

**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 11<sup>th</sup> February 2014 in TQ boardroom.**

<b>Present</b>	<p><b>Governors:</b> Patricia Haren [Chair], Frank Bryan, Ciaran O’Grady and Lindsey Smith (part meeting).  <b>Officers:</b> Justin Edwards, Director of Curriculum (DC), Damian Duffy, Director of Development and Learner Services (DDLs), and Gillian Magee, Head of Corporate Development (HCD).  <b>Guests:</b> Joan Carberry, MBE; Sharon Rivers, Head of School, School of Community Education and Life Skills; and Brenda Duffy, Head of Faculty, Technologies and Academic Studies.  <b>Secretary:</b> John McAndrew</p>	
<b>CQE 23 .13/14</b>	<b>Apologies and Notice of AOB:</b>	
	<p><b>Apologies:</b> Apologies received from Governor Ken O’Neill.  <b>AOB:</b> There was no AOB</p>	
<b>CQE 24.13/14</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair’s question no conflicts of interest were declared	
<b>CQE 25.13/14</b>	<b>Presentation 1 on “Family Learning”.</b>	
	<p>The Chair welcomed Mrs Joan Carberry and Mrs Sharon Rivers, and congratulated Mrs Carberry on the award of the MBE.</p> <p>Mrs Rivers gave a brief rundown of work since 2000 focusing on Family Learning with Essential Skills in different projects, schools, and government programmes.</p> <p>Mrs Carberry emphasised the small beginnings in 2000 and the journey that both had been on, the support from many individuals in different organisations, the development of the curriculum, the role of mothers as “educators” more so than fathers, and the cross community approaches.</p> <p>Justin Edwards noted possible funding from DEL in the area of Family Learning and the trail blazing work of Mrs Carberry and Mrs Rivers who had effectively “written the book already”, and the need for a joined up strategy to generate partnerships that could deliver.</p> <p>Members thought the work being done in family education was inspirational and</p> <p>Governor Mr O’Grady accepted an invitation to visit the Unit at Castlereagh College.</p>	<p><b>CO’G SR Secretary</b></p>
<b>CQE 26.13/14</b>	<b>Presentation 2 on “Skills Competitions”</b>	
	<p>The Chair welcomed Mrs Brenda Duffy who gave details of her work coordinating student entries to competitions both locally and abroad. There was a competition committee established for the purpose of streamlining and generating entries to five national competitions including “UK” and “WorldSkills” and “Apprentice of the Year”. On enquiry she noted the positive impact on student and staff confidence and motivation, the prestige accruing to individuals and the College, and on raising quality standards; she also noted the costs which were largely borne by BMC (to compete in the World Skills cost £6k) and possible future sources of funding.</p> <p>Members welcomed the positive emphasis on competition, the benefits, and</p>	

	<p>the inclusion of competitions into the Corporate Plan with its own KPIs. There was discussion as to how further BMC resources might be directed to “Skills Competitions”, perhaps using BMC Trust funds, and the route by which it should be referred. Mr Bryan noted that the BMC Trust Committee was meeting the following day and that once constitutional issues were settled, the issue could feature on a future agenda for consideration.</p> <p>Mr Edwards noted that BMC were to host “UK Skills” in the future.</p>	
<b>RES 15</b>	<i>The CQE Committee agreed that the matter of funding for “Skills competitions” be referred to the BMC Trust Committee.</i>	<b>HCD B Welsh Secretary</b>
<b>CQE 27.13/14</b>	<b>Minutes of the Curriculum, Quality and Engagement Committee held on 6<sup>th</sup> November 2013</b>	
	The minutes were agreed and were signed by the Chair.	
<b>CQE 28.13/14</b>	<b>Matters Arising</b>	
	<p><i>CQE 14.13/14 Curriculum Briefings.</i> Took place 10<sup>th</sup> December 2013. Reprise to take place 18<sup>th</sup> February 2014.</p> <p><i>CQE 15.13/14 BCC Masterplan.</i> BCC Masterplan circulated and response discussed at Governing Body of 27<sup>th</sup> November 2013 and submitted to schedule.</p> <p><i>CQE 15.13/14 ETI Inspection.</i> See minute 30.13/14.</p> <p><i>RES 10. SEN Correspondence.</i> Circulated to Governing Body in November 2103.</p> <p><i>CQE 16.13/14 QAA submission.</i> BMC submission made to schedule in December 2013.</p> <p><i>CQE 16.13/14 SOCs.</i> Strategic Outline Cases routed through Governing Body meeting of 12<sup>th</sup> December 2013.</p> <p><i>CQE 17.13/14 WCQIP.</i> Amendments made to WCQIP and submission made to schedule in November 2013.</p> <p><i>CQE 17.13/14 NEETS/Essential skills.</i> Raised at Governors’ Council with Minister in December 2013.</p> <p><i>RES 13 Admissions and Enrolments Report.</i> See minute 33.13/14.</p> <p><i>RES 14 SEG meeting.</i> Scheduled for 17<sup>th</sup> February 2014.</p>	
<b>CQE 29.13/14</b>	<b>Chair’s Business</b>	
	<p>The Chair reported on the successful Curriculum Briefing of 12<sup>th</sup> December and the upcoming reprise of same on 18<sup>th</sup> February 2014.</p> <p>She noted the BMC Governing Body fact finding trip to Dublin on May 26<sup>th</sup> and 27<sup>th</sup> 2014 and sought advice on the curriculum aspects. It was thought that the visits to the IT Colleges with an emphasis on economic relevance would be beneficial.</p> <p><i>Correspondence “DEL Health Check”</i></p> <p>The Chair noted receipt of DEL Health Check and invited the Director of curriculum to comment on the Curriculum aspects in his Update. (see 30.13/14)</p>	<b>HCD Secretary</b>
<b>CQE 30.13/14</b>	<b>Director of Curriculum Update</b>	
	<p><i>ETI</i></p> <p>The DC noted the two day exercise to validate the WCQIP submitted in December and thanked Mrs Haren and Dr Walters for representing the Governing Body. No grading resulted rather a confidence ruling and BMC had</p>	

