



HARTPURY
C O L L E G E

QUALITY and STANDARDS COMMITTEE
Minutes of a Meeting
2.00pm Wednesday 17th September 2014
Thomas Mawson Room

Present: Mr David Crawford (DC) (Chair)
Mrs Rosamund Blomfield-Smith (RBS)
Mrs Barbara Buck (BB)
Mr John Deane (JD)
Dr Beri Hare (BH)
Mr Russell Marchant (RM)
Mr Chris Moody (CM)
Mr Luke Rake (LR)
Professor Ron Ritchie (RR)
Mr Charles Whitehouse (CW)

In Attendance: Mr Graham van der Lely (GvdL)
Mrs Rosie Scott-Ward (RSW)

Minutes: Mr Rob Lee

	ACTION	ACTION DATE
<p>1. Apologies</p> <p>All members were present.</p>		
<p>2. Declaration of Interest Paper QS02/09/14</p> <p>The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.</p>		
<p>3. As this is an extra meeting called for specific agenda items minutes of the last meeting will be taken at the next scheduled meeting on the 11th November 2014.</p>		
<p>4. Discuss First Draft of Self-Assessment Report (SAR) 2013/14</p> <p>LR advised that the results were more positive for 2013/14 but 2012/13 had been a poor year. LR explained that he had not formulated the SAR but had developed a series of reports to give a picture but the document needs further work. LR explained that he wanted to ensure that the information was sufficient to give governors confidence. LR suggested that he would like to meet with BH to investigate the best ways of achieving this and how the format and levels of data can be improved and supplies what governors require. GvdL explained that he had had a meeting last week concerning the Governor KPI's which had been sent to all governors after the last Board Meeting. It had been suggested at the</p>		

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<p>last meeting of Quality and Standards Committee by CM that from the data supplied we were unable to get a clear picture of how departments were performing and LR had been working on producing a departmental summary. BH advised that the SAR was how the College reviewed itself and there were many different variations around the colleges but it was vital that it was linked to a Quality Improvement Plan (QIP) to answer the questions where are we and where are we going. BH believed that the SAR should focus on both parts-historical giving trends and the actions for improvement against agreed targets that would be outlined in the QIP. LR issued an example of a Quality Review Report that will be numbered QS04/09/14 and explained that this was a monthly report from each department. LR explained that this was very much the base of the pyramid of information and was probably too detailed for governors. RR believed that governors required similar data but with priorities that the Executive had set and then closing the loop by outlining actions. LR agreed and stated that he wished to present an analysis of the Departmental Review Meetings to this Committee but an updated QIP was not possible at this time of year. BH questioned whether the departments had a risk register as they should not be producing extra documents for governors but supplying what they are using to monitor their performance. BH believed that each department should have a risk register and this is all that governors will need. RBS believed that governors needed this information not just because we may be having an Ofsted inspection but to satisfy governors and believed that we should know what plans are in place for this term to rectify any shortfalls already identified. In response to DC LR advised that all the information was public documents and there may be other ways of producing this information but BH believed that our processes must be honest and transparent. RR believed that at the end of each section we should list priorities and what we are doing about them. RR believed there needed to be a much stronger link to the actions being taken and closing the loop and this has been discussed at previous meetings. RM believed that the Quality Review Report was a starting point and with some other information such as added value could form the basis of an annual departmental report. RBS felt that we needed the right level of information to allow governors to ask questions of management. RSW advised that there were the same conversations happening in HE relating to the amount of detail for governors. GvdL believed that LR should have a meeting with BH to look at SAR and reports and this could include RSW. RR thought that would be very helpful but thought there should be a straight forward principle that all papers that have data need actions to address shortfalls as currently we get the data but do not get the clarity that leads to action.</p> <p><i>It was agreed that BH would be contracted to review the SAR and reports with LR. RSW would be included to ensure continuity with HE.</i></p> <p>4.1. Achievement Paper QS04.1/09/14</p> <p>LR advised that there had been improvements in achievement over 2012/13 but as noted earlier that had been a poor year. This has majorly been down to a dramatic improvement in retention. LR explained that headline success rates had improved in all areas except Level 2 Short Courses where there had only</p>	<p>BH/LR/ RSW</p>	<p>Immediate</p>

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been 18 enrolments. In response to CW LR advised that short courses were more than one day but less than 24 weeks.

