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| **Belfast Metropolitan College Curriculum, Quality and Committee**  **3.00pm on Wednesday 6 December 2023 in TQ Boardroom and via MS Teams**  **MINUTES FINAL Approved 13 March 2024** | |
| **Committee Members**: Tom Hesketh (Chair); Seamus Dawson; Yvonne Murphy; Bill Montgomery; Sheena McKinney; Michael McKernan; Maurice Keady; Owen McCaughey; Louise Warde Hunter  **Management:** Damian Duffy, Deputy Chief Executive (DCE); Michelle Devlin, Assistant Director of Curriculum (ADC): Emma Connolly, Organisational Quality Assurance Manager (QM), Nicola Bell, Temporary Organisational Quality Assurance Manager (TQM); Rachel Burns, Centre for Business Development Manager (BDM); Mark Dorman, Interim Head of Skills and Apprenticeships (HSA)  **Chief Executive’s Support Manager on behalf of Clerk:**   Andrea Browne | |
| **MINUTES (Proposed Final v18 Dec 23)** | |
| **CQE14 23/24** | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**  **Quorum**: The meeting must be quorate under the Terms of Reference for the Curriculum, Quality and Engagement Committee dated 22 June 2022 (Approved **GB81a 21/22 22 June 2022)** (2 Governors)  **Apologies:** Janis Leaden.  **Welcome**: The Chair welcomed all participants to his first meeting as Committee Chair.  **Conflicts of Interest**: There were no **perceived, potential or actual** conflicts of interest reported under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.  **AOB:** None.  **Leadership Culture:** The Vice-Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**CQE25 23/24** below refers). |
| **CQE15 23/24** | **Minutes of the meeting held on 6 September 2023 - DRAFT**  The Committee **approved** the **DRAFT** minutes of the meeting held on 6 September 2023. |

