

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #35

11 AUGUST 2022 – 10:00AM–13:00PM

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
 Heather Venis (HV) – BCAB External Advisor
 Katy Joy (KJ) – BCAB Committee Member
 Karen Bagshaw (KB) – Qualifications Administrator

2. CHAIR’S WELCOME AND OPENING REMARKS

LP welcomed all to the meeting.

The British Canoeing CEO has raised in meetings with LP that the work of the Awarding Organisation is significant and is very interested and supportive of BCAB. Moving forwards, he would like to be kept informed of any developments and would be pleased to get involved in any issues should the BCAB Committee request.

British Canoeing membership still stands at over 92,000 members.

British Canoeing’s application for NGB status has had a few setbacks. The Sports Council stated that they will not approve until the MAIB have published their report on the incident in Wales, LP will keep the BCAB Committee informed.

This year to date there has been 7 fatalities within paddlesport, with the majority being from SUP. Novice paddlers seem to be affected more. The RNLI have reported a significant increase in callouts to rescue SUP paddlers due to offshore winds.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING – MAY 2022 (#34)

Action	Actions from	Responsible person	Status
1	Minutes of the last meeting - ACTION 1: KB to send the current BC Strategy to Committee members.	KB	Completed – 07/06/2022
2	Minutes of the last meeting - ACTION 2: Page 6 - Safety Lead – KB to amend the paragraph so it is generic to gender.	KB	Completed – 07/06/2022
3	The possibility of supporting the people of Ukraine now temporarily living in the UK was raised. It would be nice to be proactive and offer something to these people. ACTION 3: LP to raise this at the next SMT meeting.	LP	Completed – passed to EDI Lead
4	It was agreed that the Risk Column within the Action Tracker should be used, showing all risk levels. ACTION 4: At the next BCAB internal meeting, LP and KB to go through and mark as appropriate.	LP/KB	Completed – 14/06/2022
5	ACTION 5: KB to add a 'Registrations and Certifications' folder to the Committee member Google Drive folder.	KB	Completed – 07/06/2022
6	ACTION 6: LP to discuss workload and possible conflicts of interest with DS. LP to report back to Committee members on how these conflicts will be managed and whether it is preferential to employ a second EQA.	LP	To report at this meeting – to be raised in 9.1
7	Discussion on a formalised process for SAR review - ACTION 7: LP/KB to put a review plan together for the Committee to choose which section(s) they would like to review. A timetable should be included, focusing on greater risk areas or Ofqual requirements. The review plan to be forwarded to Committee members before the next meeting for the Committee to sign off.	LP/KB	Completed – 16/06/2022
8	In collaboration with British Cycling and British	LP	Completed –

	<p>Mountain Training, a qualification matrix had been finalised which appears on the BCAB website. The British Caving Association is also going to join as they are currently completing a similar piece of work which can be linked to ours. Positive feedback has been received.</p> <p>ACTION 8: LP to send a follow-up email to accreditation schemes.</p>		23/06/2022
9	<p>To regulate all awards would have an impact on DCs and their Providers. Organisationally we are now in the right place to do this but the pros and cons, plus the wider impact, need to be considered carefully. An EQA would be required for each area (coaching, leadership and safety). ACTION 9: LP to add this to the Organisational Risk Register. A scoping study is needed as to the viability of this.</p>	LP	Completed
10	<p>To regulate all awards would have an impact on DCs and their Providers. Organisationally we are now in the right place to do this but the pros and cons, plus the wider impact, need to be considered carefully. An EQA would be required for each area (coaching, leadership and safety). ACTION 10: LP to discuss with DCs to seek their reactions.</p>	LP	Meeting arranged for 27/07/2022 Item 7.3
11	<p>Risk Process: • Paragraph 6. What is the threshold for financial risk? This would change as income levels rise and fall and would be set from the strategy; • The two documents could be merged, showing an 'updated' date.</p> <p>ACTION 11: LP to feedback to the Director of Finance and report back to the Committee.</p> <p>Risk Management Policy: • Bullet point 2. Management and key volunteers take ownership of risk management. Normally the CEO would own the risk, not the volunteers. Make explicit in Section 1 about risk ownership and management. ACTION 11: LP to feedback to the Director of Finance and report back to the Committee.</p>	LP	Completed – 26/05/2022

