

<b>GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE</b>		
<b>Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held at 9.30am on 14<sup>th</sup> November 2016 in TQ boardroom.</b>		
<b>Present</b>	<p><b>Governors:</b> Norman Hamilton (Chair), Catherine Burns, Ciaran O’Grady, Kathleen O’Hare and Kevin McKeaveney .</p> <p><b>Officers:</b> Jonathan Heggarty, Director of Curriculum (DC), Gillian Magee, Director of Transition (DT), Lorraine Lavery, Curriculum Quality Assurance &amp; Performance Development Manager , and Rebecca Roberts I Head of Excellence</p> <p><b>Secretary:</b> John McAndrew</p>	
<b>CQE 12 16/17</b>	<b>Apologies and Notice of AOB:</b>	
	<p><b>Apologies:</b> Apologies received from governors Kate Burns and Brian Wilson and officer Damian Duffy.</p> <p><b>AOB:</b> Leadership Exchange Programme</p>	
	<b>AOB (taken first)</b>	
	Jonathan Heggarty outlined his and Damian Duffy’s recent visit to S. Africa on a Leadership Exchange Programme funded by the S. African government and the British Council. He compared educational systems. Among the more vivid examples were eg success rates in the first decile, outdated curriculums some from 1950s, weekend working for teachers who had not delivered Monday to Friday, and cleanliness of workshops. He said that three of his S. African hosts would be visiting Belfast in December and he would encourage CQE members to meet them.	<b>CQE Cttee</b>
<b>CQE 13 16/17</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair’s question to members none were declared.	
<b>CQE 14 16/17</b>	<b>Minutes of the CQE Committee held on 24<sup>th</sup> October 2016</b>	
	The minutes were agreed.	
<b>CQE 15 16/17</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>• RES 1 The CQE Committee agreed to flag to the Board their continuing support for advocacy and active political engagement. <i>The Chair noted that this was discussed at Chairs’ Committee and that concerns had been raised and recognised, noting also the possibility of a bleak future FE landscape</i></li> <li>• RES 2 The CQE Committee agreed to recommend to the Board the extension of an invitation to Departmental officials to periodically visit the BMC Governing Body and update members on Departmental thinking. <i>To be flagged at Governing Body meeting of 29 November 2016. It was thought that Head of FE Beverley Nicholson would accept an invitation and that the Committee should present their agenda to officials.</i></li> <li>• RES 3 The CQE Committee requested that the apprenticeship structure be brought to committee. <i>Next ordinary meeting 23 January 2106.</i></li> <li>• RES 4 The CQE Committee agreed to seek delegation from the Governing Body to circulate a draft WCQIP to all governors, to consider the document on 14th November, and subject to the satisfactory resolution of any issues, etc to sign off the WCQIP and submit the document to the Department. <i>The Chair had delegated authority to act on behalf of the Governing Body between meetings. This matter was also discussed at the Chair’s meeting of 7 November 2016 where the 18 November 2016 deadline for the submission of the WCQIP was noted, and it was agreed to delegate “signing off” to the CQE Committee following circulation of the WCQIP to all governors.</i></li> <li>• RES 5 The CQE Committee recommended that the NIPS Learning &amp; Skills Contract presentation be reprised to the full Governing Body. <i>Agenda item at the Governing Body meeting of 29 November 2016.</i></li> </ul>	<p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>DDLs</b></p> <p><b>CQE Cttee</b></p> <p><b>DDLs</b></p>
<b>CQE 16 16/17</b>	<b>Chair’s Business</b>	
	Covered in Matters Arising.	

CQE 17 16/17	WCQIP (Whole College Quality Improvement Plan) Presentation																					
	<p>The Curriculum Quality Assurance and Performance Development Manager reprised the background; and gave a presentation on this year's WCQIP. The Secretary confirmed that no comments had been received from other governors following circulation of the Plan.</p> <p>She noted that retention, achievement and success rates have continued to increase again in 2015/16, and also referenced initiatives and activities that had supported the year on year increases in achievement and success rates such as the use of QlikView, Performance Reviews, the creation of the new Centre for Student Engagement and Retention to support learners at risk and other course-team led actions to support improvement.</p> <p>In discussion, members noted the lack of progress in curriculum reform despite attempts by the College to put forward proposals, and that there was a gap between policy and implementation. The impact of VES on the Department had been significant. On enquiry it was confirmed that external factors had been adequately signalled in the report</p> <p>On enquiry it was accepted that while there were high targets for retention, achievement and success rates there was still room for improvement in pockets and no room for complacency. The impact of social deprivation on outturns was discussed; Belfast Met would benefit by 6 percentage points if social deprivation was factored into the equation, and this would be more reflective of distance travelled by learners.</p> <p>The competition between schools and Colleges and the lack of joined up thinking between DE and FE was highlighted; and that very often the schools could only deliver "vocational lite" courses at a higher cost to the taxpayer.</p> <p>It was noted that the stakeholder engagement survey was due for review in the summer of 2017, and that the online student induction had been taken up by 7000 students.</p>  <p>The diagram titled "Next Steps" shows a process flow for four areas: FE, Essential Skills, Training, and HE. Each area follows a path from "Area" to "College Evaluation" to "External Scrutiny" to "Outcome".</p> <table border="1"> <thead> <tr> <th>Area</th> <th>College Evaluation</th> <th>External Scrutiny</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>FE</td> <td>WCQIP signed off by Governing Body</td> <td>Inspections</td> <td>Published Reports</td> </tr> <tr> <td>Essential Skills</td> <td>WCQIP signed off by Governing Body</td> <td>Inspections</td> <td>Published Reports</td> </tr> <tr> <td>Training</td> <td>WCQIP signed off by Governing Body</td> <td>Inspections</td> <td>Published Reports</td> </tr> <tr> <td>HE</td> <td>WCQIP signed off by Governing Body and CEO</td> <td>DfE and HEFCE</td> <td>"Quality Letter" to College</td> </tr> </tbody> </table> <p>The diagram also features the Belfast Met logo and the slogan "Good to Great" with a right-pointing arrow.</p>	Area	College Evaluation	External Scrutiny	Outcome	FE	WCQIP signed off by Governing Body	Inspections	Published Reports	Essential Skills	WCQIP signed off by Governing Body	Inspections	Published Reports	Training	WCQIP signed off by Governing Body	Inspections	Published Reports	HE	WCQIP signed off by Governing Body and CEO	DfE and HEFCE	"Quality Letter" to College	
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RES 6	The CQE Committee confirmed that it had received and discussed a report and action plan relating to the continuous improvement of the Higher Education student academic experience and of student outcomes based on internal and external review processes.	DDLS																				
RES 7	Utilising its delegated authority, the CQE Committee was satisfied as to the fitness for purpose of the WCQIP and approved the WQIP for submission to DfE.	SEC.																				
CQE 9 16/17	AOB: None																					
CQE 10 16/17	Meeting Evaluation: "Very instructive".																					
CQE 11 16/17	DONM: 14 <sup>th</sup> November																					