Level	Type	Enrols 12/13	Enrols 13/14	SR% 12/13	SR % 13/14
Level 3	Long	1589	1653	80.7	84
Level 3	Short	90	5	50.0	80
Level 2	Long	904	435	81.8	93
Level 2	Short	99	18	94.0	84
Level 2	Very Short	377	175	94.7	96
Level 1	Long	506	317	64.5	91
Level 1	Short	58	90	69.0	99
Level 1	Very Short	35	23	100.0	100

CM thought this to be very positive results and added that the results last year were bad and the governors were not really made aware how bad but if these figures are correct then it is an excellent result. LR advised that he was confident that these figures would not alter very much but needed another good year for the figures to roll through on the two year courses. In response to RBS relating to the fall in enrolments on Level 2 Long Courses LR advised that there had been a change in provision. LR outlined the course variances and reasons for some of the decreases in performance.

LR referred Members to the A Level results. DC could not understand the language used relating to the AS results-“encouraging set of results” -when there were a large number of “U”s.

Qualification Name	A	B	C	D	E	U	No of Students
Art and Design	1	1	3	2			7
Biology	2	8	7	20	9	11	57
Business Studies	2	6	10	7	2		27
Chemistry	1	3	3	4	6	15	32
Chinese	2	1					3
Economics		1	3	6	2	3	15
English Language	2	8	7	1			18
English Literature	2	5	6	2			15
Environmental Studies		1	3	5	3	2	14
Extended Project	3	1		1		1	6
Geography	2	10	7	4	2		25
History		6	8	9	1	3	27
Mathematics	3	2	6	8	5	8	32
Physical Education	9	10	9	6	4		38
Physics		4	1	1	4	9	19
Psychology	2	6	10	8	10	6	42
Sociology	1	4	5	5	1	4	20
2014	32	77	88	89	49	62	397
2013	41	57	95	86	79	152	510

DC continued that we need to know if there is a difficult situation and what is being done. In response to DC LR confirmed the pass rate is not the only measure and number of passes at A*, A-B etc. are monitored and DC advised that this should therefore also be in the commentary. RR felt that the performance in Biology, Chemistry, Maths and Physics was unacceptable and that we should recognise this. BH agreed that the SAR should acknowledge this and outline what is being done. In response to DC LR advised that the value added performance was not yet available. LR outlined what he believed to be the problems. RR noted that whilst the grades in teaching observations had gone down it was still 73% good or outstanding which was still high and did not match the results. RM advised that our A Level results for the last 5 years have been more or less static. LR outlined the A Level results against defined groups and it was noted, contrary to many observations in the past, that sports academy students had better results than non-academy students.

4.2. Grade Profiles Paper QS04.2/09/14

LR advised that students on BTEC courses achieve overall very high grades with a third of all extended diploma students gaining the equivalent of 3 A* at A Level. The proportion gaining a distinction of any type was 74% compared to 42% nationally and DDD and above was 57% compared to 24.8% nationally.

Grade	Total	UCAS Tariff
D*D*D*	142	420
D*D*D	39	400
D*DD	31	380
DDD	31	360
DDM	36	320
DMM	34	280
MMM	27	240
MMP	23	200
MPP	28	160
PPP	26	120
Grand Total	417	

LR referred Members to the grades by award and curriculum area. In response to DC LR advised that the performance Level 3 Subsidiary Diploma was below national average due to Rugby. DC stated that this should be outlined in the commentary and what action was being taken. Relating to General Sport Extended Diploma BH wondered how we had graded ourselves as grade 1 teaching but were not getting outstanding achievement and believed there should be targets throughout the year and remedial action taken where necessary. DC questioned where we put our priority sport or academic. BB advised that students are stopped from sport if there academic results are not good enough.

4.3. Progression Paper QS04.3/09/14

LR advised that a majority of BTEC students have positive outcomes upon completion of their programme.

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Employment	FE at Hartpury	FE at other Institution	HE at Hartpury	HE at other Institution	Seeking a Job
238	501	36	51	144	108
22.1%	46.5%	3.3%	4.7%	13.4%	10.0%

In response to RR LR advised that the students majorly go to other universities as we do not run the courses that they wish to study. RR felt that it would be a useful analysis to find out universities and courses. RM believed that we have put into place some good work in the last 12 months and there has been a significant increase in numbers of our students applying to us for degree courses.

