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| **Belfast Metropolitan College Curriculum, Quality and Committee 3.00pm Wednesday 13 March 2024 in TQ Boardroom and via MS Teams Minutes (Approved 4 June 2024)** | |
| **Committee Members**: Tom Hesketh (Chair); Seamus Dawson; Yvonne Murphy; Bill Montgomery; Sheena McKinney; Michael McKernan; Maurice Keady; Janis Leaden; Owen McCaughey; Louise Warde Hunter.  **Management:** Damian Duffy, Deputy Chief Executive (DCE); Michelle Devlin, Assistant Director of Curriculum (ADC); David McDowell, Head of Learner Success (HLS); Emma Connolly, Organisational Quality Assurance Manager (OQAM)  **CQE37 23/24** only: Darren McWilliams, Curriculum Area Manager (CAM) Sport and Leisure; Gavin Gowdy, CAM Health and Social Care; Sinead Lemon, CAM Health and Social Care; Stephanie Gray, CAM Health and Social Care Childhood Studies; Michael Patterson, CAM Supported Learning DD  **Clerk to the Governing Body:** Gerry Crossan | |
| **CQE28 23/24** | **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 22 June 2022 (Approved **GB81a 21/22 22 June 2022)** (2 Governors).1  **Apologies:** Apologies received from Janis Leaden.  **Welcome**: No new participants at this governance meeting.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest were advised under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.  **AOB:** No Items of AOB received at the meeting.  **Leadership Culture:** The Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**CQE38 23/24** below refers). |
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| **Minutes** | |
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| **CQE29 23/24** | **Minutes of the meeting held on 6 December 2023 - DRAFT (Proposed Final)**  The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 6 December 2023. |
| **CQE30 23/24** | **Matters Arising from the minutes of the meeting held on 6 December 2023**  All matters arising are on the agenda of this governance meeting. |
| **CQE31 23/24** | **Governance Guidance and Information**  None advised since the last meeting held on 6 December 2023 (Governance Programme 2023/24 Cycle 2). |
| **CQE32**  **23/24** | **Chair’s Business**  The Chair advised the Committee on the recent events that he had attended which had provided invaluable insight into the business of the College, the quality of services the College provides and the degree to which the College offering is keeping pace with the need for technology skills in the economy:   * Education and Training Sector Feedback under College * Tour of e3 Springvale Campus.   The Committee **noted** the information provided by the Chair. |
| **CQE33 23/24** | **Progress against CDP targets update - March 2024**  Management advised the Committee on the following key issues:   1. the changes in the KPIs are small compared to the previous report; 2. assurance that the outturn figures are all positive, including those for HE MaSN which historically have been unpredictable; 3. the full time figures reported in December 2023 will remain steady throughout the year; 4. there is some more variability in the part-time figures throughout the year;   The Committee **noted** the information provided by and the action taken by Management |
| **CQE34 23/24** | **Higher Education Report March 2024 - Update on UCAS Pilot and next steps**  Management advised the Committee on the following key issues:   1. current application are slightly down on 2023/24; 2. the pilot project will broaden the audience for the College services; and, 3. the profile of College presence on social media.   The Committee **noted** the information provided by and the action taken by Management and **was content** that Management proceed with the pilot as advised. |
| **CQE35 23/24** | **New Programme Developments March 2024 – Traineeship Blueprint and presentation**  Management advised the Committee on the following key issues:   1. the current pathways through traineeship to HE; 2. current traineeship model comprising a number of components was introduced by DfE in 2020 – the element relating to work placement has reduced significantly since its introduction; 3. the history of the development of the programme across NI FE with DfE since the policy was introduced, including the historic and the current impact of the traineeship programme on other coherent skills development programmes at Levels EL to Level 2 in the same skills area, including apprenticeships; 4. the reception by local businesses, regulatory, professional and awarding bodies as key partners in the development and provision of this programme; 5. the tensions that have emerged as Management have tried to implement a working traineeship programme within the model proposed by DfE 6. current issues under discussion in relation to this programme – a review of the programme is being framed now by DfE.   The Committee:   * **noted** the information provided by and the action taken by Management; * **acknowledged** the complexities and challenges in implementing the programme; and, * **recognised** the risks and concerns of Management in the light of employer reception and the forthcoming review. |
