

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE		
Minutes of the Curriculum, Quality and Engagement Committee of the Belfast Metropolitan College held on Tuesday 10th October 2017 at 08:30am in TQ boardroom.		
Present	Governors: Kathleen O’Hare (Chair), Declan Crummey and Brian Wilson. Officers: Damian Duffy, Director of Development, Jonathan Heggarty, Director of Curriculum (DC), Lorraine Lavery, Curriculum Quality Assurance & Performance Development Manager (CQA), and Glenn Ashfield, Head of Curriculum Planning & Services (HCAPS) Secretary: John McAndrew	
CQE 1/17/18	Apologies and Notice of AOB:	
	There apologies from governors Catherine Burns, Kate Burns and Seamus Dawson and Gillian Magee, Director of Transition.	
CQE 2/17/18	Conflicts of Interest Declaration	
	In response to the Chair’s question to members none were declared.	
CQE 3/17/18	Minutes of the CQE Committee held on 12th June 2017	
	The minutes were agreed subject to the removal of overemphasis in minutes 37 and 38. (Complete JMCA).	Secretary
CQE 4/17/18	Matters Arising	
	<ul style="list-style-type: none"> • RES 8 Training And Apprenticeships to feature at each meeting and further consideration be given to inviting officials to the Committee. See Agenda item 11 • RES 9 The Committee requested a league table of HE performance. See Minute 5. • RES 10 The Committee asked for sight of TOR for other FE Colleges. See Minute 13. 	
CQE 5/17/18	Chair’s Business	
	The Chair asked the DC to summarise the latest DfE Health Check. The DC commented on FLUs and delivery in the sector in FE, HE and ES provision and the Health Check was noted.	
CQE 6/17/18	Quality Update	
	<p>The CQA manager recapped the purpose of the WCQIP (Whole College Quality Improvement Plan) and highlighted the new ETI requirement for an Executive Summary in place of extensive text, the self evaluation output in seven sections and a separate HE return, the requirement for an assurance statement by the Governing Body, the categorization of performance levels, and the next steps including timelines.</p> <p>On enquiry it was confirmed that HLAs came under the QAA remit however HLA statistics were compiled by QIA in the Department; that there were now in excess of 90 P/T and F/T HE programmes, no cap on P/T programmes; and that inspectors were appropriately experienced. It was also confirmed that the Quality and Compliance Unit were fully resourced.</p> <p>The DC reiterated internal performance review measures with monthly meetings between the DC and CAMs / Heads of Schools which discussed <i>inter alia</i> quality performance and student learning issues and the resulting action planning.</p>	
RES 1	<i>The Committee agreed to re-schedule its November meeting to dovetail with the WCQIP process.</i>	Secretary CQA
RES 2	<i>The Committee agreed to be represented at the upcoming Student Rep meetings</i>	Secretary

	<i>(next meeting 17 January 2018)</i>	CQA
RES 3	<i>The Committee agreed to be represented at the OU programme validation on December 5 2017.</i>	Secretary CQA
CQE 7/17/18	HE Update	
	<p>The CQA manager noted that:</p> <ul style="list-style-type: none"> • The UU re-approval submission was signed in September 2017 - valid for 5 years • The OU Institutional approval in principle was secured September in 2017 • HE External Examiner reports across all HE partners had demonstrated compliance with academic standards and good student experience • 4 UU HE and 1 QUB HE programmes had been reapproved in 2016/17 – plus commendations <i>re</i> staff support for students and employer engagement • 3 new OU HE programmes and 1 new UU HE programme were scheduled for approval, and 1 QUB and 3 UU HE programmes were scheduled for re-approval in 2017/18 • The Pearson Annual Programme Monitoring Return scheduled for November 2017 • The QAA will visit the College w/c 12th March • 17 College managers attended the sectoral QAA conference on October 6 2017. <p>Governors welcomed the scrutiny and the positive benefits accruing. The Chair noted a recent Challenge/Support/HE governance programme attended by QUB staff and agreed to forward further details to fellow governors via the Secretary.</p> <p>The current and future provision of progression routes both local and national were discussed.</p>	
RES 4	<i>The Committee agreed to recommend a designated governor with specific responsibilities for HE (the Chair to liaise with the Chair of the Governing Body as to the nomination of a governor).</i>	Chair of CQE Chair of GB
RES 5	<i>The Committee agreed that HE Matters form a permanent agenda item</i>	Secretary
RES 6	<i>The Committee agreed to be represented at meetings with QAA in the week commencing 6 March 2018.</i>	Secretary CQA
CQE 8/17/18	Update on KPIs	
	<p>The HCAPS presented a pictorial summary of FLU performance against targets for F/T and P/T FE, for Essential Skills and for HE. The DC distinguished between single and multiple enrolments and the need to balance enrolments and funding. The DC noted the failure to meet the Essential Skills target together with the reasons and confirmed that it was a sector wide problem. Overall the college met its targets for 2016/17. On enquiry it was confirmed that this in part was due to marketing as well as constantly reviewed curriculum provision. The Chair praised the clarity of the visuals.</p> <p>The DC gave a presentation on the % retention, achievement and success KPIS for 2016/17 and the 4 year trends for 13/14 through 16/17 and reiterated the relevant definitions. On enquiry about intervention strategies the aforementioned monthly performance review and QA mechanisms together with the current underperforming areas were cited in response.</p>	
RES 7	<i>The Committee agreed that the graphics be circulated to governors for information.</i>	Secretary
CQE 9/17/18	Recruitment Update	
	The DC presented his report and confirmed that the college was on target but warned of attrition rates however there was a built in buffer which could be	

