

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #46**

**20 MARCH 2025 – 10:00AM–12:00PM**

**ONLINE**

**MINUTES**

**1. ATTENDANCE AND APOLOGIES**

**In attendance:**

Stephen Scorer (SS) – BCAB Committee Chair

Lee Pooley (LP) – BCAB Responsible Officer

Graham Lyon (GL) – BCAB Committee Member

Katy Hensby (KH) – BCAB Committee Member

Natasha Devonshire (ND) – BCAB Qualifications and Training Lead

Karen Bagshaw (KB) – BCAB Qualifications Administrator

**2. CHAIR'S WELCOME AND OPENING REMARKS**

**2.1 Welcome to new Committee member, the Qualifications and Training Lead**

The Chair extended a warm welcome to the new Committee member, Natasha Devonshire, the Qualifications and Training Lead, who joins the Committee following a recent departmental restructure. ND's background in qualification and award development and educational philosophy was noted. It was confirmed that ND would be contributing to the Qualifications and Awards agenda item, taking over from LP from July 2025. It was also noted that ND will be participating in internal BCAB monthly meetings.

LP provided an update regarding the recent Paddle UK Annual General Meeting (AGM). Nick Donald (NDd) will be taking on the role as Chair of the Paddle UK

Board, previously held by Professor John Coyne CBE. LP had met with NDd, who expressed interest in BCAB and its initiatives.

Caroline Barnes was also appointed as an independent Board member, who is a Stand Up Paddleboarder (SUP). Caroline's professional background is in Human Resources.

LP provided an update on membership numbers, reporting that membership is currently slightly below 75,000. It was noted that membership has stabilised in the last two months, which is considered a positive indicator.

### 3. **DECLARATIONS OF INTEREST**

None declared.

### 4. **MINUTES OF PREVIOUS MEETING – 19 DECEMBER 2024 (#45)**

#### 4.1 **BCAB Committee - Meetings Action Tracker**

<b>Action</b>	<b>Actions from 19 December 2024 meeting</b>	<b>Responsible person</b>	<b>Status</b>
1	The Minutes of meeting #44 were agreed by Committee members as an accurate record, with the exception of the following minor amendments: ACTION 1: KB to amend meeting #44 minutes as follows: i) Page 1, item 2, 2nd paragraph. It should be noted that the Paddle UK Board has signed off a provisional budget, with this being finalised at the Paddle UK AGM on the 18th March 2025. ii) Page 7, 8.3. Observations with regard to PowerPoint,	KB	Completed 08/01/2025

	reword the sentence: BCAB were asked for their observations and agreed with the conclusions on the slides.		
2	ACTION 2: KB to make AI a standard BCAB Committee agenda item.	KB	Agenda Item 8
3	BCAB 2024 ANNUAL STATEMENT OF COMPLIANCE – FORMAL APPROVAL. ACTION 3: LP/Joy Johnston (JJ) to decide whether the current process for authorising the SOC remains appropriate and whether the Paddle UK Board should have more involvement.	LP/JJ	Ongoing
4	ACTION 4: KB to share the BCAB Committee Minutes folder with JJ.	KB	Completed 06/01/2025
5	ACTION 5: Moving forwards, JJ to attend BCAB Committee July and October meetings and to be involved in the SOC process from the start. KB to add JJ to the invitation list.	KB	Added to invitation list 14/01/2025
6	ACTION 6: LP to send the 2024 SOC to the Chair of the Paddle UK Board for final approval before upload to the Ofqual portal.	LP	Completed 19/12/2024
7	EQA YEARLY REPORT – DS/CE. ACTION 7: LP to design a proforma with the EQAs so that they can populate it.	LP	Completed
8	At the July 2025 meeting, sampling requirements will be explored for the 2025-2026 period. ACTION 8: KB to add the above to the agenda for the July 2025	KB	Agenda Item 9

	BCAB Committee meeting which will enable Committee members to discuss this further prior to July.		
9	JJ was asked that she keep this Committee informed of any areas that will affect BCAB. ACTION 9: KB to add Governance as a standard agenda item.	KB	Agenda Item 10

The Minutes of the last meeting were agreed as an accurate record with the following amendments required:

**ACTION 1:** KB to amend the following:

Page 1 – final paragraph - amend ‘instigating’ to read ‘investigating’.

Page 6 – The BCAB policy referred to should contain a link to the relevant document. Moving forwards, this should apply to all documents referred to.

**5. MATTERS ARISING (Not covered by the Agenda)**

None.

**6. AWARDING BODY ADMINISTRATION**

**6.1 Summary of Action Tracker**

Both the BCAB Committee action tracker and the BCAB internal meeting action tracker were presented to Committee members.

**ACTION 2:** With regard to line 420 of the BCAB Committee action tracker (BCAB Committee connection/reporting to the Paddle UK Board), KB to add this item to the July 2025 BCAB Committee agenda for further discussion.

## **7. QUALIFICATIONS AND AWARDS**

### **7.1 Update and progress verbal report**

ND and KB are prioritising future-proofing resources and documentation for BCAB qualifications.

