2024/25 IDC and IDDP jointly stepped members through a report which provided an update to CQE on the monitoring of performance of the 12 KPIs for planned activity in 24/25 as contained in the College Development Plan. 11 of the 12 KPIs contained in the paper have exceeded or are within 5% tolerance of the overall target set. 1 KPI references to the 'Achievement' rate of qualification outcomes for 24/25. This update will not be available until October 2025. The Committee noted the information provided by and the action taken by Management. <u>Action:</u> Members requested that a prison visit be organised to see the good works in practice. <i>At 3:12 M Keady joined the meeting</i>
CQE55 24/25	Curriculum ACE Presentation –School of Academic and Continuing Education The Managers from the School of Academic and Continuing Education guided by Head of School Mr Harry Robinson provided a detailed presentation on their activities. There was a focus on the rich diversity of the provision offered in a CAM-by-CAM basis. Drawing out in particular the Social Inclusion aspects of their provision. The Committee debated the need for a coherent 14-19 Strategy between DfE and DE. The Committee thanked the School of Academic and Continuing Education for their presentation and noted the information provided. The Chair suggested that on the basis that the committee had

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	limited time to delve into the activities of academic departments- in a manner which did justice to the commitment and excellence on show, that new ways are explored of engaging with those providing the colleges core activity.
CQE56 24/25	Learner Success Update HLS presented a paper which outlined the developments within the Department of Learner Success covering the period April-June 2025. Learner Success services and campaigns relate mainly to the student support services, well-being activities and ongoing safeguarding arrangements as a key focus. There was a drill down on Safeguarding. Members noted that the annual report will be formally presented to the June Governing Body Meeting. The Committee noted the information provided and the action taken by management.
CQE57 24/25	City Deal The City Deal update was deferred to allow more time for members to internalise potentially new developments forthcoming from this multi-stakeholder initiative. Matter to be returned to as a core agenda item at the September meeting.
CQE59 24/25	Quality Update Members were advised that Department for the Economy (DfE) Quality Improvement Team requires that updates to the College's Quality Improvement Plan (QIP) are formally presented to the Board of Governors for review and approval. The paper provided the May 2025 update. The sector has developed a standardised reporting template, following feedback and consultation with the DfE Quality Improvement Team in April 2025. The Committee agreed that Belfast Met adopt this revised reporting template and sector-aligned mechanism to strengthen quality assurance, performance monitoring, and risk management processes. The Committee agreed that QIP updates are formally added as a standing item to the Curriculum, Quality and Enhancement (CQE) Committee agenda to ensure consistent oversight. In addition, the committee noted the information advised in the report.
CQE58 24/25	At 4:45 Andrew Hamilton joined the meeting International report IDDP reported that Belfast Met has a long-standing track record in securing funding to deliver a range of international projects and initiatives as well as attracting international students. Over the past few years, our ability to secure funding for these initiatives has been greatly impacted by BREXIT as well as a decline in international student numbers. This update provides Committee members with an update on on-going activities for the College covering the key areas of: • international student recruitment • staff and student mobility

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	Research projects including an update on the Horizon 2020 funded Arise project that has recently completed. A short presentation was provided to showcase the outputs of the project. Andrew Hamilton provided an overview of the work, portal and activities all of which will be recorded in a final report. The Committee noted the information presented by management and note the progress to date.
CQE60 24/25	Any other business The was no other business
CQE61 24/25	Leadership and Culture Members concurred that the meeting had been a positive one aligned to the Governance Leadership and Culture.
CQE62 24/25	Date of next meetings for the Governance Programme 2024/25: 3 September 2025 Meeting will be held in the TQ Boardroom and via MS Teams.

The meeting ended at 17:05

Governing Body Attendance Report and Governing Body Member Assessment 2024/25	
Participation at CGE31 24-25 Quality and Engagement Committee Meeting 30 June 2025	
In-person at TQ Boardroom	via MS Teams
Tom Hesketh	Alex O'Neill
Michael Mearns	Maurice Keady
Damian Duffy	Sheena McKinney
Yvonne Murphy	Michael McKernan

Date 3 September 2025

Dr T Hesketh

Chair CQE