

QUALITY and STANDARDS COMMITTEE
Minutes of a Meeting
2.00pm Wednesday 12th March 2014
Gordon Canning Room

In Attendance: Mrs Rosamund Blomfield-Smith (RBS)
Mrs Barbara Buck (BB)
Mr Ben Grieve (BG)
Dr Beri Hare (BH)
Mr Russell Marchant (RM)
Mr Luke Rake (LR)
Professor Ron Ritchie (RR) (Vice Chair)
Mrs Rosie Scott-Ward (RSW)
Mr Graham van der Lely (GvdL)

Apologies: Mr David Crawford
Mr John Deane
Mr Chris Moody
Mr Charles Whitehouse

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	<p>Apologies</p> <p>Apologies were received from Mr D Crawford, Mr J Deane, Mr C Moody and Mr C Whitehouse.</p> <p>The Meeting was chaired by the Vice Chair Professor Ritchie.</p> <p>The Vice Chair advised that Mr D Barnett had resigned from the Committee. Mr Barnett had been a Governor for 14 years but retired from that position two years ago. He has been a Member of this Committee since 2003 the last two years as a Co-opted Member. The Vice Chair wished a minute to register the Committees thanks for his hard work and input to the Committee. GvdL advised that he had already responded to Mr Barnett thanking him on behalf of the Corporation.</p> <p><i>A letter of thanks will be sent to Mr Barnett on behalf of the Committee.</i></p>	Clerk	Immediate
2.	<p>Declaration of Interest – Paper QS02/03/14</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>		

	ACTION	ACTION DATE
<p>3. Minutes of the Last Meeting – Paper QS03/03/14</p> <p>Minutes of the meeting held on the 18th November 2013 were agreed to be a true and accurate record and signed by the Vice Chair.</p>		
<p>4. Matters Arising and Actioned.</p> <p>The Vice Chair advised that the following points had been actioned from the previous meeting.</p> <p>4.1. (5.0.) Data on A Level and BTEC Courses has been separated and issued to all governors 16th January 2014.</p> <p>4.2. (5.0.) Revised Self-Assessment Report has been approved by the Corporation on the 30th January 2014.</p> <p>4.3. (9.0.) Data covering the outcomes from the “Mock Inspection Interviews” have been sent to governors on the 4th February 2014. Further training has been held on the 11th and 12th February 2014 and updates will be made to governor data file as they become available.</p> <p>It was agreed that there were no further discussion needed on these points.</p>		
<p>5. Matters Arising for further discussion.</p> <p>5.1. (10.0.) Verbal update on Link Governor Visits.</p> <p>LR advised that governor visits had been made to the Sport, A Level and Agriculture Departments. In response to RR the Clerk confirmed that an annual report on Link Governor visits should be made to the July Corporation Meeting. LR confirmed that this process will tie into the SAR. In response to GvdL LR confirmed that lesson observation does now form part of a governor visit and agreed with RR that governors will not be making an assessment but looking at the process. RM agreed that it was important that governors have an understanding of how we formulate the grades.</p> <p>5.2. (12.0) Staff development on Teaching, Learning and Assessment. Paper QS05.2/03/14</p> <p>LR referred Members to the range of activities available for additional focus on teaching, learning and assessment. LR advised that it was accepted and appreciated by the staff as it was delivered by their peers. In response to BH LR confirmed that the training was mandatory and BH believed that this should be noted on the document as well as the heading including “Assessment”. BH also felt that the document should include the percentage of new members of staff that have attended a training session. BH also felt that replacing the word “encouraging” in the penultimate paragraph should be considered.</p> <p><i>An update will be given to the next meeting incorporating the above proposed amendments.</i></p>	LR	26/06/14

