



QUALITY, ENHANCEMENT and STANDARDS COMMITTEE

Minutes of a Meeting 1.00pm Thursday 12th March 2015 Gordon Canning Room

Present: Professor Ron Ritchie (Vice Chair) (RR)
 Ms Isabel Beveridge (IB)
 Mrs Barbara Buck (BB)
 Mr John Deane (JD)
 Dr Beri Hare (BH)
 Mr Russell Marchant (RM)
 Mr Chris Moody (CM)
 Mr Luke Rake (LR)
 Mr Jack Reed (JR)
 Ms Claire Whitworth (CW)

In Attendance: Mr Graham van der Lely (GvdL)
 Ms Lucy Dumbell (LD)

Apologies: Mr David Crawford
 Mrs Rosamund Blomfield-Smith
 Mr Charles Whitehouse

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	<p>The Vice Chair welcomed Ms Lucy Dumbell to her first meeting as an alternate for Mrs R Scott-Ward who is on maternity leave.</p> <p>Apologies</p> <p>Apologies were received from Mr D Crawford, Mrs R Blomfield-Smith and Mr C Whitehouse.</p>		
2.	<p>Declaration of Interest Paper QES02/03/15</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>		

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3.	<p>Minutes of the Last Meeting Paper QES03/03/15</p> <p>Minutes of the meeting held on 11th November 2014 were agreed to be a true and accurate record and signed by the Vice Chair.</p>		
4.	<p>Matters Arising</p> <p>4.1. (7.1) FE Self-Assessment Report was amended and approved at the December 2014 Corporation Meeting.</p> <p>4.2. (7.3) FE KPI's were amended and presented in the new format to the December 2014 Corporation Meeting.</p> <p>4.3. (8.5) The Associate Faculty Annual Review Report is Agenda Item 5.2.</p> <p>4.4. (8.6) Update will be given of the trial of cross college teaching observations in Veterinary Nursing.</p> <p><i>LR advised that these observations are taking place at the moment and a further update will be given to the next meeting.</i></p> <p>4.5. (8.8) Teaching, Learning and Scholarship Strategy is Agenda Item 5.3.</p> <p>4.6. (8.14) The TDAP Critical Self-Analysis was approved at the December 2014 Corporation Meeting.</p> <p>4.7. (10.2) The closure of MA Sports Management Course was approved at the December 2014 Corporation Meeting.</p>	LR	23/06/15
5.	<p>HE Section (JD)</p> <p>5.1. Discuss the results of the Induction Survey and note the actions taken. Paper QES05.1/03/15</p> <p>LD advised that the survey covered the induction and first five weeks of the term. LD explained that for the first time the survey was completed electronically and this has contributed to the highest completion rate in the last five years. LD advised that the % agreement increased for 32 of the 37 measures included within the survey and ranged from 66% to 98% and that 23 measures either equalled or exceeded the highest level of agreement since 2010. Only 5 measures were below 80%, of which 3 were of concern and LD outlined these areas and the actions that were being taken. LD confirmed that the results of the survey have been discussed at Departmental Committee Meetings and Academic Standards and Quality Committee. In response to BH LD agreed that the quality of teaching was a key part of the teaching and learning</p>		

