

## Belfast Metropolitan College Curriculum, Quality and Engagement Committee

2:30 pm 3 June 2026 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, Janis Leaden and Damian Duffy (P&CE).

**Management:** Siobhan Lyons, Interim Director of Development and Partnerships (IDDP) Anne Marie Duffy, HE Quality Assurance Manager (OQAM), and Tanya Heslip FE Quality Manager.

In attendance: From Creative and Digital Industries Ian McCormack, Jim Nelson, Janis Leaden, Rosin McCaffery and Phil Allen. Kelly McPolin and Victoria Clarke.

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

**CQE5233  
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 ten members present.

**Apologies:** An apology was received Fiona Dempsey.

**Welcome:** to all staff in attendance for today's items.

**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 3 June 2026 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>CQE53<br/>25-26</b>                                                 | <p><b>Minutes of the meeting held on 11 March 2026</b></p> <p>The Committee considered and approved the minutes of the meeting held on 11 March 2026, subject to the letter d being added to provide in CQE45 25-26.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CQE54<br/>25-26</b>                                                 | <p><b>Matters Arising from the minutes of the meeting held on 11 March 2026</b></p> <p>There were no matters arising that were not on the agenda from the previous meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>CQE55<br/>25-26</b>                                                 | <p><b>Governance Guidance and Information</b></p> <p>There were no governance guidance and information in relation to the work of the Curriculum, Quality and Engagement Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CQE56<br/>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>CQE57<br/>25-26</b>                                                 | <p><b>Chair's Business</b></p> <p>The Chair advised members that he was representing the Governors and CQE at a regional award ceremony in Cookstown tomorrow evening.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CGE58<br/>25-26</b>                                                 | <p><b>Presentation from Creative and Digital Industries</b></p> <p>Mr McCormack introduced the CAMS for his Department while providing a context on the scale, size, and complexity of the courses on offer. Courses on offer ranged from level 1 up to an Honours Degree. Of the 2 100 enrolments, 1 200 were studying full-time. He explained that his department was the Digital Hub and lead college for the sector. The pace of technology meant that delivery was challenging by nature; that said, retention in courses was outstanding.</p> <p>Each CAM provided an overview of their remit, staff numbers, student numbers while outlining innovation and collaborative working across CAMS.</p> <p>The Committee noted the excellent presentation and thanked the staff for their very informative presentation. Adding that innovation and passion is evident and the emphasis on codesign is phenomenal.</p> |
|                                                                        | <p><b>At 3:00 Mr Keady joined the meeting</b></p> <p><b>At 3:10 members of the Creative Industries and Digital Media staff who were in an attendance left the meeting.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CQE59<br/>25-26</b>                                                 | <p><b>KPI Report: CDP Planned Activity Monitoring</b></p> <p>IDDP presented the item explaining that report provided an update on progress against the thirteen key performance indicators contained within the corporate plan.</p> <ul style="list-style-type: none"> <li>The College is on track to achieve nine of the 13 KPIs at this point in the year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Minutes of the Curriculum Quality and Engagement Committee 3 June 2026 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                                                                        | <ul style="list-style-type: none"> <li>Data is not currently available for two of the KPIs – relating to outcomes</li> <li>We are currently tracking two of the KPIs as amber –enrolment   ongoing</li> </ul> <p>The Committee noted the information and the action taken by Management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CQE60</b><br><b>25-26</b>                                           | <p><b>Admissions and Enrolment Report</b></p> <p>VC presented the paper on the Admission and Enrolment for 2026/27, which provided an update on application trends, UCAS implementation, applicant engagement, and marketing activity to support recruitment. Applications for 2026-27 are currently up 8.13% when compared to the previous year, which included a slight fall 2.72% in part-time HE. VC explained that performance is actively monitored at course level through a bi-weekly review process, enabling target intervention and alignment between recruitment activity, curriculum planning and delivery capacity.</p> <p>P&amp;CE advised members that the submission date for the final CDP had been revised from 1 June to 18 June 2026.</p> <p>The Committee noted the information provided and commended the quality of the cover note.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>CQE61</b><br><b>25-26</b>                                           | <p><b>Quality Update</b></p> <p>IDDP introduced the Quality team, in particular, Tanya Heslip, who is attending her first meeting as FE Quality Manager.</p> <p>The FE Quality Manager explained that Belfast Met has demonstrated strong and sustained progress, with improved learner outcomes and retention, fully embedded quality assurance systems, and strengthened data-driven monitoring and governance. Traineeships show increased consistency and inspection readiness, supported by embedded Progress Boards, SOPs and dashboards, alongside strong retention (93.5%). Essential Skills provision within Traineeships continues to improve, with retention above target (86%), strong Literacy performance and improving attendance (68.44%).</p> <p>The HE Quality Manager reported that between March and June, Higher Education activity focused on maintaining continuity of HE quality management capacity, progressing partnership commitments with Ulster University and Queen’s University Belfast, and ensuring robust assessment governance through the annual exam board cycle. Anne Marie Duffy has remained in post on a part-time basis to provide interim cover for the HE Development and Quality Manager role during Emma Connolly (EConnolly)/Teresa Kidd (TKidd)’s absence, supporting ongoing coordination of quality processes and external liaison.</p> <p>Members expressed confidence in the approach taken to the WQIP and are mindful that it is a never-ending journey.</p> <p>The Committee approved the QIP, Traineeship Action Plan and Essential Skills action plans and approved the submission of updates in line with DfE and sector reporting deadlines.</p> |