| **CQE36 23/24** | **Quality Report March 2024 - QAA Review and HE Validations including Feedback on WCQIP**  Management advised the Committee on the following key issues:   1. the validation of new HE provision across the College and the revalidation of ongoing programmes since the Committee met last; 2. the rigorous methodology applied by the validation partners; 3. the commendations received relating to positive attitude of students and the impact of capital/accommodation investment in the College on the quality of teaching and learning; 4. Open University validation is well advanced and should reach a positive conclusion; 5. the recent review of the Whole College Improvement Plan review obtained Outcome A, that is, that information found confirms that College is planning and delivering improvement effectively; 6. the industrial action currently under way does not affect the assessing and marking of students work, but it does affect the communications between the College and awarding bodies; and 7. QAA are developing the inspection methodology for the evaluation of HE provision during 2024/24.   The Committee **noted** the information provided by and the action taken by Management. |
| **CQE37 23/24** | **School Presentation - Department of Health, Wellbeing & Inclusion**  CAM Colleagues provided an overview of the services delivered at each School within the Department of Health, Wellbeing and Inclusion and advised on the following key issues:   1. innovation, inclusion and collaboration in the design of the curriculum offering and delivery, including the HSE Curriculum Hub and the collaboration with Albeda College; 2. Health and Social Care Degree delivered in partnership with Ulster University including the events to support networking by students with others working in the health and social care sector and potential innovations for future offerings; 3. the range of offerings and partnerships delivered through the childcare offerings, which is constantly under review to ensure that the offering meets the current and emerging skills demand, for example, apprenticeship/traineeship provision to address barriers to women returning to work in the early learning and child care sectors; 4. the collaboration with the Irish Football Association – it is notable that most of the IFA coaches working on this programme studied at Belfast Met; and, 5. the collaboration with Antrim Boxing Association, which provides engagement programmes which draw students into skills development programmes, and the Boxing Gala which provides hands on experience in event management in collaboration with colleagues from the Belfast Business School; 6. the restructuring of the Sports Academy model will support ongoing innovation, inclusion and collaboration programme delivery going forward; 7. the services delivered through the Supported Learning programme, with 190 full-time and 120 part-time enrolments which would make this programme the biggest special school in Belfast, including the wide range of supportive programmes and the embedded use of technology in the delivery of all Supported Learning programmes, notably the development of an e-portfolio which is accredited by OCN.   The Committee sought further information on the reach of programmes in relation to cross-community provision and CAM colleagues provided further information on cross-community elements of programmes across Belfast and Northern Ireland.  The Committee **noted** the information provided by and the action taken by CAM colleagues and the Chair **thanked** CAM colleagues for their insightful and informative presentation, for the passion and commitment that all staff clearly bring to the provision of the range of services and engaging with a wide range of partners to create opportunities and connections which support students learning and progression. |
| **CQE38 23/24** | **Any Other Business**  No AOB received at the meeting. |
| **CQE39 23/24** | **Leadership culture – Meeting feedback**  Committee members **advised** the Chair that the conduct of the meeting provided evidence of meeting the responsibilities set out in the Curriculum, Quality and Engagement Committee Terms of Reference and the commitments of the Governing Body as set out at **CQE28 23/24** above. |
| **CQE40**  **23/24** | **Date of next meeting**  **CQE25 22/23 Date of next meeting**  **Governance Programme 2023/24 Cycle 4**: The **fourth** meeting of the **CQE Committee** during 2023/24 will take place at **3.00pm on Tuesday 4 June 2024** (**CQE25 22/23 7 December 2022** refers). The Clerk has diarised this meeting in colleagues’ Outlook calendars.  **Governance Programme 2024/25 Cycle 1**: The **first** meeting of **CQE Committee** during 2024/25 will be held at 3.00pm on **Wednesday 4 September 2024** at the TQ Boardroom and via MS Teams. The Clerk will diarise this meeting in colleagues’ Outlook calendars and Decision Time accounts during March 2024.  The meeting ended at 5.20pm. |

**Tom Hesketh**

**Chair of Governing Body Curriculum, Quality and Engagement Committee**

**Signature                                                                                                          Date**