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<p>strategy. RR was pleased to see that the areas relating to equality and diversity and support had shown large improvements. In response to JR JD confirmed that the key questions are kept from previous years so as trends can be noted and it was in order to use the term University Centre. RM stated that the individual student comments need to be followed up and a response made. In response to RR JD confirmed that in future the results of this survey will come to the November meeting of QuEst.</p> <p>5.2. Discuss the Associate Faculty Annual Review Report. Paper QES05.2/03/15</p> <p>JD advised that this Report had been produced in the past for UWE but some years ago they had decided that it was no longer required. In response to GvdL JD advised that it had gone to the Associate Faculty Board for discussion and approval. RR believed that we should share with UWE out of interest. JD outlined the main drivers for producing the review and advised that the Report draws on a range of College and HE strategies and documents in order to develop an action plan that is broadly represented by the 2014/2015 HE targets. JD outlined the key achievements and key challenges. GvdL advised that the HE governance and meeting structure was difficult to read and should be produced on a separate page. JD outlined the performance against the KPIs. RR commented that there had been some notable achievements particularly in the National Student Survey, the numbers of students receiving good degrees and retention. JD referred Members to the Action Plan. RR noted that the Tariff on Entry was not on the Plan and JD admitted this was an omission. RM felt that the KPI sheet should relate to the period of the review and not contain future targets. In response to RM JD agreed that in future this Report will come to the November meeting.</p> <p><i>It was agreed that the Associate Faculty Board will be asked to amend the Action Plan to include Tariff on Entry.</i></p> <p>5.3. Discuss Teaching, Learning and Scholarship Strategy. Paper QES05.3/03/15</p> <p>JD advised that the Report outlines the overall approach of the Scholarship Committee. The Report had been written by Dr C Potter and RR would have liked him at the meeting and suggested this owner of papers should be present at the meetings in future. JD advised that Dr C Potter had been appointed as Associate Dean Research a 0.5 post; three of the four Visiting Associate Principal Lecturers had been appointed and all four mini-sabbaticals had been awarded. JD advised that we are continuing to map the requirements of QAA. JD referred Members to the Scholarship Metrics and the KPIs. RR wished to know how the weighted average score for 2013/14 was made up. RR advised that the Report had targeted our shortcomings and addressed these but has forgotten to say anything about what we are good at. RR explained that professional</p>	<p>JD</p>	<p>Next Meet of AFB</p>

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<p>practice and impact are very much what the College does well but are not mentioned and there should be greater reference to public engagement. CM agreed that this was an excellent Report but seemed to have been written in a vacuum missing the link to Hartpury which makes the College so special. RR suggested that the paper should be amended before a high level KPI for scholarship is agreed. A discussion took place on timings for amended report and it was felt some report should go to the next Board after which amendments can be made and sent to June QuEst for review and then to the July Board for approval.</p> <p><i>The Report is sent back to the Scholarship Committee for amendments as discussed above.</i></p> <p>5.4. Discuss Report on Staff Development 2013/2014. Paper QES05.4/03/15</p> <p>JD advised that the Report is a summary of last year's activity and confirmed that there has been a significant increase in the budget. JD advised that these activities had been very successful and outlined the evidence for this and then outlined further action that had been agreed by the Associate Faculty Board. RR believes that this Report gives very clear evidence and reinforces the last report.</p> <p>5.5. Discuss outcomes of investigation into the fall of Tariff on Entry. Paper QES05.5/03/15</p> <p>JD advised that this Report provides an update on the average tariff score of 291 for the 2014 intake which had fallen compared to the 2013 intake score of 311. JD explained that the average tariff on entry for Foundation Degrees was 238 against the standard entry requirement of 160. The average tariff on entry for Honours Degrees was 312 against an average standard entry requirement of 280 so it can be seen that both are averaging significantly higher than their respective entry requirement. RM believed that this gave a case for splitting the target. RR noted that the paper gave no reference to the KPI and the fact that this had not been met. RR believed that it should be re-visited and if there was a serious difference in the target it should come back to this Committee.</p> <p><i>The KPI target will be reviewed and if amended sent back to the next meeting for approval.</i></p> <p>5.6. Review recruitment data for 2015/2016. Paper QES05.6/03/15</p> <p>JD advised that applications are 3.5% higher than the same time last year compared to a national figure of 2.2% and that we are seeing a decline in Foundation Degrees and an increase in Honours Degrees. JD explained that Animal and Land Programmes are showing a reduction on</p>	<p>JD</p> <p>JD</p>	<p>23/06/15</p> <p>23/06/15</p>

