

# MINUTES

## QUALITY ASSURANCE COMMITTEE

Meeting Title	Quality Assurance Committee
Meeting Date	18 July 2019
Protective marking	Official

**Attendance:****Members**

Paul Cadman (Chair), Jessica Leigh Jones,

**Independent Members**

Ben Blackledge, Isabel Sutcliffe, Professor Jim Iley

**Institute Officials**

Nikki Christie, Alex Morris, Jane Pierce, Tanya Lawes, Rob Nitsch, Diana Parsons,  
Gaye Marshall (observer), Mohammed Ali (secretariat)

**Guests:** Chris Jones (Ofsted), Alice Felce (QAA), Ian Kimber (QAA), Heather Akehurst (Open Awards).

### 1. Welcome, introductions and declarations of interest

- 1.1. The Chair welcomed members and guests to the Quality Assurance Committee meeting.
- 1.2. The Chair asked members of the Committee whether they had any new conflicts of interest to declare. No further conflicts of interest were identified.

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## 2. Minutes and Matters Arising

- 2.1. The Committee considered the minutes from the last meetings and agreed that these were an accurate reflection of discussions, subject to minor edits. The Committee agreed that going forward the minutes will focus principally on decisions and actions.

## 3. Contextual Update

- 3.1 Rob Nitsch provided an update in relation to the external quality assurance (EQA) change programme and work with Ofqual and OfS to simplify and optimise EQA delivery.

### Action 1

**The Assessment and Quality team to invite QAC members to a rollout session of the EQA Digital platform.**

## 4. Terms of Reference

- 4.1 The Committee considered and agreed the amalgamated draft terms of reference, which sought to expand the remit of the Committee to also include the work on T Levels from a quality perspective.

## 5. T Levels Update

- 5.1 The Committee received an update in relation to the work on T levels as part of wave 1. The Committee is scheduled to meet in October 2019 to discuss T Levels, specifically wave 2.

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## 6. Presentation from Open Awards

- 6.1 Heather Akehurst (Open Awards) attended and delivered a presentation in relation to the delivery of EQA. Members provided detailed comments on the EQA delivery and were encouraged by the progress made by Open Awards thus far. In addition, Open Awards provided feedback to the Institute in relation to the digital capability which endeavours to streamline EQA operation.

### Action 2

**The Assessment and Quality team to provide a paper for information outlining the governance of the EPAO Register (delivered by ESFA) at the September QAC meeting.**

## 7. Ofsted – Inspection Framework

- 7.1 Chris Jones (Ofsted) attended and delivered a presentation in relation to the new Ofsted Education Inspection Framework. Members provided comments.

## 8. EQA Providers Status

### QAA

- 8.1 The Committee considered the previous proposal by QAA to deliver EQA for integrated degree apprenticeships, with Alison Felce from QAA providing additional commentary and responding to Committee questions.

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8.2 The Committee were invited to comment on the current proposal. Following a substantive discussion, the Committee provided detailed comments on the proposal and considered the additional assurances by QAA.

8.3 The Committee made the decision to request QAA to undertake a pilot exercise to deliver EQA, and this to be subject to conditions.

### **Action 3**

**The Assessment and Quality team to consider QAA early in the digital rollout.**

## **9. EQA Reports**

9.1 Nikki Christie talked the Committee through the July EQA reports. Members considered the reports and provided comments.

## **10. Risk Register**

10.1 The Committee considered the usefulness of the EQA Risk Register in its current state and suggested improvements. Members agreed to forward any substantive feedback to the Assessment and Quality team.

### **Action 4**

**The Assessment and Quality team to include a dashboard as part of the Risk Register to monitor problem assessment plans. The Committee to consider this at future meetings.**