

**GOVERNING BODY OF BELFAST METROPOLITAN COLLEGE**

**Minutes of the Curriculum, Quality and Engagement meeting held on 10<sup>th</sup> June 2019  
at 8.30am in Meeting Room 4 Level 4, Titanic Quarter Campus**

The following were present at the meeting:

**Governors:** Kathleen O'Hare (Chair), Catherine Burns, Declan Crummey, Seamus Dawson, Brian Wilson

**Officers:** Jonathan Heggarty, Director of Curriculum and Learner Success (DCLS); Gillian Magee, Director of People, Planning and Policy (DPPP); Damian Duffy, Director of Development (DD). Heather Houston, Michelle McMaster, Heather Hedley. Glen Ashfield, Head of Curriculum Operations and Planning.

**Clerk:** Gerry Crossan

<b>CQE 45 18/19</b>	<b>Apologies, Quorum, Conflicts of Interest, AOB</b>	
	<p><b>Apologies:</b> Kate Burns, Aidan Sloane, Conor Herbert (19 April 2019)</p> <p><b>Conflicts of Interest:</b> No conflicts or potential conflicts of interest were reported.</p> <p><b>Quorum:</b> The meeting was quorate under the terms of the CQE Terms of Reference dated February 2018 (2 Governors required)</p> <p><b>AOB:</b> None raised as at date of issue of Final Agenda (19 April 2019).</p>	
<b>CQE 46 18/19</b>	<p><b>Minutes of the CQE Committee of meeting held on 29 April 2019 – Draft (Proposed Final)</b></p> <p>The Committee approved the minutes of the above meetings without amendment. <b>Proposed</b> C Burns <b>Seconded</b> B Wilson</p>	
<b>CQE 47 18/19</b>	<p><b>Matters Arising from the Minutes of the meetings held on 29 April 2019</b></p> <ul style="list-style-type: none"> <li>• Continuing correspondence with NIPS;</li> <li>• Chair advised that CCEA are offering a short citizenship course- targeted at young people exhibiting anti-social behavior;</li> <li>• Management advised that the current examinations programme was progressing well, noting the risk around availability of examination accommodation and invigilation staff due to increase in students requiring support.</li> </ul>	
<b>CQE 48 18/19</b>	<b>Chair's Business</b>	



	<p>(a) NI FE CQE Chairs' Meeting 6 June 2019 – Chair advised that that similar issues were being faced by colleges – DCLS advised that this might be a perception but the numbers are very small – key issue was that FE is still being perceived as the poor relation of FE – issues is communication of parity of value – literacy and numeracy and the 16 to 19 strategy not being inclusive enough – FE is not being consulted.</p> <p>(b) DCLS advised that there will be a Level 3 inspection across all Colleges in early 2020 – awarding bodies have delegated the quality assurance work to providers – BelfastMet has multiple awarding organisations – DD reported on 3 inspections of WBLT since March 2019</p> <p>(c) DPPP advised on development of communications strategy, partnering with DfE and Colleges – feeding into the Task and Finish Group which will be updating the Governing Body– aim is to have DfE ringfence this money for future years – need to invest in creating brand for the sector – key element is research to understand employer perspectives and the true cost of working with someone who is distant from the labour market (economic inactivity, through Level 3 qualification and into employment)</p> <p>(d) DD advised on pilot of CRM – critical that we have a CRM that can capture the information – understand what people are interested in, understand how we can work with them</p> <p>(e) Committee recognized the challenges of sustaining relationships.</p> <p>(f) TVET International guests</p>	
<p><b>CQE 49 18/19</b></p>	<p><b>Curriculum Update</b></p> <p>(a) Presentation on “ICE and GRIT” – Belfast Business School staff Committee congratulated Heather on being shortlisted for UK Lecturer of the Year and Runner Up in “Spirit of The Met”. H Hedley presented the update to the Committee. Key points were</p> <ul style="list-style-type: none"> <li>• Limited enterprise content in the curriculum;</li> <li>• Many students struggling with mental health and the ability to attend College on a regular basis</li> <li>• Programme using Erasmus funding to address both of these issues – partnering with college in The Netherlands involving exchange programme – 2 week programme, 80 students ICE Innovation, Creativity and Entrepreneurship – GRIT skills, Grow, Resilient, Independent and Tolerant.</li> <li>• Programme designed for longevity by linking with NSPCC and Social Enterprise - NI – students became engaged with the concept of volunteering. Small Business and Enterprise, Social Ethic</li> <li>• Goal is to have a relevant curriculum which can connect with young people and compete with offerings of universities.</li> <li>• Video released on 1 June 2019 – partnering with NSPCC –</li> <li>• Also about the team – team has to have the appetite to innovate while working within tight timetabling</li> </ul>	



The Committee asked if the young people in The Netherlands were experiencing the same type of issues and what responses were colleges providing.