	adjusted. On enquiry he confirmed that the College was very sensitive to demographic trends but he believed that the demographic trough would bottom out in 2018.	
CQE 10/17/18	Curriculum Update	
	<p>The DC noted the:</p> <ul style="list-style-type: none"> • OU institutional approval • The securing of Stem Assured status • The Barriers to Curriculum Reform and action taken by the Principals group. He confirmed that no additional input was required at present from governors. • Apprenticeship Levy and employer funds leaving NI. It was confirmed that the DC and DD sat on the CBI Education Skills Committee 	
CQE 11/17/18	Training And Apprenticeships Update	
	<p>Members recognised that Training & Apprenticeships had already been referenced in discussion.</p> <p>The DD noted the challenges including old frameworks and old contracts that were still in place, and future input from 18 employment groups in generating new frameworks. On enquiry he confirmed that there were no apprenticeship[p programmes for Travel & Tourism, or Catering but these were in planning.</p>	
RES 8	<i>The Committee agreed that the Training & Apprenticeship Update would be the first substantive item at the next meeting.</i>	Secretary
CQE 12 /17/18	NIPS Project Update	
	<p>The DC confirmed continuation of business as usual, and noted College contributions to the NIPS consultation document Prison 2020.</p> <p>He confirmed the possibility of a future Committee meeting on site and a tour of the secure establishment .</p>	
RES 9	<i>The Committee agreed that a future Committee take place in a secure establishment subject to the agreement of all relevant parties.</i>	DD Secretary
CQE 13/17/18	CQE TOR and Assurance Statements	
	<p>The Secretary confirmed that he had sourced TOR for CQE committees or comparable committees in other Colleges and compared them with the Belfast Met CQE TOR. He sought agreement to further draft revised TOR in light of the discussions earlier in the meeting particularly around HE; similarly he sought agreement to further revise the draft Assurance Statement.</p>	
RES 10	<i>The Committee agreed that the Secretary redraft and circulate revised TOR and Assurance Statement prior to the next Committee meeting.</i>	Secretary
CQE 14/17/18	AOB	
	<p>The DC noted the launch of an initiative by Invest NI which in part highlighted the industrial export potential of the FE Sector.</p> <p>Further consideration to be given to a “charm offensive” targeted at school principals with perhaps an invitation event and briefing.</p> <p>The DC also noted the updating of policies relevant to the CQE Committee and the need for Committee approval; the amendments were in the main minimal and could</p>	<p>Chair</p> <p>DD</p>

	be handled electronically.	
RES 11	<i>The Committee agreed that Belfast Met policies for which the CQE Committee had input be circulated electronically by the Secretary.</i>	DD Secretary
RES 12	<i>The Committee agreed that further thought be given to a charm offensive targeting school principals</i>	Chair DC Secretary
CQE 15/17/18	DONM: November 2017 (TBD)	
CQE 16 17/18	Meeting evaluation: "A great deal of ground covered"	
	Chair :	Date: