

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 13th May 2015 in TQ boardroom.		
Present	<p>Governors: Patricia Haren [Chair], Frank Bryan, Kevin McKeaveney, Ciaran O’Grady, Ken O’Neill and Lindsey Smith.</p> <p>Officers: Paul Kane, Interim Director of Curriculum (DC), and Damian Duffy (DDLS).</p> <p>Secretary: John McAndrew</p>	
CQE 36 14/15	Apologies and Notice of AOB:	
	<p>Apologies: Apologies received from officer Gillian Magee, Head of Corporate Development (HCD)</p> <p>AOB: None</p>	
CQE 37 14/15	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts of interest were declared	
CQE 38 14/15	Minutes of the Curriculum, Quality and Engagement Committee held on 18th February 2015	
	The minutes were agreed and signed by the Chair.	
CQE 39 14/15	Matters Arising	
	<p>25 14/15 (CQE 15 14/15, CQE 4 14/15 RES 20) Accreditation Table Update. A circulated updated table was reviewed and the contents found satisfactory. (RES 2, 17 & 25) Lesson observation progress report. See Minute 41.</p> <p>27 14/15 Curriculum Strategy. See Minute 42</p> <p>RES 26 FLU Update. See Minute 41.</p> <p>RES 27 Criteria in lesson observation. Publications from ETI and BMC had been circulated for information. The discussion in response to these documents is recorded in Minute 42.</p> <p>RES 28 Student /Activities Voice See Minute 43.</p> <p>RES 29 NIPS Update. See Minute 43</p> <p>RES 30 Full engagement calendar. See Minute 40.</p> <p>RES 31 CQE TOR. Ratified by Governing Body on February 25th 2015.</p>	DC
CQE 40 14/15	Chair’s Business	
	<p>The Chair noted her attendance at a memorial dinner for Paul O’Connor RIP attended by his family and close friends and staff.</p> <p>Miss Smith noted her and other governors’ attendance at the Supported Learning Graduation which was both inspirational and rewarding. Professor O’Neill also noted the appreciation of BMC voiced by parents.</p> <p>The Chair asked that a stakeholder event calendar be circulated to all governors.</p> <p>The Chair noted that this was the last scheduled CQE Committee prior to the standing down of several governors including CQE Committee members Ken O’Neill, Lindsey Smith, and herself. The Chair thanked her fellow governors, senior staff and other attendees for their contributions over the years. Members showed their appreciation of the Chair with a vote of thanks for her leadership of the Committee.</p>	HCD

CQE 41 14/15	Curriculum Update	
	<p><i>Lesson Observations</i></p> <p>Mr Kane noted that there would be in excess of 200 lesson observations carried out by the end of the year (out of a total of @ 570 F/T and P/T staff). There was a detailed discussion on how observations are carried out and the appraisal form used i.e. Learning Record. On enquiry it was confirmed that P/T evening lecturing staff were also subject to lesson observation, that all lesson observations were announced other than ETI inspector observations, and that academic staff were reviewed once every two years in a rolling cycle. It was noted that the ETI evidence base sought might include the online programme portfolio, syllabus scheme work, assessments and a range of quality indicators; and that individual students were surveyed for feedback.</p> <p><i>FLU Update</i></p> <p>Mr Kane noted an aggregate of 10,357 FLUs to date which was in excess of the 98% target number, and whilst there would be withdrawals he was confident that the target would be met following such measures as post Easter classes. On enquiry Mr Kane confirmed that high success levels were impossible without high retention and achievement, and level 2 learners particularly benefited from additional support measures. There was detailed discussion of the reasons for low achievement with 45% of school leavers in Belfast leaving school without a pass in GCSE English and Maths. Mr Kane explained how Essential Skills in the college were supporting students and enabling them to gain an equivalent to a pass at GCSE. It was recognised that the changes to knowledge and assessment standards pioneered by Pearsons and likely to be followed by other awarding bodies would result in more learners under pressure to achieve the pass grade; this would be kept under review.</p>	
CQE 42 14/15	Review of the Curriculum Strategy	
	<p>The Chair asked for comments from all Committee members on the Strategy. It was generally agreed to be a well written, coherent and ambitious strategy with the appropriate level of detail. The new teaching and learning centre was particularly welcomed. The review of the schools was also seen as a positive move. Members recalled the Permanent Secretary's view that the Curriculum Strategy was of fundamental importance to a College, followed by the staffing to deliver it, followed by the Estates capacity and then only then were the financial implications to be addressed.</p> <p>It was considered that the use of blended learning and technology and were potentially the biggest paradigm shifts currently happening and that the appraisal pro forma as discussed at CQE 41 could usefully be amended to reflect this paradigm change (observation 33 refers.)</p>	
RES 32	The Committee agreed to recommend that the Observation of Learning Record in the sector wide agreed Appraisal Scheme for Lecturers be amended to reflect new technology and teaching techniques. (Subject to HR advice)	DC HHRD
RES 33	The Committee agreed to recommend the BMC Curriculum Strategy "Creating Higher Expectations" as fit for purpose to the Governing Body.	Chair
CQE 43 14/15	DDLS Update	

