

**BLACKPOOL AND THE FYLDE COLLEGE**  
**QUALITY AND STANDARDS COMMITTEE (“the Committee”)**  
**MINUTES OF A MEETING HELD ON TUESDAY 6 OCTOBER 2020, 5.00PM**  
**VIA VIDEOCONFERENCE**

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**Present:**

K Gilmour (in the Chair)	Independent Member
H Knight	Independent Member
A Parmley	Independent Member (from Minute 4)
L Wareing	Co-opted Subject Specialist
S Williams	Independent Member

**In attendance:** K Coughlan, Director of Quality and Standards  
C Dunn, Vice-Principal for Higher Education and Student Enhancement  
H Fogg, Director of Higher Education  
S Hughes, Vice-Principal for Quality and Curriculum  
D Young (Clerk to the Corporation)

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**1. Chair and quorum**

K Gilmour 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.

The Chair welcomed S Williams to his first Committee meeting.

**2. Apologies for absence**

No apologies for absence were received.

**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 12 May 2020 were **APPROVED** as a true and accurate record.

**5. Matters arising**

There were no matters arising since the last Board meeting.

## **6. Quality and standards scorecard**

- i. The Vice-Principal for Quality and Curriculum summarised the results of the circulated dashboard showing progress against a number of quality metrics.
- ii. The Vice-Principal for Quality and Curriculum provided detailed responses to the Committee's questions regarding the impact of the pandemic on the results in view of the introduction of blended teaching and learning, and the process for determining the annual targets.
- iii. The Committee noted the content of the scorecard.

## **7. Outcomes for FE, HE and Apprenticeships**

- i. The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the interim outcome measures for FE, HE and Apprenticeship students in FY2019/20 and highlighted the good work that had been undertaken with awarding bodies and partners to ensure that no student was either disadvantaged or advantaged by the new processes.
- ii. The Committee scrutinised the outcomes and noted B&FC's continuing strong performance overall. In response to questions from the Committee members, there was a discussion on Maritime around the delivery of the Maritime curriculum and how it had been adapted to respond to the physical challenges with Maritime generally resulting from the pandemic.
- iii. The Director of Quality and Standards reminded the Committee of the rationale for the results remaining confidential until their release in 2021.
- iv. The Committee received the report and noted the content.

## **8. Student Progression and Destinations (FE and HE)**

- i. The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the current student progression and destination data for 2019/20 and the actions for 2020/21.
- ii. The Director of Quality and Standards emphasised that the destination measure provided a valuable indicator as to whether B&FC was providing the right programmes to enable B&FC students to proceed to appropriate, future sustainable employment and highlighted that progression and destination was seen by Ofsted as providing a more holistic understanding of student progression, than simply recording the number of students who moved on to higher levels of study.
- iii. The Committee members asked how students' progression and destination objectives were determined and how progression could be impacted by changes

caused by the pandemic. In response, the Director of Quality and Standards and the Vice-Principal for Quality and Curriculum provided details of the role of careers advice and guidance and processes to marshal and triage resources, and the extent to which curriculum was closely aligned to the skills needs of the economy.

iv. There was also discussion of the government's announcement to offer fully funded college courses to all adults in England without a level 3 qualification from April 2021.

v. The Committee received the report and noted the content.

## **9. Learning, Teaching and Assessment**

i. The Director of Quality and Standards presented a report which had been circulated with the agenda to inform the Committee of the findings from the lesson observations, and the broader feedback around Learning, Teaching and Assessment in 2019-20.

ii. The Committee discussed the report at length and asked for further information about the following which was provided at the meeting:

- the strengths and areas for improvement from virtual learning walks and how the findings would inform and continually enhance learning;
- the unintended positive consequences of online learning and teaching and the challenges digital mediums posed generally in gauging learning and engagement;
- the support employees had received to enable the delivery of effective learning experiences through live streamed sessions;
- the processes used to assess the effectiveness of teaching delivery; and
- the varied experiences of students who were joining B&FC in the September 2020 cohort versus those who had experienced learning both before and during the pandemic.

iii. The Director of Quality and Standards also highlighted how adept and agile the Directorate and Students team had been in ensuring the provision of technical and digital support to those students in need.

iv. The Committee was content with the responses from the Director of Quality and Standards and Vice-Principal for Quality and Curriculum and was assured of the high-quality learning, teaching and assessment within B&FC.

v. The Committee received the report and noted the content.

