

BLACKPOOL AND THE FYLDE COLLEGE
QUALITY AND STANDARDS COMMITTEE (“the Committee”)
MINUTES OF A MEETING HELD ON 22 MARCH 2022 AT 5.00PM
BY VIDEOCONFERENCE

Present:	H Broughton	Independent Member (in the Chair)
	R Fee	Independent Member
	A Lockley	Independent Member
	A Mills	Independent Member
	W Robinson	Independent Member
	L Wareing	Co-opted Subject Specialist
In attendance:	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)
	S Hughes	Vice-Principal for Quality and Curriculum

1. Chair and quorum

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.

2. Apologies for absence

There were no apologies for absence.

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 20 January 2022 were **APPROVED** as a true and accurate record.

Quality and standards scorecard

- (i) The Vice-Principal for Quality and Curriculum presented the regular Quality and Standards scorecard. He drew the Committee’s particular attention to the metrics around student retention and discussed these, comparing them with the wider sector trend.

- (ii) In response to a question from Richard Fee on the impact of the COVID-19 pandemic, the Vice-Principal for Quality and Curriculum described the likely impact of the fact that students have not been required to sit formal examinations whilst at school in the usual way, and the need for the college to provide support with exam technique.
- (iii) In response to a question from Wendy Robinson, the Vice-Principal for Quality and Curriculum confirmed that national benchmarking data had not been published since 2018/19. Notwithstanding, he noted that discussions with colleagues from other organisations continue to take place as a form of informal benchmarking.
- (iv) The Committee received and noted the content of the scorecard.

5. Mid-year report on student attendance

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to provide an overview of student attendance and to describe the work that is being done to address this where necessary. Particular note was made of the fact that attendance is monitored on an individual basis and that follow-up is undertaken with individual students as needed, in order to try and improve their attendance.
- (ii) In response to a question from Lesley Wareing, the Director of Quality and Standards confirmed the return to face-to-face education. In response to a question from Richard Fee, the Vice-Principal for Quality and Curriculum described the way in which student attendance is monitored and the steps that are taken in the event of continuing absence, including the removal of students from learning programmes. On this latter point, Richard Fee noted the impact that a small number of such students could have on overall retention figures and suggested that it would be beneficial to annotate the data where this is the case to provide a fuller picture.
- (iii) The Committee received the report and noted the content.

6. Mid-year report on student retention

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to outline the current FE student retention data.
- (ii) In response to a question from Lesley Wareing, the Vice-Principal for Quality and Curriculum explained the interrelationship between student retention and student attendance and described the steps that are taken to try and avoid students leaving a course mid-year. In response to an associated question from Richard Fee, the Director of Quality and Standards outlined the level of resource within the college that supports these activities.
- (iii) The Committee received the report and noted the content.

7. Mid-year report on apprenticeship performance

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to provide the Committee with a mid-year update on apprenticeship performance, including the current forecast for 2021/22 achievement. Particular note was made of the fact that the student cohort had grown from 580 in 2020/21 to 865 in 2021/22.
- (ii) In response to a question from Lesley Wareing relating to the findings of the recent Ofsted inspection, the Vice-Principal for Quality and Curriculum described the work that had been undertaken prior to the inspection and the targeted work that had been in place within B&FC for some time. Richard Fee also highlighted the recent introduction of a new inspection framework and noted the importance of comparing performance with organisations that have been inspected against the same framework.
- (iii) The Committee received the report and noted the content.

8. Mid-year report on value-added (level 3) and distance travelled (level 2)

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise value-added performance for students taking level 3 courses and distance travelled for students taking level 2 courses. Particular note was made of the fact that some of the baseline data for students was based on teacher-awarded grades as a result of the interruption of learning caused by the COVID-19 pandemic.
- (ii) In response to a question from Lesley Wareing, the Director of Quality and Standards confirmed that national benchmarking data had not been shared, but the Vice-Principal for Quality and Curriculum described the internal benefits of focusing on this area to seek to ensure students obtain the best possible results.
- (iii) The Committee received the report and noted the content.

9. Mid-year report on learning, teaching and assessment observations

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to update the Committee on the findings of learning walks and observations as well as broader feedback around learning, teaching and assessment.
- (ii) In response to a question from the Chair, the Director of Quality and Standards clarified that observations are also undertaken on student progress meetings as well as classroom-based education. In response to a question from Antony Lockley, the Vice-Principal for Quality and Curriculum provided a number of examples of good practice observed as well as describing some of the issues that had been addressed as a result of the observations.

(iii) The Committee received the report and noted the content.

10. Mid-year report on student feedback and satisfaction

(i) The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the findings of recent student satisfaction surveys which form part of a range of feedback mechanisms within the College.

(ii) In response to a question from the Chair, the Director of Quality and Standards described the activities to support student wellbeing. Adrian Mills noted that the surveys form part of the feedback system and sought clarification on the other approaches used, to which the Vice-Principal for Quality and Curriculum outlined the use of other methods, such as the Big Student Meeting and focus groups, as well as more local feedback processes and learner walks.

(iii) The Committee received the report and noted the content.

11. English and maths curriculum update

(i) The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to update the Committee on matters relating to the English and maths curriculum. He reminded the Committee of the two forms of English and maths activity which are offered at B&FC; both GCSE and functional skills.

(ii) The Committee received the report and noted the content.

12. Office for Students Access and Participation Plan progress update

(i) The Director of Higher Education presented a report which had been circulated with the agenda to update the Committee on progress with delivering the Access and Participation Plan.

(ii) In response to a question from Lesley Wareing, the Director of Higher Education outlined how the Office for Students monitors organisations during the year.

(iii) The Committee received the report and noted the content.

13. Schedule of meetings 2022/23 and 2023/24

(i) The Clerk to the Corporation presented the schedule of meetings for 2022/23 and provisional dates for 2023/24.

(ii) The Committee received the report and noted the content.

14. Committee effectiveness

The Clerk to the Corporation facilitated a self-assessment discussion around the Committee's effectiveness, noting that many of the Committee's members were

relatively new in post and that it would therefore be opportune to capture early observations as well as those from longer-serving members.

15. Terms of reference

The Committee reviewed its terms of reference and considered that no amendments were required.

16. Date, time and venue of next meeting

The next meeting of the Quality and Standards Committee will be held on 10 May 2022, 5.00pm, by videoconference.