

**BRITISH CANOEING AWARDING BODY COMMITTEE
MEETING #27
25 AUGUST 2020 – 09:00AM–11:30AM
ONLINE**

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance: Stephen Scorer (SS), BCAB Chair
Lee Pooley (LP), BCAB Responsible Officer
Graham Lyon (GL), BCAB Committee Member
Heather Venis (HV), External Advisor
Ben Creed (BC), BCAB Committee Member
Karen Bagshaw (KB), BCAB Qualifications Administrator

2. CHAIR'S WELCOME AND OPENING REMARKS

LP welcomed everyone to the meeting.

External Quality Assurer

The role of External Quality Assurer has now been advertised on the BCAB website and LinkedIn with a closing date of 17 September. Applicants are asked to send a CV and covering letter to LP. The applications will then be shared with BCAB Committee members for shortlisting.

English Delivery Centre Club and Centre Bursary

£35,000 has been invested for Delivery Centres to help Leadership Providers to undergo orientation and moderation events. In the near future, an additional £50,000 bursary will be available for English clubs, to enable volunteers within clubs to access learning.

Regulated Awards Certification:

Q1 2020 showed a slight decline in numbers
 Q2 2020 showed a significant decline due to the COVID-19 lockdown
 Q3 2020 to date, only BC and SCA have requested certification

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES OF PREVIOUS MEETING – 07 JULY 2020 (#26)

Action	Actions from July 2020 meeting	Responsible person	Status
1	Minutes of the Previous Meeting – 07 May 2020 (#25) Page 7, Action 3 – there is a typing error with the name of the Committee stating Government instead of Governance – KB to amend.	KB	Completed
2	KB to produce a summary of the Action Tracker for the next BCAB Committee meeting.	KB	Completed
3	Ofqual may request data for registration and certification numbers. KB to keep a separate record of this data. It must be noted that due to BCAB's Educational Philosophy, training can take place before registration.	KB	Completed (this data is kept already)
4	EQA Role Description KB to make amendments and finalise the document ready for advertisement.	KB	Completed

5	KB to review her key tasks guidance document so that someone else could step in should KB be long-term absent.	KB	To follow
6	KB to update the SAR and share with the BCAB Committee via Google Drive.	KB	To follow
7	SAR and Risk Register Review policy areas so they match with the new conditions – LP/KB.	LP/KB	Completed
8	2019 Audit Reports from Delivery Centres KB to ensure all documents have titles and look consistent.	KB	Completed

4.1 BCAB Committee - Meetings Action Tracker

The Action Tracker had been sent to BCAB Committee members previously and will be considered and discussed within item 6.1.

5. MATTERS ARISING (Not covered by the Agenda)

#26 Minutes dated 07 July 2020

ACTION 1: Action 6 – CASS does not become a requirement until 2021. KB to reword paragraph and amend.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

The BCAB Committee meeting Action Tracker is a useful record of actions pending and completed. The majority had been completed but some were ongoing, e.g. Chartered Status recognition, Change of Control, Self-Assessment Review updates, CASS and the compliance framework. With the current climate as it is, these pending actions were agreed as acceptable.

To improve this document it was agreed that the addition of a 'risk attached to activity' column indicating a need to rank and rate (high, medium and low) would assist the Governance and Risk Committee in better understanding the implications of risk. The new column should mirror the Self-Assessment Risk Register.

ACTION 2: LP and KB to undertake the above addition and email it to BCAB Committee members for consideration and comment.

6.2 Ofqual Changes to Conditions of Recognition

LP had carried out a piece of work to ensure the Awarding Body was compliant with the changes. BCAB Committee were asked to consider and comment.

Conflicts of Interest and Personal Interest - Clarifying the distinction between a conflict of interest and personal interest

Clarity was requested by BCAB Committee on the distinction between a conflict of interest and personal interest, e.g. assessment undertaken by family members or colleagues. LP stated that our guidance states that people are unable to assess family members, colleagues, etc. If any difficulties arise, Providers are requested to contact their National Association Delivery Centre. It was agreed by the Committee that Delivery Centres should report all conflicts of interest to BCAB when they arise, this will enable BCAB to monitor.

ACTION 3: LP to include assessment guidance and the reporting of conflicts of interest within the next Delivery Centre bulletin.

Clarity of responsibilities of the role of the Awarding Body Responsible Officer

ACTION 4: KB to check the relevant policy states that the Responsible Officer also holds a senior position within the organisation. Amend if appropriate.

Use of independent reviewers in appeals (Condition I1.2)

ACTION 5: KB to check the Appeals Policy includes reference to a BCAB Committee member taking the lead as an independent person if required.

7. AWARDING BODY SELF-ASSESSMENT REVIEW

7.1 SAR and Risk Register

ACTION 6: KB to remove Risk No. 3 from the Register.

ACTION 7: LP and KB to create an archive system for when items are no longer considered to be a risk.

ACTION 8: LP to ask BC Finance Manager, for a BCAB tab to be added to the organisation's risk register; this will enable the National Governing Body Senior Management Team (SMT) to view and escalate to the BC Board if deemed appropriate.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

8.1 Futureproof discussion (COVID-19)

Due to the current challenges resulting from Coronavirus COVID-19, the annual plan has been extended for one year. It is essential that BCAB continues to provide clarity on delivery mechanisms and the way Providers can deliver qualifications and awards.

Ofqual has extended its Extraordinary Regulated Framework and has put forward a range of adaptations to assessment for delivery.

It was agreed by the Committee that it is also worth exploring how assessment criteria is submitted and maybe include the use of video assessment. Adopting more creative learning will result in better engaged learners.

ACTION 10: LP to take this to SMT for consideration for the extended Annual Plan in order to deliver a resource that will aid delivery and assessment.

9. AWARDING BODY WORK

9.1 CASS Update

Amendments had been made as requested by the BCAB Committee and now features standardisation at provider orientations and moderations. These documents had been returned to the BCAB Committee for comment.

This document will be revisited before October 2021. LP would like to give Delivery Centres a reasonable time to amend their ways of working if required.

Ofqual have now published more specific requirements and guidance in their Handbook under H2.

ACTION 11: LP to review BCAB documents against Ofqual guidance and amend if necessary. Return to BCAB Committee for comment.

9.2 Competency framework and levelling

There is a need for BC, SS and LP to have a meeting to get their thoughts together. The competency framework will be beneficial when BCAB considers Chartered Status.

10. EXTERNAL REGULATION

BCAB is aware that, at present, there is no requirement for a Statement of Compliance this year. However, LP thought this would be appropriate to still follow process with the Governance and Risk Committee.

ACTION 12: LP and KB to amend the Risk Register and forward this to the Governance and Risk Committee.

ACTION 13: KB to ensure that the Governance and Risk Committee has access to BCAB Policies and the Self-Assessment Register.

11. THE WIDER ENVIRONMENT

11.1 UK Coaching/CIMSPA – professional standards update and progress report

The Level 1 Paddlesport Instructor Award and Level 2 Coach Award mapping documents have been approved by CIMSPA. The Level 4 Performance Coach Award mapping has been submitted to CIMSPA but the outcome is pending.

12. ANY OTHER BUSINESS

12.1 Next Meeting Agenda Items

- Review External Quality Assurer applications.
- Review Governance and Risk Committee meeting.
- Future-proofing – Delivery mechanisms.

13. DATE OF NEXT MEETING

It is preferable for 2020 to continue with online, condensed meetings.

22 October 2020

9:00-11.30am

Online