## **10. Value Added (L2) and Distance Travelled (L3) 2019/20**

- i. The Director of Quality and Standards summarised the report which had been circulated with the agenda to provide the Committee with a detailed analysis of actual student performance against minimum target grades, set using government Level 3 Value Added (L3VA) data and B&FC's own internal grade scoring for other Level 3 and Level 2 qualifications.
- ii. The Director of Quality and Standards highlighted the importance of this performance data for 2019/20 notwithstanding the fact that the Department for Education (DfE) would not be holding schools and colleges to account on the basis of exams and assessment data from summer 2020 and that the data would not be used by others, such as Ofsted and local authorities, to hold schools and colleges to account.
- iii. The Committee received the report noted the content.

## **11. Customer satisfaction 2019/20**

- i. The Director of Quality and Standards presented a report which had been circulated with the agenda to share the results of the internal and external student surveys that had been conducted during the year to assess student satisfaction rates and to identify areas for improvement across the College and in Curriculum Areas.
- ii. The Committee analysed and discussed the results. In response to a question from S Williams, the Director of Quality and Standards and the Director of Higher Education explained the process for feeding back results to employees and incorporating any areas of improvement into B&FC's strategy, self-evaluation documents and quality improvement plans.
- iii. The Committee noted the positive participation and engagement with the surveys and congratulated the College on the consistently high levels of satisfaction overall over a number of years, which demonstrated a very healthy trend and longevity.

## **12. Annual report of the Higher Education Academic Board**

- i. The Director of Higher Education presented a paper which had been circulated with the agenda to report on the business undertaken by B&FC's primary academic governance body, the HE Academic Board, during 2019/20 to enable the Committee to satisfy itself that B&FC's academic governance was operating effectively.
- ii. H Knight thanked the Director of Higher Education for compiling the report and acknowledged that the comments and suggestions raised previously around the content thereof had been incorporated which had been useful.

- iii. The Committee discussed the report and sought clarification of the reasoning for the focus on management relationships with external examiners and programme consultants; and asked for further information on the format of the meetings during the pandemic and the governor attendances on the learning walks, which were addressed at the meeting.
- iv. In response to a question from L Wareing, the Director of Higher Education confirmed that she would circulate the seven guiding principles B&FC had developed to act as a framework to support planning and to facilitate consistency of decision-making.

**ACTION: Director of Higher Education**

- v. Following discussion about the Committee's terms of reference which had last been revised in April 2020, it was **RESOLVED** that they should be brought to the Committee for consideration at the next meeting.

**ACTION: Clerk to the Corporation**

- vi. L Wareing commented on the value of the report in providing the Committee with great insight to and a sense of the work of the HE Academic Board and that the Committee would welcome a similar update on FE academic governance. Following debate, it was **AGREED** that the team would consider the most appropriate approach to provide the Committee with an overview of the academic and corporation governance structure and the respective roles and accountabilities of the various boards and committees.

**ACTION: Vice Principal of Quality and Curriculum**

- vii. The Committee received the report, noted the content and acknowledged that the HE Academic Board was fulfilling its duties for academic standards and the quality of learning opportunities within B&FC robustly.

### **13. Any other business**

- i. The Chair invited the Vice-Principal for Quality and Curriculum to update the Committee on the recent Ofsted visit. The Vice-Principal for Quality and Curriculum advised the Committee that B&FC had welcomed Ofsted to Bispham for a two-day visit on 30 September and 1 October 2020, to explore three key themes:
- The appropriateness of B&FC's curriculum in response to the changed circumstances of COVID.
  - Approaches B&FC used to build knowledge and skills to meet the needs of students.
  - Ensuring students were safe and well informed about potential risks including online - broadly safeguarding.

- ii. Although this had not been an inspection, it was noted that Ofsted would be publishing a report of the visit which would be shared with the Committee when available.
- iii. A Parmley commented on the excellent results reported at the meeting and the earlier Board meeting and asked that the Board's gratitude was conveyed to the relevant teams. The Chair and Committee members also thanked the team for their impressive and diligent reports presented at the meeting.

**14. Date, time and venue of next meeting**

It was noted that the next meeting of the Committee would be held on 24 November 2020 at 5.00pm, via teleconference should it not be possible to convene the meeting in person at University Centre.