

Belfast Metropolitan College Curriculum, Quality and Committee 3.00pm Wednesday 7 September 2022 in Titanic Quarter Boardroom and via MS Teams, Minutes FINAL approved 7 December 2022

Committee Members: Kathleen O'Hare (Chair); Catherine; Kate Burns; Brian Wilson; Yvonne Murphy; Janis Leaden; Nik Brijpaul; Tai Campbell; Louise Warde Hunter

In attendance: Frank Bryan, Chair of Belfast Metropolitan College Governing Body

Management: Joy Kettle, Director of Curriculum Innovation and Excellence (DCIE); Michelle Devlin Assistant Director of Curriculum (ADC); Nicola Bell, Organisational Quality Assurance Manager (OQAM)

Observer: Áine Ó Keeffe, Boardroom Apprentice 2022/23

Clerk to the Governing Body: Gerry Crossan

**CQE01
22/23**

Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture

Clerk to the Governing Body

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).

Apologies: Apologies received from Damian Duffy and Seamus Dawson as of date of the meeting.

Welcome: The Chair welcomed Áine Ó'Keeffe, Boardroom Apprentice 2022/23 to the meeting.

Conflicts of Interest: No **perceived, potential, or actual** conflicts of interest were advised under the terms of Section 8 of the Belfast Metropolitan College Standing Orders for the Governing Body **V5** approved at **GB81a 21/22 22 June 2022**

AOB: No Items of AOB received at the date of the meeting.

Leadership Culture: Chair **noted** our commitment to:

- i) brave leadership and meaningful dialogue;
- ii) simpler governance; and,
- iii) engaging in the right spirit. (**CQE11 22/23** below refers)

**CQE02
22/23**

Minutes of the meeting held on 29 June 2022 - DRAFT (Proposed Final)

The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 29 June 2022 unamended. **Proposed:** K Burns **Seconded:** B Wilson

Agenda Item	
<p>CQE03 22/23</p>	<p>Matters Arising from the minutes of the meeting held on 29 June 2022</p> <p>(a) Issues relating to the 14-19 Strategy will be discussed at CQE06 22/23 below. (b) The Committee very much appreciated the visit to Hydebank College Wood – the Chair will write to NIPS colleagues on behalf of the Committee; (c) The Committee will advise the Chair on potential further potential visits to curricular areas throughout 2022/23; and, (d) The Committee discussed a potential visit to the services provided at Magilligan and to e3.</p>
<p>CQE04 22/23</p>	<p>Governance Guidance and Information</p> <p>(a) Returns Timetable for the Year 1 August 2022 to 31 July 2023.</p> <p>The Committee noted the timetabled dates for submission of College Development Plans during 2022/23 on Page 4 of the attached timetable.</p>
<p>CQE05 22/23</p>	<p>Chair's Business</p> <p>(a) Rethinking Educational Disadvantage Symposium Dublin 6 October 2022 – the Chair circulated information on this event to colleagues; and, (b) Advised on the Ministerial direction to CCEA on the profile of grades issued in 2022/23 and the potential impact on Belfast Metropolitan College.</p> <p>The Committee noted the issues advised by the Chair.</p>
<p>CQE06 22/23 DCIE</p>	<p>College Performance and Developments – Student performance 2021-22 & Developments</p> <p>(a) Performance; and, (b) Developments.</p> <p>Management advised the Committee on the following key issues:</p> <p>(a) the levels of enrolments and the wellbeing issues that are in evidence; (b) the distribution of grades across qualifications and some highlights from each set of results, including excellent results from access programmes; and, (c) the challenges facing students across the Essential Skills programmes;</p> <p>The Committee asked:</p> <ul style="list-style-type: none"> • asked Management the analysis of results at the end of September could be used to advise the Committee on the risks around programmes until the end of 2022/23; and, • sought further information on the mitigation framework that is in operation ; • the potential impact on Belfast Met students of regulatory action taken against awarding bodies – Management advised that there was none; and, • the wraparound services being provided at the College to support teaching and learning across all offerings.