A Level students largely progress directly to HE.

Employment	FE at Hartpury	FE at other Institution	HE at Hartpury	HE at other Institution	Gap Year
4	0	1	1	57	7
5.7%	0%	1.4%	1.4%	81.5%	10.0%

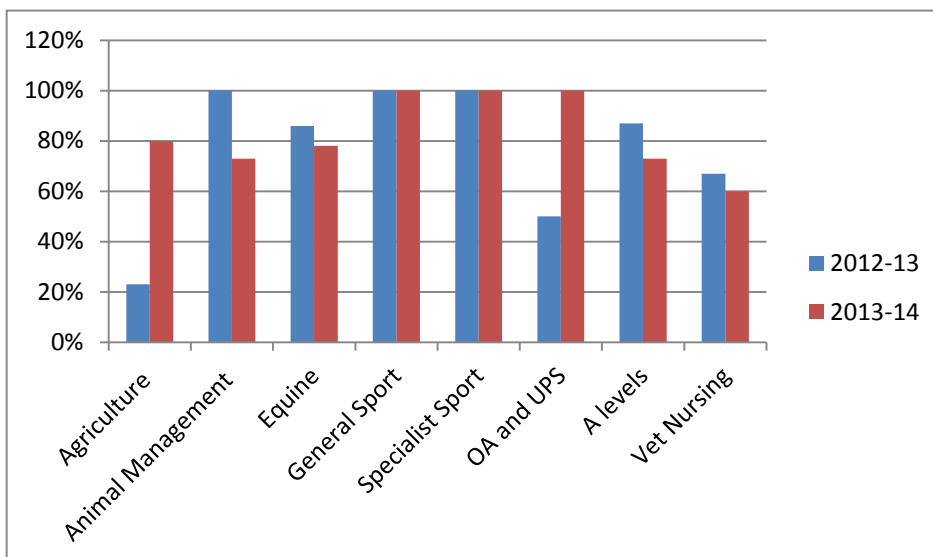
In response to CM LR advised that the information is gathered at time of exit and CM believed that it would be useful to gather this information 3/6 months later. LR referred Members to the breakdown by department.

4.4. Executive Summary Paper QS04.4/09/14

LR believed that after the earlier discussion this document will have considerable revision and we should not discuss at this time.

4.5. Teaching Learning and Assessment Paper QS04.5/09/14

LR advised that this data had been seen at the June Quality and Standards Meeting. All observed and graded teaching was self-assessed as an average of Outstanding or Good and the process had been validated by Ofsted trained inspector.



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<p>LR advised that teaching observations in Sport remained high with 100% being graded as good or better. There had been significant improvements in Outdoor Education and Uniformed Public Services rising from 50% to 100% and Agriculture from 23% to 80% good or better. There had been drops in all the other areas with Animal Management dropping from 100% achieving good or better to 73% this year, Equine 86% to 78%, Veterinary Nursing 67% to 60% and A Level 87% to 73%. RR noted that the Report outlined actions. LR outlined the process for both the developmental and formal observations.</p>		
<p>5. Discuss and recommend for approval the Academic Key Performance Indicators.</p> <p>GvdL outlined the process that had been adopted and advised that they had been sent to all governors at the beginning of July for comment. Last year's actual performance had also been added where this was now available.</p> <p>5.1. FE Academic Key Performance Indicators. Paper QS05.1/09/14</p> <p>GvdL explained that at a recent meeting it had been proposed that Retention, Achievement and Success rates should be included and the document will be amended by the next Board Meeting. RR felt that as a principle the next years target should not be lower than the previous year's actual and this was not the case. The Clerk explained that the targets had been set some months before actuals were available for previous year and targets needed to be reviewed. RR felt that national averages should not be used and the targets should be stretching. RR also felt that the target column was the most important and should come before the national average column. DC wondered if the attendance target should not be 100%. In response to LR CM thought that we should be setting the highest possible targets that will stretch the departments.</p> <p><i>It was agreed that the KPI's would be reviewed in the light of the above comments and presented to the next Board Meeting.</i></p> <p>5.2. HE Academic Key Performance Indicators. Paper QS05.2/09/14</p> <p>RR had the same observation as above that the targets should be stretching and not below than last year's actual. In response to GvdL RSW advised which UWE targets were and which were ours. It was thought that we should have our own targets but UWE targets should also be identified within the form. DC believed that it would be understood if you did not quite make challenging stretch targets.</p> <p><i>It was agreed that the KPI's would be reviewed in the light of the above comments and presented to the next Board Meeting.</i></p>	<p>LR</p> <p>JD</p>	<p>09/10/14</p> <p>09/10/14</p>