| **MINUTES (Proposed Final v18 Dec 23)** | |
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| **CQE16 23/24** | **Matters Arising from the minutes of the meeting held on 6 September 2023**  All matters arising are on the agenda of this governance meeting. |
| **CQE17 23/24** | **Governance Guidance and Information**  None advised since the last meeting. |
| **CQE18 23/24** | **Chair’s Business**  The Chair reported on recent attendance at:   * HE Graduation * OU Re-approval Meetings |
| **CQE19 23/24** | **CQE Proposed Forward Programme 23/24 – Deputy Chief Executive**  DCE highlighted the proposed annual business programme for the year as discussed with the Chair.  Positive feedback received from the Committee for the programme. Any further comments or suggestions to be forwarded to the Chair.  The Committee **approved** the draft programme. |
| **CQE20 23/24** | **Student Performance 2022/23 – Assistant Director of Curriculum**  ADC highlighted the key points of the report and the summary was provided using ETI performance descriptors.   * Overall College retention is Very Good and Achievement ranges from Very Good to Outstanding. * Retention and Achievement at each level was reported. * Outstanding Level 2 curriculum include Play work, Childcare, Carpentry, Beauty Therapy. * Outstanding Apprenticeship courses include Plumbing and Heating, Bricklaying. * Areas for Improvement include Essential Skills, Work Based Learning, HNC Engineering. Curriculum teams will have actions plans and performance review on these areas will take place. For Essential Skills there will be a sectoral review.   Main performance themes arising for 2023/24 include:   * Improving retention. * Success – measured over 2 years so focusing on maximising returners. * Achievement & retention in a few L2 programme * Review of curriculum programmes that are low performing and not aligning to 10x.   Areas of excellent achievements were highlighted and the A Level performance in comparison to schools was reported.  There followed a discussion on student retention including:     * The reasons why students withdraw from courses which was reported as including financial hardship, student resilience coming out of Covid, partial awards for 1 year rather than completing 2 years. Staff intervention and engagement takes place with students to support them to stay on their course. * Reluctance to declare hidden disabilities at enrolments was raised. Noted that the Learner Support teams deal with 600+ learners per year. Often issues will be flagged during exam or assessment time. * Noted the Student Union spaces are currently closed. Discussion taking place with the student reps about expanding opening hours.   The Chair thanked ADC for the report. The Committee has confidence in the ongoing process.  The Committee **noted** the information provided by and the action taken by Management. |
| **CQE21 23/24** | **Admissions and Enrolment Update – Deputy Chief Executive**  DCE highlighted the key areas in the Progress Against CDP targets report.   * This report is an extract from the reports that go to DfE. * As at 3rd Nov the College has met its overall full-time target and is on track to meet part-time targets. * Only targets not expected to meet are FT HE currently 93% of target which is a positive outcome this year and FT Traineeships. Has previously flagged concern of Traineeship provision.     The Committee **noted** the information provided by and the action taken by Management. |
| **CQE22 23/24** | **Aligning 10x with College Development Planning – Deputy Chief Executive**  DCE gave a presentation on Current Strategic Drivers for Curriculum Development linked to College Development Plan, highlighting:   * Previous Approach to FE Strategy * External Economy Strategic Drivers * Belfast Meet Strategic Plans * Employer Engagement * Curriculum Development Opportunities and Threats * College Development Plan and Report Card   The Chair thanks DCE for this update and noted this is worthy of full Governing Body attention.  There followed discussion on employers providing work placement and the difference between and apprenticeship (employed) and traineeship (work experience). DCE will provide a note on what is a Traineeship. The wide range of employers and areas of work was acknowledged and it was noted that Head of School are the specialists/champions in areas of interest.  The Committee **noted** the information provided by and the action taken by Management. |
| **CQE23 23/24** | **New Programme Developments, Business and Skills Update - Business Development Manager and Interim Head of Skills and Apprenticeships**  BDM and HAS gave an update on progress against business and skills targets for year.  Both teams working closely to maximise new business models outside of the curriculum model.  Chair thanked the team for their update and noted this is a commercial in confidence report.  Committee member raised the potential of doing more online programmes. It was reported that the team do deliver some short course 100% online through Met Live.  The Committee **noted** the information provided by and the action taken by Management. |
| **CQE24 23/24** | **Quality Update -** **Organisational Quality Assurance Managers**  Emma Connolly gave an update on:   1. Key Developments and Updates inc HE Validation 2. Feedback on Key Points for ETI Level 3 Evaluation   Nicola Bell gave a presentation outlining the Whole College Quality Improvement Plan and Self Evaluation process.   1. Next Steps and Timeline for WCQIP/SER   The Committee **noted** the updates given and **approved** the WCQIP to take forward to the full Governing Body. |
| **CQE25 23/24** | **Any Other Business**  No AOB noted. |
| **CQE26 23/24** | **Leadership culture – Meeting feedback**  Committee members agreed conduct of the meeting provided evidence of the Governing Body’s commitment as set out at **CQE14 23/24** above. |
| **CQE27 23/24** | **Date of next meeting - Governance Programme 2023/24**  **Cycle 3**: The third meeting of the **CQE Committee** during 2023/24 will take place at **3.00pm on Wednesday 13 March 2024**  **Cycle 4**: The fourthmeeting of the **CQE Committee** during 2023/24 will take place at **3.00pm on Tuesday 4 June 2024**  The meeting ended at 5.20 pm. |

**Chair of Belfast Metropolitan College Tom Hesketh**

**Curriculum, Quality and Engagement Committee**

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**Signature Date**

| **Governing Body Attendance Report and Governing Body Member Assessment 2023/24** | |
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| **Participation at CQE14 23/24 Curriculum, Quality and Engagement Committee Meeting 6 December 2023** | |
| **In-person at TQ Boardroom** | **via MS Teams** |
| Tom Hesketh | Maurice Keady |
| Seamus Dawson |  |
| Yvonne Murphy |  |
| Bill Montgomery |  |
| Sheena McKinney |  |
| Michael McKernan |  |
| Owen McCaughey |  |