Management advised that yes in terms of ICE and that the offerings were designed around entrepreneurship.

In terms of GRIP, Belfast Met students performed brilliantly – it showed the advantages and impact of support in the right context – 17-18 age group – Level 3 Extended Diploma and HND groups. College was about an hour from Amsterdam.

Heather – Erasmus Project Lead – outlined student selection process based on ICE/GRIT. 67 applied. – 6 months preparation for students to develop respect 0 met 5pm on a Wednesday once a month. Worked out itinerary – built relationships that would support the students throughout their whole time of study at Belfast Met College – experience was such a high for students and many students have suffered lows after the course – working with parents and support providers to help students. Aim is to repeat the programme with another 40 students in 2019/20. Feedback from parents has been positive.

The Committee asked if this practice could be shared with other Departments – it could be rolled out in any Department.

The Committee asked about managing the experience of those students who were not given places. With this group, attendance and engagement have improved in anticipation of the programme being rerun.

The Committee asked if there was a ripple effect on staff – management advised that the numbers of staff expressing interest to support – no reason why this type of programme could not be embedded into the curriculum – partnership with NI Hospice “Jingle All The Way” – student experience would be managing and delivering the project – we could have these mini-projects right across the curriculum – the social skills that students build help them and the PBL approach is helping to build relationship among the students and supports pastoral care. - key action is peer-to-peer learning – technology has assisted this – teaching and learning model is changed. The impact is helping to change the perception of FE programmes at Belfast Met.

The Committee asked if this approach can help lecturers engage more with pastoral care. Management advised that the experience is that most lecturers who are delivering on PBL role are also engaging with pastoral care – 1-1 contact supports this.

The Committee recognised the diffusion of pastoral care throughout the offerings – thanked management.

Management advised on the role of technology in supporting this programme. The Committee noted the positive impact on staff



(b) Recruitment of students for HE programmes

DCLS introduced Glen. Management advised that retention targets are being achieved overall, although a slight decrease in HE and Essential Skills.

The Committee asked if HE students were first time direct entrants or enrolling following the completion of FE programmes. Management confirmed that this includes both groups and people who have moved into HE from FE and then move back. Management will be doing further analysis work on this during 2019/20. This report shows the impact of reduced funding.

The Committee asked for clarification on how student support engage. Management advised that the first port of call would be Pastoral Tutor, then they would work with Jim, and then signpost to other counselling services. Committee asked if an outreach/EWO type post would give management better insight into both potential students and the issues that students might need support on. Management advised that the resources available for student support have reduced and outsourced against a backdrop of increased need among the student population. Management advised that they are constantly seeking ways to manage support to staff and students within reducing budgets.

Additional 125 places in full-time HE places: Management advised that delivery targets in this area are in the College Development Plan (total 1559 places between first and second year students). Part-time provision is separate, and these are evening classes. Across the UK part-time education collapsed in 2008 and has not recovered since. Generally, the public sector has stopped funding part-time study for employees.

Management advised that HND, Computing Foundation, Sport and Exercise is lower than it would have been (Level 5 HNDs) – none of these courses are UCAS.

There are 2 constraints – a cap on places by DfE, and the other is a cap put on by the University as the awarding body. UU is the major partner in foundation degrees. There is an element of competition management and this is why we are engaging with the OU.

The Committee asked for confirmation that there is a named person who can be the contact point for admissions. Management will report back on this to the Committee and advise on the spaces available across all HE programmes. Management advised that the number of unconditional offers from universities in the UK now stands at 117,000, up from 3,000 10 years ago.

The Committee asked if DfE are supporting collaboration and the offering of different courses between FE and HE. Management advised on the pathways through FE and HE to obtain primary degrees. Management noted that the constraint of providing “2x2” presents risks to retention of students in FE and HE in Northern Ireland when GB universities offer a “2x1” model.