	ACTION	ACTION DATE
<p>6. Discuss matters arising from the Meeting of the Equality and Diversity Forum 28th January 2014.</p> <p>RR advised that he was responsible for the following two reports being presented to this committee. RR advised that he had attended the last meeting of the Equality and Diversity Forum as the Link Governor. The meeting was very positive and these two reports had been presented and RR felt that they were relevant to Quality and Standards Committee. RR stressed that he did not want duplication but believed that this type of report should come to this committee first and if there were issues for Equality and Diversity then it should go to them.</p> <p>6.1. Discuss HE Equality and Diversity Achievement Report produced by Ms Linda Greening. Paper QS06.1/03/14</p> <p>RSW outlined the data and advised that it will be in a different format for future meetings and agreed with RR that the data needs more accessibility and confirmed that it would be embedded in the Balanced Scorecard. BH believed that there should be a conclusion with a link to an action plan and this could be outlined in a cover sheet to the Report. BH stated that questions raised in the Equality Improvement Plan should be cross referenced with this plan and RR agreed that there should be evidence presented showing attention was being given to this data.</p> <p><i>The data will be re-formatted and presented at the next meeting with the above amendments.</i></p> <p>6.2. Discuss FE Equality and Diversity Success Rate Report. Paper QS6.2/03/14</p> <p>LR referred Members to his Report and RR advised that it was positive but one area had come up at the recent governor training which he believed needed further discussion. This was the difference in success rate of 16-18 year old males and females with a down-ward trend for females and a widening gap between the two. LR advised that this was against the national trend. LR advised that this was due to the poor retention in Equine and Animal Care which were predominately female but confirmed that this had significantly improved this year. LR advised, however, that there were still some challenges in A Levels which also had a large number of females. In response to GvdL LR confirmed that success rates in some of the additional programmes, such as BHS and Livestock Transport, were poor. BH believed that there was a lot of good data in the paper and the summary should make more of it and RR agreed and that specifically the BME data was very encouraging. BH suggested that we should not use the words "boy" and "girl" but keep to male and female. RR suggested that the updated success data should go into the governors' pack and show an evidence trail and that we should not get too apologetic but show there was a concern which had received an explanation and plot the action taken.</p> <p><i>The Governors' Pack will be updated as above for the data concerning success rates by gender.</i></p>	<p>RSW</p> <p>LR/ Clerk</p>	<p>26/06/14</p> <p>Immediate</p>

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<p>7. Review results from Induction Student Survey November 2013.</p> <p>7.1. FE induction Survey Results and Actions. Paper QS07.1/03/14</p> <p>LR referred Members to the results of the Student Induction Survey and advised that results were similar to the previous year but there was an increased satisfaction in the Agriculture Department. The students in Equine and Specialist Sport areas are less satisfied than others. The results showed that the more academic the areas then generally the results were more critical. Students were less pleased with some service areas such as catering. LR advised that no significant issues had been raised by the survey. LR explained the rating system and discussion took place on some of the more positive areas such as understanding of equality and diversity and less positive particularly the area relating to reviews with their tutor. BH believed there should be a link to action from the outcomes of this report and RR agreed that governors should be reassured on what happens as a result of this Survey.</p> <p><i>The next meeting will be advised of the process for completing the loop on actions on the outcomes from the Student Survey.</i></p> <p>7.2. HE Induction Survey Results and Actions. Paper QS07.2/03/14</p> <p>RSW advised that the survey indicates an overall increase in satisfaction across all areas. In the majority of areas the Animal and Land students appeared the most satisfied with their induction process. RSW believed that we had taken over more responsibility from UWE on pre arrival and Welcome Day and this had led to improvements. RSW advised that the key actions taken were that Student Advisors were more visible from start of course and there was more awareness of learning support services. In response to RR RSW advised that the outcomes had gone to internal committees and departments for action and to look at particular areas for improvement. RSW advised that for the induction survey next year we would be looking at the timing of when the survey takes place and reviewing the content. BH advised that, like the FE Report, there should be a link to the actions on the outcomes.</p> <p><i>The next meeting will be advised of the process for completing the loop on actions on the outcomes from the Student Survey.</i></p>	<p>LR</p> <p>RSW</p>	<p>26/06/14</p> <p>26/06/14</p>																		
<p>8. Review FE Data (LR)</p> <p>8.1. Review analysis of Student Withdrawals 2012-2013. Paper QS8.1/03/14</p> <p>LR advised that this was an annual report looking at withdrawals from the previous year.</p> <table border="1" data-bbox="140 1883 1193 2031"> <thead> <tr> <th></th> <th>Another Coll/School</th> <th>Employment</th> <th>Unemployed</th> <th>Unknown</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2012-13</td> <td>63</td> <td>68</td> <td>17</td> <td>39</td> <td>187</td> </tr> <tr> <td>2011-12</td> <td>50</td> <td>58</td> <td>27</td> <td>27</td> <td>162</td> </tr> </tbody> </table>		Another Coll/School	Employment	Unemployed	Unknown	Total	2012-13	63	68	17	39	187	2011-12	50	58	27	27	162		
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2011-12	50	58	27	27	162															

