

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE		
Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 4.30pm on 16th November 2015 in TQ boardroom.		
Present	<p>Governors: Norman Hamilton (Chair), Catherine Burns, Kate Burns, Ciaran O’Grady and Kathleen O’Hare.</p> <p>Officers: Jonathan Heggarty, Director of Curriculum (DC), Damian Duffy, Director of Development and Learner Services (DDLs), Gillian Magee, Director of Transition (DT) and [part] Lorraine Lavery , Media & Stakeholder Engagement Advisor (MSEA).</p> <p>Secretary: John McAndrew</p>	
CQE 12 15/16	Apologies and Notice of AOB:	
	<p>Apologies: Apologies received from Brian Wilson, Jim McCall and Kevin McKeaveney. The Chair welcomed everybody particularly new governors.</p> <p>AOB: None</p>	
CQE 13 15/16	Conflicts of Interest Declaration	
	In response to the Chair’s question to members Kathleen O’Hare noted her appointment to CCEA’s board. The Secretary confirmed that this was on the Register and in future need not be raised unless CCEA specific matters were discussed.	
CQE 14 15/16	Minutes of the Curriculum, Quality & Engagement Committee held on 24th September 2015	
	The minutes were agreed.	
CQE 15 15/16	Matters Arising	
	<ul style="list-style-type: none"> • RES 1 <i>Election of vice Chair</i>. The Chair noted that neither he nor the Secretary had received any self nominations and he would seek further advice. See Chair's Business also. • RES 2 <i>Recommendation of “Next Steps” to the Governing Body and the seeking of nominees for a delegation to meet Officials</i>. The Chair noted that this had been raised at Governing Body and he would discuss further with the new Chair. • CQE 9 15/16 <i>MOU</i>. To be covered in Resources Committee of 23rd November 2015 and Governing Body of 30th November 2015. • CQE 11 15/16 <i>DONM</i>. Put back to 16th November. 	Secretary
CQE 16 15/16	Chair’s Business	
	<p><i>Election of vice Chair</i></p> <p>The Secretary noted that he had just received an email nomination. Mrs Katherine O’Hare was invited to become vice Chair and this was proposed and seconded.</p>	Cttee Chairs
CQE 17 15/16	WCQIP (Whole College Quality improvement Plan).	
	<p>The review of the WCQIP began with a discussion of the target audiences, the terminology to be used, and the construction of the document. It was confirmed that the document was written with a number of stakeholders in mind however the primary target audience was the ETI and the WCQIP was in line with IQ:RS standards, BMC experience of ETI metrics over the years , and the technical terminology was appropriate. In addition the detailing of the scope and content was considered useful to staff in owning the process, as well as providing evidence of the range of BMC activities.</p> <p>The background to the WCQIP process, the SER conclusions, the evidence base, and the College performance in the last three years, were discussed in detail. It was recognised that the FE sector was inspected more than any other sector, and</p>	

	<p>that it was disruptive to management (but the impact on learners was minimised as much as possible) however BMC aimed to be inspection ready at all times.</p> <p>The rationale for the following SER conclusions were challenged and found to be robust:</p> <ol style="list-style-type: none"> 1. Leadership and Management - Very Good 2. Quality of Provision for Learning - Very Good 3. Standards and Achievements - Good. 	
RES 3	The Committee agreed that transitions from year 1 to year 2, the barriers to success, and success rates in Level 3 be further examined at the next CQE meeting.	
RES 4	The Committee agreed that the College wide performance initiative “Good to Great” and similar adjectives be carefully differentiated from similar sounding ETI descriptors in the text.	
RES 5	The Committee agreed that the “word clouds” be revisited to ensure that the intended messages were clear and unambiguous.	
RES 6	The Committee agreed that reference should be made to socio economic factors, the broad intake, changes to qualifications by awarding bodies, and their impact on success scores.	
RES 7	The Committee recommended that the WCQIP documents to be circulated be accompanied by the Presentation slides	
RES 8	The Committee agreed that the visit to the Youth in Training Pilot programme be postponed until February 2015.	
CQE 18 15/16	Curriculum Update.	
	The DC confirmed that BMC had met and exceeded its F/T FLU targets and the challenge was P/T FE retention in January, and P/T HE, a situation comparable to other colleges.	
CQE 19 15/16	DDLS Update	
	The DDLS updated members on Apprenticeships and Higher Level apprenticeships	
RES 9	The Committee agreed to arrange a programme of visits to the differing schools.	
CQE 20 15/16	CQE Terms of Reference	
	The Committee agreed to recommend the TOR to the Governing Body following harmonisation with other TORs at the Chairs’ committee.	
CQE 21 15/16	DONM February 2015	
	<i>Signed:</i>	<i>Date:</i>