

BLACKPOOL AND THE FYLDE COLLEGE
QUALITY AND STANDARDS COMMITTEE (“the Committee”)
MINUTES OF A MEETING HELD ON 21 MARCH 2023 AT 5.00PM
BY VIDEOCONFERENCE

Present:	H Broughton	Independent Member (in the Chair)
	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
	R Lawson	External governance reviewer

1. Chair and quorum

Helen 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

Apologies for absence were received from Antony Lockley.

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 22 November 2022 were **APPROVED** as a true and accurate record.

5. Quality and standards scorecard

- (i) The Vice-Principal for Quality and Curriculum presented the regular Quality and Standards scorecard and the Committee had the opportunity to ask questions.
- (ii) In response to a question about his key areas of concern, the Vice-Principal for Quality and Standards highlighted student attendance which, whilst within tolerance for the GFEC average, had shown a downward trend. In addition, he also noted that English and maths is an area of focus.
- (iii) The Committee received and noted the content of the scorecard.

6. Student attendance mid-year report

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the mid-year student attendance position.
- (ii) Adrian Mills suggested that consideration be given to including some narrative within the report which notes that the college is aware of the challenge for the future, linked to students with poor high school attendance moving into further education, and that it is actively working to address this.
- (iii) A discussion was held on this topic, with questions around the merits of incentivising attendance whilst also recognising the need to reflect wider approaches in the world of work, and also in respect of whether it is beneficial to consider a hybrid approach to curriculum delivery to reflect current industry approaches. In particular, it was noted that attendance is of particular importance to employers and it was suggested that emphasis be placed on the impact that a high attendance rate would have on a CV, as well as outlining the likely consequences in employment of low attendance.
- (iv) The Committee received the report and noted the content.

7. Student retention mid-year report

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to share the mid-year student retention position.
- (ii) In response to a question from Adrian Mills, the Vice-Principal for Quality and Curriculum outlined the ways in which student feedback on improving retention is sought, such as through questionnaires and also through informal engagement during learner walks.
- (iii) The Chair iterated the importance of linking such issues to the workplace, where a good level of attention coupled with demonstrable commitment means that students are likely to be well-received. She also suggested the need to carefully consider whether the provision of online learning options may inadvertently disincentivise attendance, because the learning can be undertaken remotely.
- (iv) Lesley Wareing commented on the importance of being clear what a blended learning environment could look like and how rich it could be, so that it can lead to an improved use of face-to-face teaching time so that this is focused on matters that require face-to-face input.
- (v) The Committee received the report and noted the content.

8. Apprenticeship performance mid-year report

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to set out the apprenticeship mid-year performance. She reminded the committee that apprenticeships remain challenging and that this had had the most significant impact on the last Ofsted inspection. The two areas of challenge remain those apprenticeships who are out of funding, and tripartite reviews. Nonetheless, she advised that good progress was being made and that it was planned for any outstanding issues to be resolved by the end of the year.
- (ii) Adrian Mills commented that the report seemed to focus more on learner-based interventions rather than teacher-based ones, to which the Vice-Principal for Quality and Curriculum noted

that apprenticeships had previously sat as a distinct curriculum area, whereas now they had been embedded into the relevant curriculum area. The Vice-Principal for Higher Education and Student Enhancement commented that this had always been the approach with higher and degree apprenticeships and that this development therefore brought all in line.

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

9. Learning, teaching and assessment observation mid-year report

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the findings from learning, teaching and assessment observations.

- (ii) In response to a question from Lesley Wareing, the Director of Quality and Standards reminded the Committee of the decision not to undertake individual graded observations and confirmed that she was confident that the deep dives are having the intended result. The Vice-Principal for Quality and Curriculum supported this view, and noted the intention to make the process more supportive and engaging to encourage further participation.

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

10. Student feedback and satisfaction mid-year report

- (i) The Director of Quality and Standards presented a report which had been circulated with the agenda to present the mid-year position in relation to student feedback and satisfaction.

- (ii) Adrian Mills commended the comprehensiveness of the report and suggested that consideration be given to building in additional contact time with students for board members.

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

11. English and maths curriculum update 2022/23

- (i) The Vice-Principal for Quality and Curriculum presented a report to update the committee on the English and maths curriculum.

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

12. Office for Students Access and Participation Plan update

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

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

13. Schedule of meetings 2023/24

- (i) The Committee received and noted the schedule of meetings for 2023/24.

- (ii) The Committee also agreed that it would adopt a mixed approach to meetings in FY2023/24, with the November and May meetings being held by videoconference and the remaining meetings being held in-person on the University Centre campus.

14. Review of committee terms of reference

The committee agreed to undertake this review at the next meeting, alongside the self-assessment of committee effectiveness.

15. Date, time and venue of next meeting

The next meeting of the Quality and Standards Committee will be held on 9 May 2023, 5.00pm, by videoconference.