	<p>received a “confident”, the second highest award in a rank of four. Two concerns had been noted, the first relating to a need for a greater focus on outcomes, and second relating to the presentation of the information in the WCQIP in comparison to the Corporate Plan with the latter thought to be superior; there were no issues concerning BMC processes. On enquiry he confirmed that the inspectors had interviewed staff, students, employers and governors. Members noted the high powered inspection team and congratulated officers on the outturn.</p> <p><i>Lesson Observations</i></p> <p>170 Lesson Observations had now been completed and 4 teachers had been observed twice. There were discussions about the types of support and how long these should continue, and the absence of sectoral competency policy. The DC welcomed a suggestion for support made by a governor.</p> <p><i>Correspondence: DEL Health Check</i></p> <p>The DC noted the “substantial” assurances relating to audit reviews of Curriculum areas namely admissions and retention/achievement. He also noted the Annex dealing with Retention and Achievement highlighting the high performing HE, levels 2 &amp; 3 in in F/T FE, the Entitlement Framework and the disappointing P/T FE and Non FLU Essential Skills (however entire sector underperforming).</p>	
<b>CQE 31.13/14</b>	<b>Inspections</b> (See also minute 30)	
	<p><i>QAA</i></p> <p>The HCD tabled an update. Essentially BMC submitted its Higher Education Self Evaluation report (and evidence base) to QAA to schedule in December 2013. This document was informed by the Student Satisfaction Survey, a review of SERs, key policies and feedback sessions. QAA had undertaken a desk-top review and would visit the College 4-6th March 2014 to carry out a 3 day review and meet staff, students and employers. The provisional outcome of the visit would be indicated to the College in the week commencing 17th March, and the final QAA report would be published in mid June 2014 along with the College’s action plan.</p> <p>On enquiry the HCD confirmed that governors would not be required for interview, that the QAA team would comprise 3 members from England and 3 from N.Ireland, and that QAA would not enter into discussions but would focus on an audit of process.</p>	
<b>CQE 32.13/14</b>	<b>DEL Review of Apprenticeships</b>	
	<p>The HCD noted the executive summary previously circulated and confirmed that she had done a mapping exercise between BMC’s submission and the consultation document.</p> <p>The DC considered the consultation document lacked ambition albeit many of the BMC recommendations had been taken on board and he thought there were three major issues:</p> <ol style="list-style-type: none"> <li>1) DEL recommended that apprenticeships should commence at level 3 (BMC recommended level 2);</li> <li>2) DEL recommended that apprenticeships would be for new employees not existing employees thus ruling out upskilling;</li> <li>3) The minimum duration of two years potentially leading to drop out of</li> </ol>	

	<p>people who required shorter learning periods.</p> <p>The in house consultation process was discussed noting the overall deadline of 7<sup>th</sup> April 2014.</p>	
<b>RES 16</b>	<p>It was agreed that a policy briefing be provided for the Governing Body of 26<sup>th</sup> February 2014 at which feedback would be sought, and that a first draft response to DEL would be ready for circulation by 14<sup>th</sup> March 2014 with a final Governing Body review taking place on the Dublin fact finding visit of 26<sup>th</sup> and 27<sup>th</sup> May 2014.</p>	<b>HCD Secretary</b>
<b>CQE 33.13/14</b>	<b>DDLS UPDATE</b>	
	<p>The DDLS introduced his Executive Summary of Admissions and Enrolments 3013/14. He confirmed that the whole system had been re-engineered and all processes subject to Internal Audit review which had resulted in a "Substantial" assurance. The Working Group still met on a regular basis in recognition that the processes needed continuous improvement particularly in relation to speed of operation – the aim was "better and quicker".</p> <p>It was noted that around 2500 people had visited BMC on its recent Open Day, and that the recruitment season had begun on 1<sup>st</sup> February 2014.</p>	
<b>CQE 34.13/14</b>	<b>Stakeholder Engagement</b>	
	<p>The upcoming Stakeholder Engagement breakfast meeting on 17<sup>th</sup> February was noted.</p> <p>The HCD tabled a termly e zine that had been circulated electronically earlier that evening to governors, and noted that this was supplemented by the monthly Calendar update. She noted the publication of the BMC F/T prospectus (and also the fact that students preferred to access their recruitment information online however parents preferred a paper prospectus).</p> <p>The HCD also noted upcoming visits from a Chinese Delegation, the QAA, the NI Affairs committee and a recent highly successful "Let's Talk" initiative which had featured politicians from all parties being questioned by BMC students. She estimated the value of recent free BMC media publicity arising from BMC events to be in the region of nearly half a million pounds.</p>	
<b>CQE 35.13/14</b>	<b>DONM February 18<sup>th</sup> Curriculum Briefing</b>	
	<b>Signed Chair</b>	
	<b>Date</b>	