

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 18th February 2014 in TQ boardroom.		
Present	<p>Governors: Patricia Haren [Chair], Kevin McKeaveney, Ciaran O’Grady, Ken O’Neill and Lindsey Smith.</p> <p>Officers: Paul Kane, Interim Director of Curriculum (DC), Damian Duffy (DDL) and Gillian Magee, Head of Corporate Development (HCD)</p> <p>Secretary: John McAndrew</p>	
CQE 22 14/15	Apologies and Notice of AOB:	
	<p>Apologies: Apologies received from governor Frank Bryan.</p> <p>AOB: None</p>	
CQE 23 14/15	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts of interest were declared	
CQE 24 14/15	Minutes of the Curriculum, Quality and Engagement Committee held on 18th November 2014	
	The minutes were agreed and signed by the Chair.	
CQE 25 14/15	Matters Arising	
	<ul style="list-style-type: none"> • <i>CQE 15 14/15(CQE 4 14/15 RES 20) Accreditation Table.</i> Members noted the summary table and the quality assurances across a variety of benchmarks. • <i>RES 21 Circulation of BMC submission to the DEL Committee Enquiry into Education, Training and Employment for people with learning difficulties.</i> Circulated to members. • <i>RES 2 and 17 Lesson observation progress report to be provided at each CQE meeting. See minute 27</i> • <i>RES 5 Recruitment, Retention and Achievement as separate areas to be included in the Risk Register.</i> Raised at Governing Body of 29th September 2014 and 26th November 2014, raised at A&R Committee of 17th February and included on Risk Register. • <i>CQE 16.13/14 Recruitment of Interim DC.</i> Mr Kane appointed. • <i>RES 8 Weekly CNI briefings.</i> Circulated to members. • <i>CQE 17.13/14 and RES 9 DEL Review of Youth Training. Document and response to be circulated in advance. See minute 29.</i> • <i>(CQE 17.13/14 Steps 2 Success update. See minute 27.</i> • <i>CQE 17.13/14 and RES 10. DEL FE Strategy presentation.</i> The HCD confirmed that elements of the Strategy had been incorporated into the Executive presentation to the December 2015 Governing Body. • <i>RES 11 Executive summary of Enrolment progress report to be circulated to governors. See minute 30.</i> • <i>RES 12 NIPS SLA report. See minute 31.</i> • <i>RES 13 Student activities/voices report to be circulated to governors. See minute 30.</i> • <i>RES 14 and 15. Amended WCQIP. Approved by Governing body on 26th November 2014.</i> • <i>RES 16 Interim Capability procedure. Committee views reported to the Governing Body of 26th November 2014.</i> 	DC
RES 23	<i>The Committee agreed to receive an Accreditation summary at every meeting.</i>	HCD

CQE 26.14/15	Chair's Business	
	There was none not covered by the Agenda.	
CQE 27.14/15	Curriculum Update	
	<p><i>Paul O'Connor, RIP</i></p> <p>The Chair paid tribute to the recently deceased Director of Curriculum, Paul O'Connor.</p> <p><i>Curriculum Strategy</i></p> <p>The interim DC provided the background to the ongoing Curriculum Review carried out by the Good to Great Curriculum Team noting the different challenges and the need for a relevant curriculum. The DDLS noted the bottom up approach in which every course in every school was examined.</p> <p>The HCD distinguished between the corporate position framework paper to be delivered to the February 25th Governing Body which incorporated findings from the Curriculum Review, and the Curriculum Strategy which was currently being updated and refreshed. On enquiry it was confirmed that the Curriculum Strategy would come to CQE Committee together with an evaluation of the previous strategy and the outturns. It was also confirmed that the period covered by the existing Strategy ended at the end of this academic year, and that the Curriculum Strategy would be completed before the May 2015 CQE committee.</p>	
RES 24	<i>The Committee agreed to review the Curriculum Strategy at its May 2015 meeting, and following review, make a recommendation to the Governing Body</i>	HCD
	<p><i>Lesson Observations</i></p> <p>The interim HCD noted the number of observations (138 to end of January 2015, 242 planned by end of academic year) and 6 staff to date had lessons deemed to be Satisfactory and none deemed Unsatisfactory; of the 6, 4 had been re-observed and moved to Good, the remaining 2 were receiving support.</p> <p>On enquiry it was confirmed that it was a rolling 3 year programme of evaluations, that students were surveyed, and that these were in addition to ETI inspections.</p> <p>The HCD noted that ETI had made it clear that T&L improvements had to be made in order that the College progress from Good to Great; to that end a T&L unit was being established In Millfield which inter alia would incorporate training in appropriate technology strategies including blended learning. The quality of pedagogy and the quality of technology were identified as separate issues and current technology constraints highlighted.</p> <p>On enquiry it was confirmed that DEL required teachers to achieve a PGCFE within 2 years , and that there were ongoing conversations with DEL about the use of PGCFE qualified teachers on ESF programmes for level 1 students.</p>	
RES 25	<i>The Committee agreed that a summary of lesson observations be provided to every meeting.</i>	DC
	<p><i>Steps 2 Success</i></p> <p>The DDLS confirmed that contracts were up and running from November 2014 and provided by Ingeus UK Ltd in partnership with local providers.</p>	

