

BLACKPOOL AND THE FYLDE COLLEGE
QUALITY AND STANDARDS COMMITTEE
MINUTES OF A MEETING HELD ON TUESDAY 14 MAY 2019, 5.00PM
IN ROOM 204 ON THE UNIVERSITY CENTRE CAMPUS

Present:

N Farley (in the Chair)	Independent Member
K Gilmour	Independent Member
H Knight	Independent Member
A Parmley	Independent Member
L Wareing	Co-opted Subject Specialist

In attendance:

P Howard, PDH Advisory Limited (Clerk to the Corporation)
C Dunn, Vice-Principal for HE and Student Enhancement
K Coughlan, Director of Quality and Standards
H Fogg, Director of Higher Education
S Hughes, Vice-Principal for Quality and Curriculum

1. Chair and quorum

N Farley 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. Kenny Gilmour was welcomed to his first meeting of the Committee.

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 19 March 2019 were **APPROVED** as a true and accurate record, subject to amendment of the list of those present.

5. Dashboard

The regular dashboard showing progress against a number of quality metrics was provided to the meeting. The Director of Quality and Standards noted that there is a significant focus on working with students to support them to complete their course

and noted the low number of withdrawals. She also noted the continuing focus on attendance.

The Vice-Principal for Quality and Curriculum commented that, overall, the dashboard demonstrated steady progress but noted the intention to focus on apprenticeship performance. In support of this and given the level of activity, he advised that management arrangements had been strengthened. The Vice-Principal for Quality and Curriculum gave a summary of the forecast position in relation to maths and English; both functional skills and GCSE courses.

In response to a question from K Gilmour, the Director of Quality and Standards advised that planning is in place to ensure that graded observations are undertaken at an early stage in the year for new staff and for those with an identified need for an early review. She also reminded the committee that 25% of all observations are undertaken by colleagues from other curriculum areas, in order to provide an opportunity to share best practice and to ensure consistency of standards.

In response to a question from H Knight, the Vice-Principal for HE and Student Enhancement summarised the professional development opportunities that are offered to staff and described how CPD is developed through the year.

The Committee noted the content of the dashboard.

6. English and mathematics curriculum 2018/19

The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to update the committee on English and mathematics in 2018/19 and highlighted in particular the fact that B&FC would be participating in the Centre for Excellence in Maths which is being led locally to develop and test pedagogical approaches that focus on teaching maths to students with low prior attainment and sharing expertise across the post-16 sector. The Director of Quality and Standards noted that a holistic approach is taken in relation to using assistive technology and each curriculum area is involved in developing more tailored approaches for their students.

The Vice-Principal for Quality and Curriculum briefed the committee on the forthcoming change to the requirements relating to students who did not achieve a GCSE pass at their first attempt. In response to a question from K Gilmour, the committee acknowledged the importance of a sound understanding of both maths and English from an employability perspective and the Vice-Principal for Quality and Curriculum confirmed that all FE students undertake developmental maths activities, which are based on the industry they intend to enter.

In response to a question from L Wareing, the Vice-Principal for Quality and Curriculum outlined the background to the tables and explained the percentages that had been provided. He also described the work that is undertaken by the

central maths and English teams, including a recent “pizza night” which had been very popular amongst students.

The committee received the report and noted the content.

7. 2017/18 National Achievement Rate Tables

The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the headline figures for Further Education and Apprenticeships. Particular note was made of the college’s successful results.

The committee received the report and noted the content.

8. Apprenticeships update

The Director of Quality and Standards presented a report which had been circulated with the agenda to provide an overview of apprenticeships performance and progress. The Vice-Principal for Quality and Curriculum gave a verbal overview of a recent visit to a peer organisation where examples of good practice had been shared and were being considered for introduction at B&FC. K Gilmour commented on the need to ensure that employers understand the benefits of apprenticeships and are committed to supporting students through the process.

The committee received the report and noted the content.

9. HE curriculum development

The Director of Higher Education presented a report which had been circulated with the agenda to provide an overview of the HE curriculum development and noted that B&FC reviews the HE curriculum on an ongoing basis to ensure both its continuing fitness for purpose and its alignment with local, regional and national priorities. She updated the committee on the validation and re-validation activities that had taken place in-year and summarised the programmes on offer.

In response to a request from N Farley, the Vice-Principal for HE and Student Enhancement reminded the committee of the role of the HE Academic Board and the model of governance set out as part of Shattocks’ governance triangle.

The committee received the report and noted the content.

10. OfS access and participation plans

The Director of Higher Education delivered a presentation to summarise the requirement to develop an Access and Participation Plan and a draft plan had been circulated with the agenda. A discussion was held on the content and in particular the committee’s role in scrutinising the document and making a recommendation to the Corporation Board for its approval. It was agreed that a dedicated session

should be held in the near future to allow the Committee the opportunity to fully engage and to describe the process to the Board.

ACTION: P Howard to schedule

11. HE retention

The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise B&FC's HE retention. She reminded the committee that cohort retention is reported and that this differs from most other HEIs which use in-year retention.

The committee received the report and noted the content.

12. Learning, teaching and assessment: overview of recent themed reviews

The Director of Quality and Standards presented a report which had been circulated with the agenda to summarise the recent themed reviews which have been undertaken across B&FC and the recommendations that had been made to further improve practice.

The committee received the report and noted the content.

13. The future of learning

The Director of Quality and Standards presented a report which had been circulated with the agenda to provide an overview of three education developments and to summarise the professional development that has been provided or is under development in relation to metacognition, interleaved practice and dual coding.

The committee received the report and noted the content.

9. Date, time and venue of next meeting

The next meeting of the Quality and Standards Committee will be held on 8 October 2019, 5.00pm on the University Centre Campus.

The committee noted that N Farley's final term of office as a Corporation Board Member was about to come to an end and took the opportunity to thank him for his service to the college.