

## Belfast Metropolitan College Curriculum, Quality and Committee

3 pm 4 November 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; Janis Leaden, Michael Mearns, Bill Montgomery 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); Teresa Kidd, HE Quality Assurance Manager (OQAM), and Nicola Williamson FE Quality Manager.

In attendance: Rachel Burns, Head of Business and Skills.

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

**CQE16  
25-26**

### **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 11 members present.

**Apologies:** An apology was received from Kelly McPolin who has been due to be in attendance.

**Welcome:**

**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 4 November 2025	
<b>CQE17</b> 25-26	<p><b>Minutes of the meeting held on 3 September 2025</b></p> <p>The Committee considered and approved the minutes of the meeting held on 3 September 2025.</p>
<b>CQE18</b> 25-26	<p><b>Matters Arising from the minutes of the meeting held on 3 September 2025</b></p> <p>The analysis of A levels over a four-year period in the context of non-selective school will take place at a later meeting.</p> <p>All other matters arising are on the agenda of this governance meeting.</p>
<b>CQE19</b> 25-26	<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>CQE20</b> 25-26	<p><b>Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V6 December 2024</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>CQE21</b> 25-26	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>➤ The Chair informed members that the outcome of the student election is awaiting DfE approval and that Lioni Delgado will be joining future meetings.</li> <li>➤ The Chair relayed that it had been a privilege to attend the official opening of the ESOL unit which was hosted by the Minister.</li> <li>➤ The Chair remarked that the Graduation once again showcased the pride that all staff and students have in the College.</li> </ul>
<b>CQE22</b> 25-26	<p><b>KPI Report: CDP Planned Activity Monitoring</b></p> <p>Members were advised that the CDP outlines Belfast Met's operational targets, strategic objectives, and performance indicators for the 2025/26 academic year. It serves as the primary planning and accountability document for the College, reviewed by the Governing Body and submitted to the Department for the Economy (DfE) for oversight.</p> <p>The CDP supports the Minister's Economic Vision and Programme for Government priorities, including increasing good jobs, promoting regional balance, raising productivity, and reducing carbon emissions.</p> <p>This report as of 20 October provides an update on progress against the 13 key performance indicators contained within the corporate plan.</p> <ul style="list-style-type: none"> <li>➤ We are on track to achieve 11 of the 13 KPIs (85%).</li> <li>➤ Data is not currently available for 2 of the KPIs (15%). <ul style="list-style-type: none"> <li>- Achievement Rates target of 86%: - this metric is not available until October 2026.</li> <li>- Train 6% of college staff in green sustainable skills – training will not commence until February 2026</li> </ul> </li> </ul>

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	The Committee noted the information and the action taken by Management.
<b>CQE23</b> <b>25-26</b>	<p><b>Safeguarding</b></p> <p>The Head of Learner Success presented a quarterly paper to the committee, summarising key trends and data. Each quarterly report will form the basis of the annual report presented to GB in June of each year.</p> <p>The College is obliged to meet its statutory and regulatory obligations to have fit-for-purpose safeguarding arrangements in place so that all children and Adults at Risk of Harm/In Need of Protection are kept safe and protected whilst enrolled at Belfast Met.</p> <p>Costs, progress and risks are managed and reported on by the Head of Learner Success in liaison Curriculum, Quality and Engagement Committee with the Director for Curriculum &amp; Learner Success, The Principal &amp; Chief Executive and the nominated Safeguarding member of the Governing Body.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<b>CQE24</b> <b>25-26</b>	<p><b>Student Performance 2024-25</b></p> <p>IDC took members through the slides in detail. While there were some very positive results overall in the 2024-25 outcomes remain were areas for improvement. For example, within ESOL there needed to be an emphasis level 1 written assessment. While success at Maths remained a challenge for those who had left school without a qualification.</p> <p>The Committee noted the information relating to 2024-25 and the action taken by Management and requested regular updates.</p>
<b>CQE25</b> <b>25-26</b>	<p><b>Quality Update</b></p> <p>Updates on were provided on.</p> <ul style="list-style-type: none"> <li>➤ FE Update</li> <li>➤ Sector Action Plan Traineeship</li> <li>➤ Sector Action Plan Essential Skills</li> <li>➤ Traineeships sector context update.</li> <li>➤ QIP Update November 2025</li> </ul> <p>Members were provided with a detailed emphasis on Traineeship and Essential Skills action plans.</p> <p>The Committee endorsed Belfast Met’s support for the sector-agreed action plans for Essential Skills, and to approve the inclusion of Traineeships and Special Educational Needs (SEN) provision within the 2025/26 Quality Improvement Plan (QIP). The submission will be forwarded to the Department for the Economy (DfE) and ensure alignment with Belfast Met’s strategic priorities, including enhanced learner outcomes, progression, and sector-relevant provision.</p>
<b>CQE26</b> <b>25-26</b>	<p><b>Apprenticeships deep dive</b></p> <p>The Committee noted that Belfast Met’s apprenticeship provision is robust, responsive, and increasingly aligned with regional economic needs. It aims to provide sustained growth in</p>

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	<p>Traineeships and HLAs, alongside a resilient AppsNI offer, the offer positions the College as a leader in skills development. Addressing employer engagement, progression, and funding challenges will be critical to maintaining momentum and delivering on strategic objectives.</p> <p>The Committee noted the update and action taken by management.</p>
<b>CQE27</b> <b>25-26</b>	<p><b>Business and Skills Update.</b></p> <p>Rachel Burns stepped members through the paper that has been circulated, providing members with a comprehensive overview of the College’s current portfolio of Business, Skills, and Employability programmes which are aligned to the College strategic ambitions to be both a College of Choice and Partner of Choice.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
<b>CQE28</b> <b>25-26</b>	<p><b>Inspection Reports</b></p> <p>Members were advised that ETI will be assessing the SEN provision over a four-day period commencing 17 November 2025</p> <p>The Committee noted the update.</p>
<b>CQE29</b> <b>24-25</b>	<p><b>Terms of Reference</b></p> <p>The secretary advised that the recent effectiveness review had recommended an annual review of Term of Reference. The new cycle has been included in the appendix and the membership updated.</p> <p>The terms of Reference were approved.</p>
<b>CQE30</b> <b>25-26</b>	<p><b>Any other business</b></p> <p>The was no other business</p>
<b>CQE31</b> <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>CQE32</b> <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 11 March 2026.</p>

**The meeting ended at 17:05**

**Curriculum, Quality and Engagement Committee**

<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	Janis Leaden
Michael McKernan	Michele Corkey
Bill Montgomery	
Sheena McKinney	

Ref	Action	Who	When
<b>CQE18 25-26</b>	The analysis of A levels over a four-year period in the context of non-selective school will take place at a later meeting.	IDC	14 March 2026
<b>CQE25 25-26</b>	QIP to be submitted to DfE	IDC	TBC