

Minutes of a meeting of the B&FC Quality and Standards Committee

Held on 9 May 2023 at 5.00pm

By videoconference

Members' attendance record:

		4 Oct 2022	22 Nov 2022	21 Mar 2023	9 May 2023	2022/23 attendance
Helen Broughton MBE DL	Independent Member (in the Chair)	✓	✓	✓	✓	100%
Antony Lockley	Independent Member	✓	✓	A	✓	75%
Adrian Mills	Independent Member	A	✓	✓	A	50%
Wendy Robinson	Independent Member	✓	✓	✓	✓	100%
Lesley Wareing	Co-opted Subject Specialist	✓	✓	✓	✓	100%

In attendance:

Cheryl Dunn	Vice-Principal for Higher Education and Student Enhancement
Kate Coughlan	Director of Quality and Standards
Helen Fogg	Director of Higher Education
Paul Howard	Governance Professional, PDH Advisory (minutes)
Simon Hughes	Vice-Principal for Quality and Curriculum
Julia Williams	Observer

1. Chair and quorum

Helen Broughton took the chair and noted that due notice of the meeting had been given to all members and that a quorum was present. She therefore declared the meeting duly convened and constituted.

2. Apologies for absence

Apologies for absence were received from Adrian Mills (Independent Member).

3. Declarations of interest

No committee members declared an interest in any of the agenda items.

4. Minutes of previous meeting

The minutes of the previous meeting held on 21 March 2023 were **AGREED** as a true and accurate record of proceedings.

The committee considered the action log and noted that there were no actions due or outstanding at the meeting.

5. Quality and Standards scorecard

Simon Hughes presented the regular Quality and Standards scorecard, with a particular focus on apprenticeships and attendance. Regarding student progress, he noted that performance was as expected, and briefed the committee on the significant work that had been undertaken to sustain this performance. The committee discussed student retention and Wendy Robinson noted previous discussions around the changing behaviours of students and queried whether the two were linked. The committee therefore agreed to undertake a deep dive into retention as a topic at its next meeting, potentially supported by discussions with current students.

ACTION: Simon Hughes to arrange

The committee received the scorecard and noted the content.

6. Update following Ofsted inspection of teacher training provision

The committee received a confidential update on the recent Ofsted inspection of teacher training provision, noting that the information was under embargo until published by Ofsted.

7. 2021/22 national achievement rates

Kate Coughlan presented a report which had been circulated with the agenda to summarise B&FC's performance in the 2021/22 National Achievement Rates which had been published on 30 March 2023. The committee drew some comparisons with performance at other organisations and enquired whether there were things that could be learnt from them. Confirmation was provided that work is undertaken to learn lessons from others and note was also made of the fact that some organisations have a different mix of lower-level qualifications which can also affect their results. In particular, note was made of the fact that B&FC has a higher proportion of level 2 and 3 qualifications than other providers.

The committee received the report and noted the content.

8. Overview of learning, teaching and assessment

Kate Coughlan presented a report which had been circulated with the agenda to provide an overview of learning, teaching and assessment in place at B&FC, and in particular to share the findings of programme reviews across further and higher education and apprenticeships.

Lesley Wareing noted that the report refers to curriculum areas further developing their presence on the virtual learning environment (VLE) and sought clarification on what this referred to. In response, Kate Coughlan noted that whilst all areas use the VLE for delivery, some are better than others at using the VLE for other purposes, such as to access resources or to upload assignments,

The committee received the report and noted the content.

9. Future of learning

Kate Coughlan presented a report which had been circulated with the agenda to brief the committee on key educational developments that are informing learning, teaching and assessment.

Wendy Robinson acknowledged the importance of remaining abreast of developments and embracing technological advances but also iterated the importance of ensuring the basics continue to be delivered well. Lesley Wareing also suggested the importance of engaging with students whenever the opportunity presents itself, to ensure that the learner voice is heard as part of developments. Helen Broughton suggested that it might be beneficial to use the report in future board development sessions when the future strategy is being discussed.

The committee received the report and noted the content.

10. Higher Education curriculum development

Helen Fogg presented a report which had been circulated with the agenda to update the committee on the work being undertaken to ensure the continued currency of the higher education curriculum, which she noted is presented on an annual basis. Lesley Wareing commended the report and asked whether a full mapping exercise had been undertaken to ensure that the qualifications offered remain relevant. Helen Fogg confirmed that this was the case.

The committee received the report and noted the content.

11. English and maths curriculum update

Simon Hughes presented a report which had been circulated with the agenda to update the committee on progress to date with English and maths; both in terms of GCSEs, where the forecast grades for both maths and English were provided, and also functional skills, where forecast achievement rates were shared. Information on feedback from learner walks was also provided.

The committee received the report and noted the content.

12. Curriculum review

Simon Hughes presented a report which had been circulated with the agenda to allow the committee to review the outcomes from internal curriculum reviews which had taken place in December 2022. He also reminded the committee of the board's new duty to review curriculum provision in relation to local needs and that internal curriculum review meetings are a key part of discharging that duty. Note was made that a number of board members had taken the opportunity to attend a curriculum review to observe the process at first-hand.

The committee received the report and noted the content.

13. Committee self-assessment

Paul Howard facilitated a discussion to allow the committee to undertake its annual self-assessment.

14. Review of committee terms of reference

Paul Howard presented a report which had been circulated with the agenda to invite the committee to review its terms of reference and to make recommendations to the board in respect of any changes it may wish to make.

Following discussion, the committee concluded that no changes to the terms of reference were required.

15. Date, time and venue of next meeting

The next meeting of the Quality and Standards Committee will be held on 3 October 2023, 5.00pm in hybrid format, with the face-to-face meeting being held on the University Centre campus alongside the ability to join by videoconference.