

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE		
Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 8.30am on 23rd January 2017 in TQ boardroom.		
Present	<p>Governors: Norman Hamilton (Chair), Catherine Burns, Ciaran O'Grady, Kathleen O'Hare and Kevin McKeaveney .</p> <p>Officers: Damian Duffy, Director of Development, Jonathan Heggarty, Director of Curriculum (DC), Gillian Magee, Director of Transition (DT), Lorraine Lavery, Curriculum Quality Assurance & Performance Development Manager (CQA), Jim Woods. Head of Learner Success and Oonagh McGarrity</p> <p>Secretary: John McAndrew</p>	
CQE 21 16/17	Apologies and Notice of AOB:	
	Apologies: Apologies received from governor Kate Burns.	
CQE 22 16/17	Conflicts of Interest Declaration	
	In response to the Chair's question to members none were declared.	
CQE 23 16/17	Minutes of the CQE Committee held on 14th November 2016	
	The minutes were agreed.	
CQE 24 16/17	Matters Arising	
	<ul style="list-style-type: none"> • RES 2 The CQE Committee to recommend invitation to DfE officials to periodically visit the BMC Governing Body. Discussed at 29 November 2017 Governing Body. The Secretary confirmed that the Governing Body Chair would be inviting a DfE to a future Governing Body. • RES 3 Apprenticeship structure to be brought to committee. See Minute 26 16/17. • RES 5 NIPS Learning & Skills Contract presentation to be made to Governing Body. Completed at 29 November 2017 Governing Body. The DD noted that the HPP had passed on the praise of the Governing Body re the Prison programme to staff. • RES 6 & 7 WCQIP scrutiny date. It was confirmed that this has still to be determined. Members were also informed of potential industrial action during visits. 	
CQE 25 16/17	Chair's Business	
	Covered in Matters Arising.	
CQE 26 16/17	Training and Apprenticeship Update	
	<p>The DD updated members on the Training Contract, changes to the contract , the issue of tenders to private training organisations and the implications for Colleges; training and apprenticeship pilots, skills and employability developments.</p> <p>Of particular note were the absence of progression routes to level 6 which acted as a barrier to Colleges introducing new and economically relevant apprenticeship at level 4 and 5 eg cyber computing, advanced engineering, some hospitality courses; the apprenticeship levy which was not ring fenced; and the localised nature of apprenticeships. Officers also highlighted continuing significant challenges and/or delays in curriculum reform, funding mechanisms, staff remuneration, and addressing issues arising from E&W Awarding bodies. Little progress had been made in the last two years in the sector.</p>	
RES 6	<i>The CQE Committee asked that a briefing paper clearly signaling the</i>	DDL

	<i>challenges facing the sector be prepared for Governing Body.</i>	S
Governor O'Hare joined the meeting		
CQE 27 16/17	Quality Assurance of Higher Education	
	<p>The CQA Manager outlined the revised Operating Model for Quality Assessment in Higher Education from March 2016. In essence it was more risk based, grounded in the mission and context of the College, focused on those areas that matter to students, and was to be built on existing assurance mechanisms with the aim of reducing bureaucracy. BMC were embarking upon a developmental period of enhanced activity which in turn would lead to BMC becoming an enhanced provider. All NI College governing Bodies had submitted assurance statements in December 2016 and would be visited and reviewed in 2017. The outcome would a "quality letter" in April/May 2017 stating whether requirements were met or not or further review required.</p> <p>The CQA Manager also gave details of HE Governance and BMC's participation, as one of 4 colleges, in a UK wide survey. The next steps were to evidence BMC's commitment to the 10 Principal responsibilities of good governance and for governors and officers to meet the review team in 27 March 2017.</p> <p>Members noted the increasing official emphasis on review rather than the core curriculum which faced significant challenges. Officers noted it was an important building block towards self-awarding degree status.</p>	
CQE 28 16/17	Curriculum Update	
	<p><i>Performance</i></p> <p>The DC outlined performance (FE/FT, FE/PT, HE/FT, HE/ PT, Ess. Skills) against 2015/16 funded targets and also four year trends culminating in 2015/16. It was agreed to furnish further information on success rates for Apprenticeships, and members noted some erroneous publicity in the media.</p> <p>On enquiry BMC's rankings in relation to other Colleges was noted and their overall placement as second in full time FE was in part the result of social deprivation in the BMC catchment area.</p> <p><i>Learner Success Pilot</i></p> <p>The Centre Manager for Student Engagement and Retention gave details of a Level 2 Retention pilot which focused on those learners at risk of disengaging or a cause for concern. One officer had been assigned to each school (self funded by BMC). Since September 2016 over 400 learners had been helped and there had been a 10% increase in retention.</p> <p>On enquiry it was confirmed that officers had undergone training; that BMC would be open to liaising with other organisations including the Samaritans, Lighthouse; that Carecall was on call 24/7 as well as face to face; and that there was a high incidence of mental health issues. The next steps were to carry out a mid year review and as seemed likely develop business cases for tracking software, and further development and scaling up building on the pilot.</p> <p>Members congratulated the team on a worthwhile and essential project being successfully carried out.</p>	DC
RES 7	<i>The Committee asked that a presentation on the Learner Success Pilot be made to the Governing Body.</i>	
CQE 29 16/17	AOB: Chinese New Year celebrations	

	Mr O'Grady noted the recent Chinese New Year celebrations at the Ulster Hall and the Governing Body presence at the highly enjoyable event. He thanked Alan Lui, a BMC lecturer, for organising the successful cross community celebrations. He wished everybody a "Happy New Year" in Chinese.	
CQE 30 16/17	DONM: 10 April 2017	
CQE 31 16/17	Meeting evaluation: "That was excellent"	