12	ACTION 12: LP to include the importance of DCs' ability in attaining data within the next DC newsletter.	LP	Meeting arranged for 27/07/2022 to discuss
13	Within feedback forms, the following gender information is requested: • Male; • Female; • Prefer not to say. Should other categories be included? ACTION 13: LP to seek advice from the Equality Lead.	LP	Completed – 12/07/2022
14	ACTION 14: LP to report the 2022 data collection at the December BCAB Committee meeting.	LP	To report at this meeting
15	Quality Improvement Plan - ACTION 15: Add internal processes, strategic objectives, areas for improvement and dates considered to the document and link risk information. Amendments to be made and the document sent to Committee members prior to the next meeting which will have its own agenda item.	LP	Completed – 24/06/2022
16	New Ofqual 3-Year Plan - ACTION 16: KB to add a link to the QIP. https://www.gov.uk/government/news/new-ofqual-3-year-plan-puts-students-and-apprentices-at-its-heart	KB	Completed – 09/06/2022
17	Date of Next Meeting - To be agreed. August month for Statement of Compliance. Face to face in December, to include Darren Sherwood. ACTION 17: KB to create a Doodle Poll for availability.	KB	Completed – 26/05/2022

Minutes of May 2022 meeting:

ACTION 1: Page 6, Action 6. The DS (Darren Sherwood) reference should be amended to state his role rather than his name.

When the above amendment has been made, the Committee agreed that they were a true and accurate record.

4.1 BCAB Committee - Meetings Action Tracker

The action tracker was reviewed.

5. MATTERS ARISING (Not covered by the Agenda)

Discussion in AOB (agenda item 12) around Delivery Centres considering options of delivery, with one option to become a singular Delivery Centre. This option is to be discussed further.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

The AB action tracker was reviewed. It was suggested that the status column could be coloured differently, only using 'red' when an item is urgent or outstanding.

7. AWARDING BODY SELF-ASSESSMENT REVIEW

7.1 SAR review update

Thank you to all Committee members for reviewing the sections which had been allocated to them.

As this is the first review of this kind, it would be good to discuss the process and whether it was easy and appropriate. Some Committee members expressed difficulty using the Google form provided, with the added problem of not being able to access some of the relevant documents. Access difficulties need addressing.

ACTION 2: KB/LP to discuss Google Drive access difficulties with the IT Support Service Manager.

7.2 Committee members to provide an overview of their work area (Action 7)

A discussion took place which provided an overview of committee members' work on the SAR review. The following points were noted:

- Some documents clash;
- No index in policy folder;
- Would prefer to have hard copies of policies to work from to enable easier mapping

to the SAR;

- Some policies are not referenced;
- Preferable to use role titles rather than specific names within all documents.
- More opportunities to reinforce our compliance position;
- Some documents referenced that do not need to appear;
- Wider organisational conflicts of interest need to appear within the SAR;
- Within the Governance section, make evidence more robust;
- Conflicts of Interest policy needs to be reviewed;
- Malpractice and Maladministration policy needs to be reviewed (Section B5).
- Within the review document, note relevant sections rather than showing the whole document;
- APL policy – the process for regulated→regulated and non-regulated→regulated needs to be clearly stated;
- BCAB expectations for tutors needs to appear within the SAR.
- Some policies refer to other policies which no longer exist;
- Delivery Centres do not have policies that BCAB policies refer to;
- There is a gap in policy within Unit Specifications, Guided Learning and Levelling. A policy needs to be written on how we assign these.

It was agreed that BCAB still remains compliant, although refinement of the SAR needs to take place. Moving forwards, Committee members agreed that they would prefer to start refining the SAR at a face to face meeting.

ACTION 3: Committee members to start refining the SAR at the December 2022 meeting. Prior to this meeting, evidence required, plus identification of exclusions and exemptions, needs to be considered.

It was queried whether broader Governance policies align with the BCAB policies?

ACTION 4: Invite the Head of Risk and Governance to the first BCAB Committee meeting of 2023 to give assurance that all Governance policies have been reviewed and are up to date.

7.3 BCAB qualifications and awards – framework discussion (Actions 9 and 10)

LP had held an initial meeting with Delivery Centre Responsible Officers to discuss the possibility of making all awards regulated. Some concerns had been raised regarding the impact on capacity and delivery centres asked whether it would be a phased approach. Another meeting has been scheduled for the autumn to discuss this further, as it would be preferable for Delivery Centres to influence BCAB's decision, although it is important that we think about it from an Awarding Body perspective.

