

**BLACKPOOL AND THE FYLDE COLLEGE**  
**QUALITY AND STANDARDS COMMITTEE (“the Committee”)**  
**MINUTES OF A MEETING HELD ON TUESDAY 24 NOVEMBER 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
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.

**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 6 October 2020 were **APPROVED** as a true and accurate record.

The Committee noted the status of the action log.

**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 steady progress against a number of quality metrics. The Vice-Principal for Quality and Curriculum also summarised the various ways in which student attendance was being captured in response to a question from the Chair.
- ii. The Committee noted the content of the scorecard.

## **7. Ofsted visit 30 September and 1 October 2020**

- i. The Vice-Principal for Quality and Curriculum presented a paper which had been circulated with the agenda to update the Committee on the outcome of the recent Ofsted visit, following the publication of the report on 21 October 2020. The Vice-Principal for Quality and Curriculum reminded the Committee of the key themes Ofsted had explored during the two-day visit as reported at the previous meeting.
- ii. The Committee received the report and noted the content.
- iii. The Committee directed that the remainder of the discussion be minuted confidentially.

## **8. College Self-Assessment Report (SAR) 2019/20**

- i. The Director of Quality and Standards presented a report which had been circulated with the agenda to enable the Committee to scrutinise and challenge the College's Self-Assessment Report for its further education provision in 2019/20 and to recommend the final version to the (SAR) Corporation Board for approval. The Director of Quality and Standards confirmed that, whilst not a regulatory requirement to produce and submit a self-assessment report to the Education and Skills Funding Agency, Ofsted requested that it was submitted to them annually.
- ii. H Knight asked how the data in the report was shared with stakeholders, given its density, and also given the importance of B&FC sharing its successes with its key customers, particularly students. In response, the Director of Quality and Standards confirmed that the data was streamlined, with reference to Ofsted's Education Inspection Framework, and presented in an accessible format for its end users and customers including students.
- iii. In response to a question from S Williams about the plans for apprenticeships given the reported trends, there was discussion about the challenges with apprenticeships and the focussed initiatives, progress and work underway. The Committee also noted that as the SAR was the headline document, further detail could be found in the standalone apprenticeships report.

- iv. In response to a question from L Wareing, the Director of Quality and Standards clarified that the report comprised an executive summary as well as the full SAR.
- v. L Wareing thanked the authors for the excellent piece of work which was well written and included clear references to the relevant data. A Parmley also thanked the authors for the comprehensive report. The Chair shared his reflections from the Engineering and Science SAR Panel he had attended noting it had been a highly rigorous process and such scrutiny was expected when striving for excellence.
- vi. On behalf of the Committee, the Chair acknowledged the SAR successfully outlined the objectives of the self-assessment process and report; captured the headline strengths and areas of improvement; and outlined actions to bring about further improvements. The Committee considered that the SAR had been the subject of robust scrutiny, both prior to completion and by the Committee. It therefore **RECOMMENDED** that the document be approved.

## 9. College Self-Evaluation Document (SED) 2019/20

- i. The Vice-Principal for Higher Education and Student Enhancement presented the Higher Education Self-Evaluation Document 2018/19 (SED) for the Committee's consideration, following approval of the document by the HE Academic Board. She reminded the Committee of the robust processes involved in assessing academic standards; the membership of the SED panels which included student representatives; and the additional in-depth reviews that were undertaken periodically.
- ii. The Committee discussed the report at length noting the impressive array of data and excellent qualitative assessment, and noted HE Academic Board's role in comprehensively reviewing the trends and outcomes.
- iii. H Knight highlighted the content on page 35 of the report which confirmed retention rates for Students in Society, Health and Childcare with a learning difficulty, disability or both were not retained as well as those with no need and asked for information about the reasons for this and the support in place for these students. The Director of Higher Education and Vice Principal for Higher Education and Student Enhancement provided specific details of the variety of and continued support measures in place from monitoring of the access and participation plan to one to one sessions with career advisers, which the Committee explored. The Vice-Principal for Higher Education and Student Enhancement also highlighted that notwithstanding the fact that the SED was not a mandatory requirement, B&FC had been undertaking this annual analysis each year, for the last ten years, to drive interventions and improvements such as this, which gave the Committee further assurance.
- iv. S Williams drew the Committee's attention to the cohort analysis of students by ethnicity 2019/20 on page 10 and enquired about the measures in place to address

the relatively static and small numbers overall which the Committee also explored. The Director of Higher Education and Vice-Principal for Higher Education and Student Enhancement provided geographical context and discussed the initiatives in place to widen participation as detailed in the access and participation plan. Following the Committee's discussion, it was **RESOLVED** that this additional information should be explicit in the SED.

**ACTION:** Director of Higher Education

- v. There was discussion on enrolment by type of degree on page 7 of the SED, with particular focus on foundation degrees which the Committee considered.
- vi. The Chair thanked the team for the excellent report and rigour and the Committee received the report and noted the content.

## **10. Committee terms of reference**

- i. The Clerk to the Corporation summarised the proposed changes to the terms of reference following the annual review. She also signposted the Committee to the enclosed summary of the Committee's role in B&FC's quality which was considered a useful reference.
- ii. Following discussion, the Committee **APPROVED** the proposed changes to the terms of reference but asked that they also set out explicitly the Committee's remit in the context of both HE and FE for ease of reference.

**ACTION:** Clerk to the Corporation

## **11. Academic governance**

- i. The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to provide the Committee with an overview of the academic governance structure and the respective roles and accountabilities of the various boards and committees, as requested at the previous meeting.
- ii. In response to a question from H Knight, the Vice-Principal for Quality and Curriculum explained the reason student representation on the Academic Management Team was not practical nor appropriate, which the Committee noted.
- iii. The Committee received the report and noted the content.

## **12. Training: Quality Management Cycle**

- i. The Vice-Principal for Quality and Curriculum delivered a training session on the quality management cycle.

- ii. The Committee thanked the Vice-Principal for Quality and Curriculum for the useful session and the Chair requested that the training materials be made available to the Committee via the Reference documents section of the portal.

**ACTION:** Clerk to the Corporation

**13. Any other business**

The Chair thanked the team for their excellent reports and the rigour of the processes by which quality was pursued at B&FC. He also thanked the Committee members for their excellent questions and scrutiny of B&FC's quality and standards.

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

It was noted that the next meeting of the Committee would be held on 23 March 2021 at 5.00pm, via teleconference should it not be possible to convene the meeting in person.