

**BLACKPOOL AND THE FYLDE COLLEGE**  
**QUALITY AND STANDARDS COMMITTEE**  
**MINUTES OF A MEETING HELD ON TUESDAY 9 OCTOBER 2018, 5.00PM**  
**IN ROOM 204 ON THE UNIVERSITY CENTRE CAMPUS**

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**Present:** N Farley (in the Chair) Independent Member  
L Wareing Co-opted Subject Specialist

**In attendance:** P Howard, PDH Advisory Limited (Clerk to the Corporation)  
K Coughlan, Director of Quality and Standards  
S Hughes, Vice-Principal for Quality and Curriculum  
C Dunn, Vice-Principal for Higher Education and Student Enhancement

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**1. Chair and quorum**

N Farley took the chair and noted that due notice had been given to all committee members and that a quorum was present. Accordingly, he declared the meeting duly convened and constituted.

**2. Apologies for absence**

Apologies for absence were received from Anne Parmley, Independent Member, and Helen Fogg, Director of Higher Education.

**3. Declarations of interest**

There were no opening declarations of interest.

**4. Minutes of the previous meeting**

The minutes of the previous meeting held on 15 May 2018 were **APPROVED** as a true and accurate record.

**5. Dashboard**

The Vice-Principal for Quality and Curriculum presented a draft dashboard for the Committee's consideration. He noted that the intention was to provide a concise summary of progress and performance and to allow the Committee to identify areas where additional scrutiny may be beneficial. He confirmed that it is not intended for each of the metrics to be discussed at each meeting, and the Committee felt it would be beneficial to include detail of strengths and weaknesses in future versions.

L Wareing suggested that it would be beneficial to provide clarity on how the Committee oversees each of the metrics within the dashboard and noted that some additional HE metrics may develop as the year progresses as the result of developments within Office for Students. In response, the Vice-Principal for Quality and Curriculum confirmed that additional metrics could be included as needed.

The Committee endorsed the use of a dashboard and thanked all involved in its production.

## **6. Outcomes for FE, HE and apprenticeships**

The Director of Quality and Standards presented a report which had been circulated with the agenda to outline the draft outcomes for further education, higher education and apprenticeships and the Committee noted the provisional nature of some of the results at this stage. The Director of Quality and Standards summarised the results and the Committee noted the changes in comparison with the previous year.

In response to a question from L Wareing, the Vice-Principal for Quality and Curriculum clarified that references to apprenticeships include all levels that were due to complete during the 2017-18 year. He also clarified the difference between an apprenticeship and a traineeship.

In response to a question from L Wareing, the Vice-Principal for Quality and Curriculum clarified that outcomes do not feature in the dashboard previously considered by the Committee because it is a summative year-end metric which could not be monitored in-year. Notwithstanding, outcomes would feature as part of the Committee's discussions at the appropriate point in the year.

In response to a further question from L Wareing, the Vice-Principal for HE and Student Enhancement advised that retention within higher education can be a challenge across all HE providers and the Committee noted that whole cohort retention reporting is undertaken at B&FC.

In response to a question from N Farley, the Vice-Principal for HE and Student Enhancement summarised the manner in which Office for Students is likely to review data on an annual basis and confirmation was provided that B&FC had been entered into the OfS Register of Providers.

The Committee received the report and noted the content.

## **7. Level 3 value-added and Level 2 distance travelled**

The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to outline the progress of students at levels 3 and 2. He clarified that there is no national measuring system for students at level 2 and that, as a result, B&FC had devised its own system of measurement, with a focus on stretch and challenge.

The Committee received the report and noted the content.

## **8. Quality of learning, teaching and assessment**

The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the results of internal assessments of the quality of learning, teaching and assessment.

L Wareing commented that the report notes that observations are only one of the measures used to assess quality and that it would be beneficial to understand what other methods are used. In response, the Vice-Principal for Quality and Curriculum provided a summary of other methods and suggested that a chart be included in future reports to illustrate this more clearly. The Director of Quality and Standards confirmed that all teaching staff are involved in observations and that, if a staff member misses an observation due to illness, it is rescheduled.

The Committee received the report and noted the content.

## **9. 2017-18 student and employer survey**

The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the results of the 2017-18 student and employer surveys. The Committee was pleased to note the consistent high levels of satisfaction and L Wareing commented that, in some cases, students will wish to cease studying once they have completed a foundation degree and therefore the HE metric around the progression of students with a foundation degree to the honours top-up degree may not always be relevant.

The Committee received the report and noted the content.

## **10. Interim student progression and destinations**

The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the interim progression and destination data.

The Committee received the report and noted the content.

## **11. Office for Students annual assurance statement**

The Vice-Principal for HE and Student Enhancement presented a report which had been circulated with the agenda to facilitate scrutiny of the proposed responses to the OfS annual assurance statement on behalf of the Corporation Board. In response to a question from L Wareing, the Vice-Principal for HE and Student Enhancement outlined how the Corporation Board receives assurance over the work of the HE Academic Board.

## **12. Reassessment examination board**

The Vice-Principal for HE and Student Enhancement presented a report to summarise the outcomes of the reassessment examination board.

The Committee received the report and noted the content.

## **13. Date, time and venue of next meeting**

The next meeting of the Quality and Standards Committee will be held on 27 November 2018, 5.00pm on the University Centre Campus.