ACTION 5: LP to update Committee members at the December 2022 meeting.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

8.1 Update and progress verbal report

The recommendations made from the Paddlesport Instructor review had been taken to the Coaching Strategy Group and their response was very complimentary. Part of the review identified and supported the safety recommendations made last year and the new Paddlesport Safety and Rescue course resources are currently being finalised for launch in January 2023.

The resources for the new SUP Instructor Award should be completed on 19 August 2022 and then shared with Delivery Centres; workshops will then follow. Delivery Centres will then be able to develop their orientation/standardisation events ready for January 2023. This qualification is new so will have a start date of 1 December 2022 which will allow for early registration. A promotional video is being filmed this week.

9. AWARDING BODY WORK

9.1 External Quality Assurance Update

The EQA work is progressing well with field visits, desk sampling and audit dates arranged for November 2022. LP and the EQA have held internal standardisation meetings. The EQA will attend the BCAB Committee meeting in December and will present the work that has been undertaken in the last 12 months. The focus for 2023 can then be discussed and decided.

Action 6 from the last BCAB Committee meeting explored the process which would be undertaken if an appeal was logged by a Delivery Centre. LP and the EQA felt that it was healthy to have two people on the EQA team. The EQA was allocated at the beginning and, if an appeal was made, the other EQA could look into it.

It was confirmed by the BCAB Committee that, should an appeal be made, it is important to have an independent person who has understanding and appreciation of the process and policies. It would be preferential to agree on a committee member who could have this responsibility and who would then decide which member should oversee the appeal. It would also be useful to recruit another EQA.

ACTION 6: The clear process for appeal should be shared with Delivery Centres.

ACTION 7: Advertise for another EQA role in January 2023.

9.2 First Aid Working Group

Lifeguards no longer deliver their own non-regulated awards. A working group has been established and LP is due to meet with them in late August to consider what the future is for first aid. There may be recommendations for BCAB to offer regulated first aid qualifications.

HV stated that she would like to absent herself from future discussions with reference to first aid and declared a conflict of interest with another Awarding Organisation.

9.3 Course Fees Structure Review

The price review had been completed resulting in a 4% increase overall, the removal of the international levy fee and the discontinuation of the discipline specific modules. This has been communicated to Providers already, with no negative feedback to date being received. The price increase will be updated on the BCAB website in December 2022.

9.4 Pearson's GCSE and A Level partnership work

Updated GCSE and A Levels for Kayak and Canoe have now been completed. Pearson's will be conducting a review which will be published.

10. EXTERNAL REGULATION

10.1 2022 Statement of Compliance

LP had just received two letters from Ofqual. The first one related to the 2022 Statement of Compliance. There will be one submission to make for the following key lines of enquiry:

- Organisational financial stability;
- 3rd party agreements – contracts, apprenticeships, end point assessments, sharing of resources.

The second letter related to checks and balances and asked whether the Chair who signs off Statements of Compliance is part of the organisation.

ACTION 8: LP to share the Ofqual letters with BCAB Committee members.

ACTION 9: BCAB to gather the information requested, circulate the Statement of Compliance to BCAB Committee members for approval, seek Governance and Risk Committee approval, and BC Board approval prior to submission in early January 2023.

11. THE WIDER ENVIRONMENT

LP had attended a meeting with a government department whose responsibility is for products' safety and standards and discussed a partnership with them regarding product recalls, and is pleased he can now confirm this has now been agreed. British Canoeing will communicate this partnership once approval has been received. To date, there has been 11 types of buoyancy aids, sold on Amazon, that have been recalled. An SUP had also been recalled due to the wrong use of glue which had caused the product to deflate whilst out on the water.

NGBs had been asked to consider the findings of the Whyte Report. BCAB is currently operating a risk-based approach which is identifying areas which need to be addressed.

In terms of widening participation, linking with British Values, it was agreed that a resource bank for schools would be useful.

ACTION 10: KJ to send useful links to LP.

ACTION 11: LP to speak with the EDI Lead and Head of Governance regarding a schools' resource bank.

12. ANY OTHER BUSINESS

12.1 Online meetings can make it difficult to read people's expressions and body language. Committee members were encouraged to be mindful of how they set themselves up on camera for future meetings.

12.2 Delivery Centres are currently having conversations about efficiencies and effectiveness and they are starting to explore options moving forward. Delivery Centres requested input from BCAB and would like GL to chair the meetings.

13. DATE OF NEXT MEETING

ACTION: Move from 1st to 2nd December 2022.