Admissions

Mr Duffy said the position was currently very healthy and the challenge was to transform applications into enrolments; he confirmed that the call centre would be operating again this year.

NEETS

Mr Duffy said the key challenge at this time was to understand where DEL will focus their funding i.e. where did NEETS fit in. The thinking seemed to be that ESF, SIF and United Youth will provide the main funding for a variety of NEETS programmes with the attendant risk of a disjointed approach with no clear progression routes. The demise of the Learner Access and Engagement programme, and the further reduction in funding for Schools Partnership Programme, also placed pressures on this type of provision.

The Committee asked that this area continue to be reviewed and actioned as many school leavers in Belfast fall into this area.

Steps 2 Success

The College and the training provider were awaiting clarification following a Departmental intervention that this provision be funded at full cost by training providers.

Youth Training

Mr Duffy confirmed that work was ongoing across 6 FE Colleges to develop proposals for a new Tech Bac solution for Youth Training to start in September; the Tech Bac being a wrapper for vocational qualification at level 2, essential skills, an employability qualification and a project.

Apprenticeships

From April 2016 – FE Colleges will have the lead role in delivering Apprenticeship programmes with new Apprenticeships from Level 3, and Higher Level Apprenticeships (HLA) at Level 4 and 5 and progress into Universities for Level 6 and Level 7.

BMC is currently working on proposals to develop HLAs Proposals in : Accountancy, ICT, Renewables; and Tourism and Hospitality DEL has also set aside funding for 300 places for Level 3 Apprenticeship pilots to begin in September, effectively asking BMC to find and create jobs prior to then.

Learner Voice

Mr Duffy had recently held learner voice meeting with class representatives. On enquiry it was confirmed that there were few complaints, and if arising largely dealt with informally, with very few in number progressing to the next level. It was also confirmed that surveys picked up on the praise and areas that worked well.

Other Training: Training for Learners/ Unemployed

Some uncertainties about future solutions for Youth Training and the successor to TFS were noted and Departmental decisions were required. BMC had also

	<p>taken on delivery of Into Work Training Scheme for unemployed participants working under the direction of Job Centre Advisers.</p> <p><i>Other Training: SMEs</i></p> <p>BMC continued to successfully deliver DEL Assured Skills Programme with the College the provider of choice; the last two years had seen income of £1.4m and there was a further twelve months of income in the pipeline.</p> <p>The College has also secured an extension to the funding for the Employer Support Programme (where BMC deliver short training interventions to SMEs) with a letter of offer for over £333k funding. The College is also taking on the delivery of the Customised Training Programme previously managed by DEL, this programme complements the Employer Support programme.</p> <p>He also noted that BMC is also managing two Council funded training programmes – GENERATE for renewables companies for Belfast and Lisburn City Council and SUPERCONNECTED for Belfast City Council.</p> <p>Mr Duffy noted the resource implications and resulting pressures on the Business Development Team in managing programmes.</p> <p><i>NIPS</i></p> <p>Mr Duffy confirmed that the SLA and business case was with DFP for approval; that BMC was now starting some additional work to consider employability; and that the official launch was on 28th May.</p>	
CQE 44.13/14	Meeting Evaluation	
	It was agreed that the meeting had covered the ground with good discussions.	
CQE 45.13/14	DONM September 2015	
	<i>Signed Chair</i>	
	<i>Date:</i>	