LR advised that withdrawals increased on the previous year with an increase in students leaving for employment. LR advised that he was tentative on any trends as there was only two years data. In response to RR LR agreed that this was a large administrative process but felt that it was important that he viewed all withdrawal documents. In response to GvdL LR advised that one of the major reasons why students left to go to another college or school was to lessen their travelling time. In response to GvdL LR confirmed that if students completed 42 days and then withdrew the college was still financed for entire programme. LR outlined the processes available to students during the withdrawal process and referred Members the process relating to Careers Action Plan.

8.2. Review Performance Data 2012-2013. Paper QS08.2/03/14

LR advised that performance in vocational subjects is exceptionally strong and value added is outstanding with the average grade being a distinction and in terms of points per vocational entry we are in the top 10% of all colleges, the leading Landex college and leading SW region college. LR advised, however, that A Level performance is broadly neutral and slightly negative at AS Level and improvements need to be made.

8.3. Review Retention and Attendance Data. Paper QS08.3/03/14

LR advised that retention is significantly improved overall compared to last year especially in those areas, Equine, Animal Care, Game, where there was a reduction last time.

Ofsted Calculated Retention Rates			
Department	2011-12	2012-13	2013-14
A Levels	94.5	97.5	97.2
Agriculture and Game	89.6	92.9	99.2
Animal Management	93.7	86.9	96.9
Equine	88.8	87.2	99.4
Foundation Studies	100.0	100.0	100.0
Access to HE		93.3	86.2
General Sport	91.5	94.9	97.3
Outdoor Adventure and Public Services	93.4	89.3	94.8
School	95.2	96.3	97.4
Specialist Sport	88.2	92.9	97.8
Veterinary Nursing	96.2	92.3	100.0
Total	91.9	93.3	97.4

In response to GvdL LR advised that the Ofsted retention rate was calculated after the first 6 weeks. LR advised that Access to HE was not good enough and outlined the reasons and actions being taken. In response to BH LR advised that we would be dropping the sport strand and concentrating on land based. LR referred Members to some of the courses that improved in the last year.

LR advised that attendance is high, overall above the 95% target, with the exception of Access to HE.

Department	%
A Levels	95.0
Agriculture and Game	93.1
Animal Management	93.4
Equine	97.3
Foundation Studies	97.2
Access to HE	82.2
General Sport	97.3
Outdoor Adventure and Public Services	97.0
School	93.3
Specialist Sport	96.4
Veterinary Nursing	97.4
Total	95.8

LR outlined the reasons for poor attendance in Access to HE.

8.4. In-Year Benchmarking. Paper QS08.4/03/14

LR advised that last year's reduction in retention early in the year appears to have been reversed with the retention level at end of January 2014 significantly ahead of last year.

8.5. Equine Curriculum Update. Paper QS08.5/03/14

LR advised that Equine had been identified as one of the key areas for improvement and the Report outlined the changes that had been made and some future changes. RR advised that the Report contained a large amount of detail and suggested that the changes could have been summarised on front sheet.

8.6. A Level Pastoral Information Update. Paper QS08.6/03/14

LR advised that last year's first year cohort had been a challenge and this cohort would be a challenge going forward. The Report outlined the support for those students which were a cause for concern. In response to GvdL LR confirmed that this year's first year group was stronger. GvdL advised that it had previously been noted that our A Level students had less contact hours than students in other institutions and enquired whether extra fees could be charged for extra tuition in evenings or weekends. LR advised that we could not charge fees but there may be a way to charge extra for accommodation for example introducing a House system. LR advised that we were looking at different levels of delivery and the new building will help considerably in focusing the students. RR warned on using non gender words and phrases.