With regard to its recent review, the BCAB Level 4 Performance Coach changes went 'live' in January this year, demonstrating positive engagement. Moving forwards, within full review processes a letter of support from the relevant Delivery Centre will be requested.

The Navigation for Paddlers and Open Crossings eLearning modules are now 'live', designed for a broader audience and providing fundamental knowledge. Participation numbers in these will be shared at the July 2025 meeting. For this meeting, ND was asked to report on regulated qualifications only. Moving forwards, ND will also report on non-regulated awards.

Feedback from the community and industry regarding the Paddlesport Leader and Paddlesport Touring Leader assessments has resulted in the craft used at assessment being included on certificates, with single craft certification options starting in early May 2025.

ND has taken responsibility for technical groups. It has been noted that some challenges are faced in filling some groups, due to varying interest levels across disciplines. Positive progress has been observed in the Rafting group, particularly regarding female participation and gender balance. Several female Chairs are now in technical group roles.

A digital resource review is underway, focusing on eLearning.

Recent meetings have addressed joint NGB status and occupational standards, with a document outlining standards and quality assurance processes, this has been collaborative work with Surfing England and the British Stand Up Paddleboarding Association (BSUPA), the document will be going out for consultation over the next few months.

The BCAB Lead EQA and BCAB EQA role profiles have been updated, dividing responsibilities.

Delivery Centre audits have been confirmed. The Paddle Scotland audit is yet to be confirmed, and will be conducted face-to-face due to management and role changes, providing an opportunity for the Lead EQA to support the EQA in the audit process.

The quality assurance role attached to this Committee requires further discussion.

**ACTION 3:** KB to add this item to the July 2025 agenda.

## **8. DELIVERY CENTRE MANAGEMENT CHANGES – UPDATE**

### **Paddle Cymru**

Alistair Dickson, the CEO, had resigned and Jethro Moore is now serving as the interim CEO. Additionally, Andy Turton has assumed the role of Responsible Officer.

### **Paddle Scotland**

The CEO Stuart Smith, Andy Murray and Lara Cooper, Responsible Officer, have all resigned. LP and SS have communicated, with LP submitting a formal letter requesting assurances regarding learner protection, to which a formal response

was received. Kevin Pringle is now the interim CEO. Lara Cooper will remain in post until a replacement is fully trained, and LP has assisted Paddle Scotland with the interview process. The role of Responsible Officer has now been offered and accepted. Upon formal confirmation of the new Responsible Officer, a new BCAB agreement must be signed. A comprehensive audit, specifically a face-to-face audit, is recommended.

There is a question as to whether this will impact the BCAB RAG rating concerning quality assurance processes, with an initial assessment indicating a high risk. LP will address this and provide a formal letter and high-risk sampling will commence in July 2025. Assurances are required that policies and the quality assurance processes will remain in place.

## **9. EQA SAMPLING REQUIREMENTS 2025/2026**

Delivery Centre audits are scheduled for May 2025, with the exception of Paddle Scotland which is yet to be confirmed. LP reported that after speaking with both EQAs he expressed a firm belief that the sampling method for the 2025/26 period must be revised. The CASS requirements have facilitated a reassessment of quality assurance. While the EQAs' previous sampling focused primarily on personal and rescue skills, leading to increased confidence in those areas, the emphasis for future sampling should now shift to coaching practice.

SS and KH highlighted the challenge of measuring coaching effectiveness, likening it to lesson observations. LP emphasised the need to acknowledge the complexities and nuances of coaching, celebrating its relational aspects rather than oversimplifying it. They agreed that, while challenging, robust recruitment and quality assurance processes could mitigate some concerns.

KH suggested a balanced approach to quality assurance, prioritising focused sampling of coaching practices while retaining occasional, random sampling of

complete learner portfolios to maintain accountability and prevent complacency. LP proposed incorporating these full portfolio reviews into existing EQA field visits.

## **10. ARTIFICIAL INTELLIGENCE**

LP reported on the positive use of AI for risk assessment feedback and policy writing, stressing the importance of human oversight and avoiding a reliance on AI as a shortcut. GL highlighted the AI's potential for improving accessibility and diversity in materials.

## **11. GOVERNANCE UPDATE**

There was no update on governance matters from the Head of Governance.

## **12. ANY OTHER BUSINESS**

### **12.1 BCAB Newsletter Access**

**ACTION 4:** KB to provide access to current and archived BCAB Delivery Centre newsletters for the BCAB Committee.

### **12.2 BCAB Website Updates**

SS suggested improvements in communication regarding website updates, proposing email notifications to the Committee. LP explained that the BCAB newsletters will help address this issue.

### **12.3 Ofqual Statement of Compliance**

The October BCAB Committee meeting will focus on discussing the Ofqual statement of compliance information, with formal approval planned for the December meeting.

**13. DATE OF NEXT MEETING**

The next meetings were scheduled for 17 July (face-to-face, including EQAs), 23 October (online), and 18 December (online).