	ACTION	ACTION DATE
<p>6. Discuss a timetable of how and when specific data will be presented and how the loop is closed to ensure appropriate action is taken.</p> <p>6.1. FE annual timetable of issue of data and links to Quality Improvement Plan. Paper QS06.1/09/14</p> <p>LR advised that this identified when data would be presented to governors. RM suggested that the Quality Improvement Plan should go in to the schedule</p> <p><i>The timetable will be amended to include the Quality Improvement Plan.</i></p> <p>6.2. HE annual timetable of issue of data and links to HE Action Plan. Paper QS06.2/09/14</p> <p>RSW referred Members to the annual timetable of how and when specific data will be presented and how it links to the Quality Improvement Plan. RSW confirmed that this has been referenced to the HE Quality Cycle and to the Terms of Reference of the Quality and Standards Committee.</p>	LR	Immediate
<p>7. Consider a proposal in amending the process for deliberative scrutiny of HE and FE to include any changes to the Terms of Reference of the Quality and Standards Committee and the Academic Board and the diagram showing the parallel structures of FE and HE. Paper QS07/09/14</p> <p>RM advised that we had been discussing the linkage of governance with HE and FE over several meetings. The attached proposal had been designed after discussion at the last meeting and input from RR and DC. The objective was to ensure that there is significant opportunity for governor scrutiny of HE activity and HE accountability to the Corporation. This has led to a proposal to change the Terms of Reference and membership of the Quality and Standards Committee and the Associate Faculty Board and also change the name of the Quality and Standards Committee. In response to RBS RM confirmed that the Chair and Vice Chair would be invited to sit in attendance at the Quality and Standards Committee Meetings. RR wished Members to note that it is not proposed for a governor to be a member of the Associate Faculty Board and he did not believe that he should be the UWE representative on the Board.</p> <p><i>It is recommended to the Corporation that the Terms of Reference of the Quality and Standards Committee should be approved.</i></p> <p><i>It is recommended to the Corporation that the Terms of Reference of the Associate Faculty Board should be approved.</i></p> <p><i>It is recommended to the Corporation that the name of the Quality and Standards Committee should be changed to Quality, Enhancement and Standards Committee. (QuEST)</i></p>	Clerk Clerk Clerk	09/10/14 09/10/14 09/10/14

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<p>8. Outcome of the QAA Review. Paper QS08/09/14</p> <p>JD advised that he had sent out to governors in July provisional outcome of the QAA Review. The outcome was very positive with 2 commended grades out of a possible 3 and 7 areas of Good Practice identified. There was only one recommendation identified and this was a minor process issue. The report will go live on the QAA web site on the 8th October 2014. RM stated that this was very positive and would help with our TDAP application. RR confirmed that there had been positive feedback from UWE.</p> <p><i>DC asked JD to congratulate and thank the staff on behalf of the Committee for achieving this excellent result.</i></p>	JD	Immediate
<p>9. Any Other Business</p> <p>9.1. Approve the Proposal for Integrated Masters Awards. Paper QS09.1/09/14.</p> <p>RSW outlined the reasons for developing the curriculum by offering a set of Integrated Bachelors/Masters Awards in Equine Science and Sports Coaching. RSW advised that this would be a financial benefit to students and as it will utilise existing provision will result in minimal resource issues. RSW confirmed that this had been approved by the Associate Faculty Board.</p> <p><i>It is recommended that the Corporation approves a set of Integrated Bachelor/Masters Awards in Equine Science and Sports Coaching.</i></p>	Clerk	09/10/14
<p>10 Dates of future meetings-all commence at 2.00pm</p> <p>Tuesday 11th November 2014 Thursday 12th March 2015 Tuesday 23rd June 2015 Thursday 29th October 2015</p>		

Mr David Crawford
Chair Quality and Standards Committee

11th November 2014