| Minutes of the Curriculum Quality and Engagement Committee 3 June 2026 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>CQE62<br/>25-26</b>                                                 | <p><b>Safeguarding Annual report</b></p> <p>The chair welcomed KMcP, Pastoral Care Manager to the meeting who in turn presented a paper which provided committee members with an overview of Safeguarding trends, data and developments covering the period from the start of the 2025-26 academic year until May 15<sup>th</sup>, 2026. In addition to the increase in referral numbers, eighty-nine by May 2026, the complexity of the referrals is increasing.</p> <p>SMcK as the Governor with a lead responsibility for Safeguarding, reported that she had met with Kelly independently of the meeting. She acknowledged the excellent work being carried out within the college, in particular in the supported learning side of things. At times, the College, in engaging with several agencies, is picking up gaps in the external systems. She added that a new software system is being introduced to assist with tracking.</p> <p>The committee approved the draft annual report on Safeguarding, a final report to 31 July will be presented to the next meeting.</p> |
|                                                                        | <b>At 4:35 Mr Keady who was online left the meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CQE63<br/>25-26</b>                                                 | <p><b>Inspection Report</b></p> <p>IDDP reported that the next inspection is likely to be at Maghaberry Prison.</p> <p>The Committee noted the update and action taken by management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CQE64<br/>25-26</b>                                                 | <p><b>Business and Skills Update</b></p> <p>IDDP presented the item explaining that the Business and Skills Update report provided Committee members with a comprehensive overview of the College's current portfolio of Business, Skills, and Employability programmes, which are aligned to the College's strategic ambitions to be both a College of Choice and Partner of Choice. The report briefed Committee members on progress over the past year, including developments across a wide range of initiatives, with a focus on supporting learners, employers, and the wider regional economy through targeted skills provision and partnership working.</p> <p>The committee noted the content of the report</p>                                                                                                                                                                                                                                                                                                                                                            |
| <b>CQE65<br/>25-26</b>                                                 | <p><b>AI Skilling Programme for Teaching, Learning &amp; Assessment (in partnership with Microsoft)</b></p> <p>As the IDC was fundamental to the training, which is moving very forward in a positive way, it was agreed to defer the item until she was present.</p> <p>The Committee deferred the item to the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CQE48<br/>25-26</b>                                                 | <p><b>Any other business</b></p> <p>The was no other business</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CQE49<br/>25-26</b>                                                 | <b>Leadership and Culture</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Minutes of the Curriculum Quality and Engagement Committee 3 June 2026 |                                                                                                                                                                    |
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|                                                                        | Members concurred that the meeting had been a positive one aligned to the Governance, Leadership and Culture.                                                      |
| <b>CQE50<br/>25-26</b>                                                 | <b>Date of next meetings for the Governance Programme 2026-27:</b><br><br>The next meeting will be held in the TQ Boardroom and via MS Teams on 16 September 2026. |

The meeting ended at 4:56pm

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

\_\_\_\_\_ Date 16 September 2026

Dr T Hesketh

Chair of Curriculum, Quality and Engagement