	<p><i>FLU Update</i></p> <table border="1"> <tr> <td>FE F/T</td> <td>currently over target</td> </tr> <tr> <td>FE P/T</td> <td>currently under target</td> </tr> <tr> <td>Essential Skills</td> <td>currently under target</td> </tr> <tr> <td>HE F/T</td> <td>currently over target</td> </tr> <tr> <td>HE P/T</td> <td>currently under target</td> </tr> </table> <p>The interim DC noted that the College was confident that targets would be realised within the 2% plus or minus permitted margin, and that actions were in place to address P/T FE and HE under enrolment.</p>	FE F/T	currently over target	FE P/T	currently under target	Essential Skills	currently under target	HE F/T	currently over target	HE P/T	currently under target	
FE F/T	currently over target											
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Essential Skills	currently under target											
HE F/T	currently over target											
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RES 26	<i>The Committee agreed to receive a FLU summary at every meeting.</i>	DC										
CQE 28.13/14	ETI/WCQIP											
	<p><i>ETI Letter and Follow up report following the January 2015 ETI inspection</i></p> <p>The interim DC noted the conclusions of the ETI inspection follow up namely:</p> <ul style="list-style-type: none"> • in Work Based Learning (WBL) that the overall quality in T&L was now good • the quality of Leadership and Management at all levels in the College was also good • the inspection had identified areas for improvement which the College had demonstrated the capacity to address <p>On enquiry it was confirmed that these were evidence based judgments which resulted in one of six descriptors.</p> <p><i>ETI Scrutiny Inspection report relating to the Self Evaluation Review, and the Quality Improvement Planning processes.</i></p> <p>The interim DC noted the key areas for improvement and conclusions of the ETI Scrutiny inspection report namely:</p> <ul style="list-style-type: none"> • to further develop Management Information in WBL to help plan for further improvement, and • to make more evidence based judgments on the quality of teaching, training and learning in the lesson observation process; concluding • the ETI has confidence in the self evaluation and quality improvement processes. <p>The Chair congratulated officers</p>											
RES 27	<i>The Committee requested sight of the criteria that are used in lesson observation.</i>	HCD										
CQE 29.13/14	DEL Review of Youth Training											
	The HCD confirmed that the response to the DEL Review of Youth Training to which governors contributed was submitted to schedule on 10th February 2014.											
CQE 30.13/14	DDLS Update											
	<p><i>Admission Review</i></p> <p>The DDLS gave details of the Admission (enrolment) Review and highlighted that BMC had had its most successful admission process to date, with the centralised process, the clearing day and the call centre all working well and the same framework process would be used again in 2015/16. On enquiry it was confirmed that the process was reviewed every year.</p> <p>The Chair congratulated the staff on their enrolment improvements.</p>											
RES 28	<i>The Committee agreed to receive a report on the Student /Activities Voice at its May 2015 meeting.</i>	HCD										

CQE 31.13/14	NIPS SLA	
	The DDLS introduced the NIPS Service Level Agreement making specific reference to the Curriculum content, essentially a new curriculum framework had been agreed with Essential Skills at its core with a range of vocational options. On enquiry it was confirmed that the quality of the curriculum was subject to inspection and BMC remained accountable, that the contract had an Infrastructure Project manager, and that the Resources Committee would also be looking at the NIPS SLA from their perspective.	
RES 29	<i>The Committee asked that it be kept updated on the curriculum outworkings of the contract on a regular basis.</i>	DDLS
CQE 32.13/14	Stakeholder Engagement	
	The HCD noted some upcoming highlights including: Chinese New Year Celebration (TQ) Thurs 19 Feb Full-time Information and Advice Day (TQ) Tue 24 Feb Women Into STEM (NI Science Festival) (TQ) Fri 27 Feb Threshold Programme Celebration (TQ) Tues 3 March Supported Learning Graduation (TQ) Tues 3 March St. Patricks Day Celebration (TQ) Thurs 12 March NI Skill Build Festival (CR) Wed 29 and Thurs 30 April Belfast Met Creative Week (All) Mon 18 to Fri 22 May	
RES 30	<i>The Committee requested that a full engagement calendar be circulated to all governors.</i>	HCD
CQE 33.13/14	CQE Terms Of Reference	
	The Secretary confirmed that best practice in corporate governance required regular review of Terms of Reference for committees. Given the extensive review of the TOR in recent times that saw engagement fully incorporated into the TOR alongside Curriculum and Quality, it was not envisaged that the TOR be radically changed anew prior to the upcoming change of committee membership when a new Governing Body was appointed. However he noted one amendment, the addition of Mr McKeaveney to the list of Committee members.	
RES 31	<i>The Committee recommended approval of the CQE TOR to the Governing Body.</i>	
CQE 34.13/14	Meeting Evaluation	
	It was agreed that the meeting had covered a lot of ground and had been chaired very well, and had been enhanced by the use of the technology.	
CQE 35.13/14	DONM May 26th 2015	
	<i>Signed Chair</i>	
	<i>Date:</i>	