

**BLACKPOOL AND THE FYLDE COLLEGE**  
**QUALITY AND STANDARDS COMMITTEE (“the Committee”)**  
**MINUTES OF A MEETING HELD ON 16 NOVEMBER 2021 AT 5.00PM**  
**BY VIDEOCONFERENCE**

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<b>Present:</b>	H Broughton	Independent Member (in the Chair)
	H Knight	Independent Member
	A Mills	Independent Member
	L Wareing	Co-opted Subject Specialist
<b>In attendance:</b>	K Coughlan	Director of Quality and Standards
	C Dunn	Vice-Principal for HE and Student Enhancement
	H Fogg	Director of Higher Education
	P Howard	PDH Advisory (minutes)

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**1. Chair and quorum**

- (i) H Broughton took the chair and noted that due notice had been given to all Committee members and that a quorum was present. Accordingly, she declared the meeting duly convened and constituted.
- (ii) The Chair noted that the focus of the meeting would be on reviewing the Higher Education Self-Evaluation Document (SED) and that an additional meeting would be convened in order to allow the Committee to review the Further Education Self-Assessment Report.

**2. Apologies for absence**

Apologies for absence were received from S Hughes (Vice-Principal for Quality and Curriculum).

**3. Declarations of interest**

There were no opening declarations of interest.

**4. Minutes of the previous meeting**

- (i) The minutes of the previous meeting held on 5 October 2021 were agreed as a true and accurate record and were **APPROVED** as a true and accurate record.
- (ii) The Committee reviewed the action log and noted that all actions due had been completed.

## **5. Review of HE Self-Evaluation Document**

- (i) The Director of HE summarised the process for developing the HE Self-Evaluation Document (SED) and reminded the Committee that it is approved by the HE Academic Board, which would be meeting the following week. The Committee was invited to scrutinise the document and provide any feedback in advance of its consideration by the HE Academic Board.
- (ii) The Director of HE highlighted the inclusion of hyperlinks to relevant data within the text of the document to provide an easier reading experience and briefed the Committee on student demographics.
- (iii) In response to a question from H Knight around the support provided to curriculum areas to manage natural student number fluctuations, the Vice-Principal for HE and Student Enhancement noted that COVID-19 had impacted the various curriculum areas to differing degrees and summarised the way in which curriculum areas are supported to plan for and address changes, including the review of business plans on a quarterly basis.
- (iv) L Wareing noted that National Student Survey results had remained positive and that student feedback was very good, and suggested that this should be more explicitly referenced within the report. H Broughton commented that appendix 4 would benefit from the inclusion of specific measurables, to which the Vice-Principal for HE and Student Enhancement commented that the definitions within the appendix are nationally prescribed.
- (v) The Committee also provided a number of other comments and suggestions for consideration.
- (vi) The Committee commended the Director of HE for the production of such a comprehensive document and the Director of HE thanked the Committee for its detailed and helpful review.

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

A meeting of the Quality and Standards Committee will be arranged in due course to review the FE Self-Assessment Report and the date advised to members.