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<p>last year but there is a big increase in Sport. Overall applications are up and JD is cautiously predicting intake the same as last year.</p> <p>5.7. Review KPI's. Paper QES05.7/03/15</p> <p>The HE KPI's were noted.</p> <p>5.8. Note the outcomes from the Student Representative Forum 30th January 2015. Paper QES05.8/03/15</p> <p>JR noted that this was just the HE Forum Minutes and he explained that there was also a FE Forum and both fed into the Student Council so it would be more sensible to have the Council Minutes to this meeting.</p> <p><i>It was agreed that the Student Council Minutes will come to the Committee for review.</i></p>	Clerk	23/06/15
<p>6. FE Section (LR)</p> <p>6.1. Discuss 16-18 Performance Tables for 2013/2014. Paper QES06.1/03/15</p> <p>LR advised that the performance in general terms is similar to last year with the vocational performance outstanding and A Level again slightly negative. The average vocational grade was Distinction+ and this would place us in the top 10% of all colleges providing vocational courses at Level 3. The Value Added has decreased reflecting the intake having a higher GCSE profile. A Levels are far more challenging and LR advised that performance improvement will be covered in the next paper.</p> <p>6.2. Discuss A Level Review. Paper QES06.2/03/15</p> <p>LR advised that this Report had been requested by the Board at the last meeting of the Corporation due to the consistent underperformance in certain areas within the A Level Department. LR advised that the combination of some weak teaching, the challenge of being away from home, relatively low hours' delivery, demands of elite sport alongside a shallow management structure has led to results that are not good enough by our own high standards. LR outlined the key issues in more detail. RR and CM questioned some of the language used in the Report. In response to RR LR advised that an external perspective is gained through the SAR process by obtaining the views of a local 6th Form Group. LR outlined the plans that were being put in place immediately to improve the performance of the Department and this has already been discussed by the Principals Management Group. LR advised that it was difficult to attract the right level of staff in some subject areas due to our salary structure. BH felt that we should be able to offer incentives and suggested that we could have scarcity rates for subject areas where it was difficult to attract staff. In response to CM LR advised that we may</p>		

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<p>be helped on finding more teaching time by the changes to A Level Programme in adopting the linear process of 3 A Levels only. RM believed that a majority of these students are in sports academies and are residential and evening study time will be part of their scholarship agreement. LR outlined a further proposal that was still being discussed in that Catsbury may become an A Level Hall of Residence for 2016.</p> <p><i>The Committee supports the management proposal and the direction of travel suggested and the next meeting will receive a further update.</i></p> <p>6.3. Note updates to the Quality Improvement Plan. Paper QES06.3/03/15</p> <p>LR referred Members to the updates in the Quality Improvement Plan. BH noted that we will need to put extra support and resource to enable improvements in Maths and English.</p> <p>6.4. Discuss proposal to suspend recruitment to 14-16 programmes for 2015/2016. Paper QES06.4/03/15</p> <p>LR advised that numbers have dropped from 130 two years ago to 56 this year and currently we are looking at 11 for next year. LR outlined the reason for this drop. RR and CM cautioned LR on the tone of some of the paper. CM believed there will be a number of new programmes validated and this area could be re-established in three to four years. RM confirmed that we will remain in contact with the schools.</p> <p><i>The suspension of recruitment to the 14-16 programmes for 2015-2016 was approved.</i></p> <p>6.5. Discuss proposal to suspend recruitment to Level 1 programmes for 2015/2016. Paper QES06.5/03/15</p> <p>LR advised that Level 1 provision is now recruiting very poorly and we currently have 11 applicants compared to 35 enrolments for this current year. LR advised that historically these courses attracted students with moderate learning difficulties and students with Behaviour, Social and Emotional Difficulties. In response to CM LR advised that he is not intimating in the paper that we have problem students and that is the reason we wish to suspend the course. LR advised that there was a sharp reduction in progression from Level 1. BH advised that this is going against the national trend as entry into Level 2 is a growing area. RM advised that through the Gloucestershire Federation of Colleges and particularly the National Star College it has been found that students who need support do better in larger units.</p> <p><i>The suspension of recruitment Level 1 provision for 2015-2016 is approved</i></p>	LR	23/06/15

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	<p>6.6. Review KPIs. Paper QES06.6/03/15</p> <p>LR referred Members to the KPIs for FE and advised they had been produced by department. As can be seen retention and attendance are still strong which should translate into another good year with regard to success rates. LR advised that applications are similar to last year but as growth this year was largely into two year courses this should translate into another year of sustainable growth.</p> <p><i>It was agreed that KPI format for 2015/2016 will be reviewed now that ProAchieve has been installed.</i></p>	LR/Clerk	01/09/15
7.	<p>Any Other Business</p> <p>7.1. Student Union Education Officer</p> <p><i>It was agreed that the Student Union Education Officer would be nominated to become a member of this Committee at the next meeting of the Search and Governance Committee and be in attendance at the next meeting.</i></p>	Clerk	16/06/15
8.	<p>Dates of future meetings-all commence at 2.00pm</p> <p>Tuesday 23rd June 2015 Thursday 12th November 2015 Tuesday 15th March 2016 Tuesday 28th June 2016 Thursday 10th November 2016</p>		

Professor Ron Ritchie

23rd June 2015

Vice Chair Quality, Enhancement and Standards Committee