Agenda Item	
	<p>Management advised the Committee on the following key issues in relation to Curriculum Development:</p> <ul style="list-style-type: none"> (a) the second phase of development is under way to identify clear pathways from Level 0 to Level 7; (b) maintaining the flexibility for learners and employers that was developed during the response to Covid-19; (c) cross-cutting and collaborative work across the College and the FE Sector which is supporting the development of life-long and career journeys for learners; (d) the engagement with employers is continuing at a high level despite the challenges that employers are facing in relation to capacity, costs and supply chain risks – the Hub approach and the established College network are supporting outreach and there is a high level of employer-driven engagement with the College to provide skills development solutions; and, (e) this approach is being embedded into the communications programme to employers on the range of services that Belfast Met can provide in a partnership framework; and, (f) while demand for skills programmes is high and exceeds the places available, learners do not want to engage in full-time programmes – Management are working to develop hybrid learning offerings in certain high-demand and high earning skills areas such as cyber-security; <p>The Committee noted the information provided by and the action taken by Management</p>
<p>CQE07 22/23</p> <p>DCIE</p>	<p>Higher Education Report September 2022</p> <p>Management advised the Committee on the following key issues relating to HE provision;</p> <ul style="list-style-type: none"> (a) the impact on staffing arising from the tailoring and consolidation of programmes. Management advised staff skill sets are supporting this approach to service provision; (b) the potential for partnership with other UK HE providers in providing effective pathways – Management advised that conversations are ongoing and developing with HE providers in GB and Rol; (c) the nature of competition in a number of areas of HE delivery; (d) the focus on developing the curriculum over the coming months will be critical to action to mitigate the risks that are now crystallising; (e) the increased interest in Higher Level Apprenticeships – “earning while learning” – across a range of skills programmes; (f) the tailoring and consolidation of Belfast Met offering across skills areas, including marketing individual programmes right up to this point in the year; (g) Management are confident of an outturn for 2022/23 close to the 2021/22 outturn. (h) Management is planning Study Skills Support Programmes through Curriculum Teams and Student Support Teams; (i) Building synergy across HLAs and HE offering to engage employers and learners providing unique and career-supporting services which meet their needs; (j) FE providers are not considering offering accommodation to prospective students for HE programmes; (k) The impact of MaSN increases during the Covid response and the cost of servicing capital investment is driving increasingly competitive; (l) the areas of connected work going on across HE/HLA offerings; and, (m) the award recently made to Conor Grogan, a Belfast Met student. <p>The Committee noted the information provided by and the action taken by Management</p>

Agenda Item	
CQE08 22/23	<p>New Programme Developments & Student Recruitment Report September 2022</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) The development of learning pipelines, including pre-pipeline offerings of short courses to support learners into approaching flexible pipelines – only 5% of total offering can be non-accredited programmes; (b) Increased flexibility being built in through imaginative approaches to layering at Level 2 and Level 3; (c) the outreach work to engage learners with a flexible learning approach after they have moved into employment; (d) using the strong GCE capability to lever further career engagement from successful learners; (e) the focus on women returners, the green economy; (f) ongoing focus on quality improvement and a wrap-around support for students; and, (g) overview of recruitment strategies and actions and related targeted communications and marketing actions up to a Clearing Day in October 2022; and, (h) Recruitment Strategy for 2023/24 begins in October 2022. <p>The Committee noted the information provided by and the action taken by Management.</p>
CQE09 22/23 OQAM	<p>Quality Assurance Report September 2022</p> <p>Management advised the Committee on the following key quality assurance issues:</p> <ul style="list-style-type: none"> (a) High workload associated with current awarding bodies engagement; (b) Year 2 returners at approximately 70% with high levels of support to learners; (c) Current appeals are around the mitigations which support learners in carrying units into Year 2; (d) Review of Inspection Framework is at consultation; (e) Level 3 inspection carried forward from 2019 is under way; (f) Validation of UU and OU provision is ongoing; (g) Self-Evaluation Training has been successfully delivered; (h) Performance Improvement Plan on target for November 2022 iteration; and, (i) Quality Improvement Plan is on schedule – this will be considered at the end-November meeting which is to be scheduled. <p>The Committee noted the information provided by and the action taken by Management.</p>
CQE10 22/23	<p>Any Other Business</p> <p>No AOB received at the meeting.</p>
CQE11 22/23	<p>Leadership culture – Meeting feedback</p> <p>The Student Governor advised the Committee on his personal experience in returning to the College for Year 2, which was very positive.</p>

Agenda Item	
	<p>Boardroom Apprentice noted the level of care that was evident in the discussions on the provision of services through the reporting and the insight into the level of engagement the College has across the NI economy.</p> <p>The Chair of the CQE Committee commended and thanked staff for the dedication and commitment of staff in creating a welcoming, innovative and positive teaching and learning environment in extremely challenging circumstances.</p> <p>Committee members advised the Chair that the conduct of this governance meeting was consistent with the Governing Body's commitments set out at CQE01 22/23 above.</p>
CQE12 22/23	<p>CQE12 22/23 Date of next meeting</p> <p>Governance Programme 2022/23 Cycle 2 (2 meetings):</p> <p>The second meeting of CQE Committee during 2022/23 will be held during November 2022 at a time to be arranged by the Clerk to the Governing Body (last considered CQE65 21/22 29 June 2022). The Clerk will consult with colleagues during September 2022 on the timing of this governance meeting. The venue will be the Titanic Quarter Boardroom and the meeting will also be supported via MS Teams. The</p> <p>The third meeting of the CQE Committee during 2022/23 will be at 3.00pm on Wednesday 7 December 2022 in the TQ Board Room and via MS Teams The Committee will consider the WCQIP 22/23 Draft Final submission and the Annual Safeguarding Report 21/22 at this meeting.</p> <p>Governance Programme 2023/24 Cycle 1: The first meeting of the CQE Committee during 2023/24 will take place at 3.00pm on Wednesday 6 September 2023. The Clerk will diarise this meeting in colleagues' Outlook Calendars during September 2022.</p> <p>The meeting ended at 5.00pm.</p>

Chair of Belfast Metropolitan College
Curriculum, Quality and Engagement Committee

Kathleen O'Hare

Signature

Kathleen O'Hare

Date

7th December 2022