		ACTION	ACTION DATE
9.	<p>Discuss data from HE Balanced Scorecard. Paper QS09/03/14</p> <p>RSW advised that recruitment shows a growth in Animal and Land and decline in Sport programmes with Equine remaining relatively stable. RSW outlined new programmes that were being planned particularly in Sport to improve student numbers. RSW advised that the College had now taken on the application process from UWE. RM advised that we had done a lot of work on improving the conversion rate and the current forecasts are based on no increase in this area so he would anticipate an increase in these numbers. RSW referred Members to the data on the Balanced Scorecard relating to withdrawals and achievement. RR noted that there was a downward trend in students achieving a "good degree" from 57% to 49% and that this was against the trend. In response to RBS RSW advised that teaching observations had not given a concern over the quality of teaching. RBS advised that there was a review currently taking place into the reasons for this decline and an action plan will be produced from the evidence coming from the review. RSW stated, however, that External Examiners have indicated the need for staff development to give academic staff the confidence to make use of the full marking range.</p> <p><i>The outcomes of the review into decline in achievement and resulting action plan will be brought to the next meeting.</i></p>	RSW	26/06/14
10.	<p>Update on progress for governance of HE. Paper QS10/03/14</p> <p>RM advised that how we would propose to scrutinise the quality of FE and HE was discussed at the last meeting of the Search and Governance Committee and that it had been agreed that a full paper would go to the next Corporation Meeting. RR believed that we should test the temperature of any proposed changes in this Committee as he felt that there were considerable benefits in the interaction of HE and FE. RM outlined the headline changes he would be proposing in that there would be two committees, this current Committee which would scrutinise FE and a new committee to scrutinise HE but both would have FE and HE representatives. Both committees would have governor representation and report to the main Board. RR believed that there was great value in the current process and was concerned over losing something that was quite valuable.</p>		
11	<p>Note Minutes of the Hartpury Student Union Forum 5th February 2014. Paper QS11/03/14</p> <p>BG advised that he was not certain that the College response to the process for ordering books from UWE worked. The remainder of the minutes were noted.</p> <p><i>The process for ordering books from UWE will be confirmed to the SU Forum.</i></p>	RSW	Immediate
12.	<p>Note academic staff development activity. Paper QS12/03/14</p> <p>This was an HR Report that gave academic staff CPD. RM felt that it was not in the correct format and did not indicate the strategic direction of teaching</p>		

		ACTION	ACTION DATE
	development. <i>The current Report will no longer be issued and a new format will be agreed for the next meeting.</i>	RM	26/06/14
13.	Discuss development of the Self-Assessment Report. Paper QS13/03/14 LR advised that developments to the SAR were continuing. The Quality Review 1 focused on data compliance and monitoring outcomes for learners with emphasis on attendance, retention and achievement and completed on a monthly basis. Quality Review 2, as outlined in the Report, will focus on the quality of Teaching, Learning and Assessment and effectiveness of Leadership and Management and will be completed each term aligning it with the Departmental Quality Review Boards. BH felt that this should reduce not increase workload and LR confirmed that all aspects of provision are captured in real time and the teams will take more ownership. RR agreed with BH that there must be a link in the scrutiny process to action planning.		
14.	Any Other Business 14.1. Observation Process LR advised that the observation process had been externally verified by Landex and no areas of concern were found. 14.2. Future Developments LR advised that we were integrating coaching/yard into the observation process; developing a Teaching, Learning and Assessment Policy and developing a Hartpury Certificate framework to highlight skills. RR believed that these were substantive subjects and papers should be brought to the Committee.		
15.	Dates of future meetings-all commence at 2.00pm Thursday 26 th June 2014 Wednesday 19 th November 2014 Thursday 12 th March 2015 Tuesday 23 rd June 2015 Thursday 29 th October 2015		

Mr David Crawford
Chair Quality and Standards Committee

26th June 2014