	<p>(c) Update on Curriculum Highlights and Setbacks in Q3/Q4 2018/19</p> <p>Management presented a brief report on highlights and setbacks. Stopped Electronics, Computer Science, because we cannot recruit staff including electricians, plumbers, other trades, going out to the market 7-8 times for these. Management advised that all colleges are facing challenges in these areas. This is hitting STEM areas in particular, unless there is a proper settlement for staff, including CAHMS, then there is significant medium- and long-term risk to capacity and capability.</p> <p>The Committee asked if there was a way of sharing resources – using videolinks, learning mentors. Management advised that this is an option, but that face-to-face contact time will remain a requirement. Lecturer salaries are not competitive at entry level.</p> <p>Committee noted the reports.</p>	
CQE 50 18/19	<p><b>Centre for Skills and Apprenticeships Report</b></p> <p>International Apprenticeships: Management updated on recent action to progress Swiss Apprenticeships with both NI Employers and Swiss Employers through trade associations. Management advised that there are issues around the employment status of participating students and potential competition issues. Management are resolving these issues on a case-by-case basis. The Committee noted the IESTE programme which provides opportunities for students to access global placements. Management advised that Belfast Met had not been involved in this programme – students have to be in the second year of a Level 5 programme.</p> <p>The Committee noted the update</p>	
CQE 51 18/19	<p><b>Belfast Metropolitan College International Strategy – update (as at June 2019 – see also CQE41 18/19 29 April 2019)</b></p> <p>(a) Development of BelfastMet International Strategy 2019-2024  (b) Update on current international projects, including Swiss Apprentice Exchange Opportunities Action Plan January 2019</p> <p>Management advised that</p> <ul style="list-style-type: none"> <li>• the Committee had received a contextual presentation at the meeting held in April 2019;</li> <li>• DfE have been engaging more positively in supporting the Belfast Met International strategy over the past 18 months; and,</li> <li>• TVET Teacher training is focus of visit from Chinese colleges which is currently underway - Invest NI in China has supported Belfast Met to identify business opportunities.</li> </ul> <p>Management advised that the Chair of the International Working Group rotates between College Directors. The aim of the Working Group is to lever the sector's</p>	<p>Chair</p> <p>Clerk</p>



	<p>collective capability to identify opportunities for the College, however, this collective effort by Colleges does not preclude action by individual colleges.</p> <p>Committee asked when income arising from the already signed 20 MOUs would come on-stream. Management advised that there are currently 30 MOUs, the first tranche of income has been received and Belfast Met receiving a management fee.</p> <p>Management advised that the current information sharing with Chinese colleges is an offering in itself, but the offering of TVET Teacher Training product is being marketed during this phase and the aim is for College to partner with 10 12 Colleges in China.</p> <p>The Committee noted the potential impact of Brexit and that the British Council are working on a potential replacement for Erasmus.</p> <p>The Committee noted that the potential offerings to international markets might include consultancy. Management advised that aim is to reach out to NICO on the advice of the DfE.</p> <p>Management advised that NICO have little history in technical/vocational qualifications sector and that the level of preparation and management of project capacity is critical. NICO have had initial communications and are aiming to engage with the NICS Permanent Secretary level civil servant with responsible for NI Bureau in China. Committee noted the wider engagement with China across the economy. Management advised that the target market is the 13 Colleges in China who are in the TVET grouping. TVET content is blended material, translated and quality-assured by SWC. Programme is an accredited Level-3 qualification.</p> <p>Management advised that the FE Order prevents Colleges from delivering teacher training. The Committee noted that in TVET systems globally, teachers do not have the time to engage properly. Risk is that the offering will not be adaptable enough to fit into emerging teaching skills frameworks across a varied international market. Management advised that we are stripping it back to make sure it is fit-for-purpose for international markets.</p> <p>Committee asked for further reports on this from Glenn McMahon.</p>	
<p><b>CQE 52 18/19</b></p>	<p><b>Review of Curriculum, Quality and Engagement Committee Terms of Reference</b></p> <p><i>Committee to review, amend as required to bring to Proposed Final version for proposed October 2019 meeting (including date of next review).</i></p>	
<p><b>CQE 53 18/19</b></p>	<p><b>AOB</b></p>	



CQE 54 18/19	Meeting evaluation	
CQE 55 18/19	DONM <u>Proposed</u> 22 October 2019 8.30am TQ Board Room (Governance Timetable 2019/20 under development)	

Chair of Belfast Metropolitan CQE Committee      Kathleen O'Hare

Signature *K. O'Hare*

Date *2nd December 2019.*



