

QUALITY, ENHANCEMENT and STANDARDS COMMITTEE

Minutes of a Meeting 2.00pm Tuesday 14th March 2017 Gordon Canning Room

Present:

- Mr David Crawford (DC) (Chair)
- Ms Louise Cox (LC)
- Dr Beri Hare (BH)
- Mr Russell Marchant (RM)
- Mr Chris Moody (CM)
- Professor Ron Ritchie (RR)
- Professor Ian Robinson (IR)
- Mrs Rosie Scott-Ward (RSW)
- Dr John Selby (JS)
- Ms Claire Whitworth (CW)

In Attendance:

Apologies: Ms Zoe Nicholls

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	<p>The Chair congratulated RSW and the HE Team on the positive outcome from ACDAP on our TDAP application.</p> <p>Apologies</p> <p>Apologies were received from Ms Z Nicholls.</p>		
2.	<p>Declaration of Interest. Paper QES02/03/17.</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>		
3.	<p>Minutes of the Last Meeting. Paper QES03/03/17.</p> <p>Minutes of the meeting held on the 10th November 2016 were agreed to be a true and accurate record and signed by the Chair.</p>		

	ACTION	ACTION DATE
<p>4. Matters Arising</p> <p>4.1. (4.7, 6.1) Update on On-Programme Survey outcomes.</p> <p>RSW advised that this action was from the meeting on the 28th June 2016 and as she was unable to attend the following meeting. RSW advised that the outcomes of the survey had been scrutinised at department level and actions agreed.</p> <p>4.2. (5.3) ALIS data was circulated to Members on the 14th December 2016.</p> <p>4.3. (5.4) Update on FE Enrolment and Induction Survey will be discussed at Agenda item 7.1.</p> <p>4.4. (5.5) FE KPIs will be discussed at Agenda item 7.7.</p> <p>4.5. (6.1) Update on HE teaching observation process.</p> <p>RSW advised that Kate Mori was unable to attend this meeting to give her Report as she was away at a conference. RSW confirmed that there has been a very positive response to the pilot scheme which will now be rolled out. Staff had commented that the process helped to make them more self-aware of areas within their teaching that could be improved as well as those areas they excelled in. RSW confirmed that a further report will come to a later meeting.</p> <p>4.6. (6.3) Clarification of HE KPIs will be discussed at Agenda item 5.3.</p> <p>4.7. (8.1) Report on HE Employer Engagement will be discussed at Agenda item 5.2</p>		
<p>5. HE Reports.</p> <p>5.1. Note the Teaching Excellence Framework submission. Paper QES05.1/03/17.</p> <p>RSW advised that the TEF submission was made ahead of the deadline and the metrics within the submission predict a silver and this should be known in May. RSW advised that one of the key areas that came out of the report was the need to improve our data management capabilities and confirmed that there is a significant project looking at this working alongside HEFCE. RSW advised that it is important that we are able to independently verify the impact on students of actions put in place. IR agreed that this must be embedded in the report and we must understand how we are going to evidence. Governors should always when discussing new initiatives understand how we are going to evidence the outcomes.</p>		

	ACTION	ACTION DATE
<p>5.2. Review Employer Engagement in HE. Paper QES05.2/03/17.</p> <p>RSW advised that the Report provides an overview of the key activities in ensuring our graduates are ready to fulfil the needs of our industries. IR commented that the figure of 98.6% of our students going into employment or on to further study is outstanding and RSW advised that about 70% go into graduate level employment. IR felt this also to be very positive and should be in the Report. In response to BH RSW advised that we do track students for six months after further education, and a further six months after top-ups and post graduate study but believed that this period is likely to be extended. JS believed this to be a very positive Report but asked for information on the challenges. RSW advised that there are internal challenges in that Hartpury Advantage has been developed to make all students aware of the opportunities and benefits that we provide in helping them with their career aspirations. This improves as they get closer to graduation but this is often too late so the challenge is to get students from the start into this programme. In response to JS RSW confirmed that this has been recognised as a staff development issue and actions put in place. RSW advised that there are external challenges in that employers can get confused by the full breadth of what we offer and centralising placements for both FE and HE has gone some way to over coming this but it is extenuated by the large number of small industries in our sector. RR believed this to be a very constructive Report but felt there should be more about research. RSW agreed that there should be more examples how this is advanced for the industries that we serve and there will be a paper to Corporation on how future research will meet the needs of our industries.</p> <p>5.3. Review KPIs. Paper QES05.3/03/17.</p> <p>RSW advised that the paper outlines the outstanding questions from the last meeting. RSW confirmed that the Tariff Entry target had been 300 for this year and this has been exceeded and the Associate Faculty Board is discussing future targets. In response to DC RSW advised that there is a variation in tariffs across programmes and overall Honours Degree tariff is 339 and Foundation Degree 242. RSW outlined tariffs at some other universities with Cambridge top with 600 tariff points, Loughborough is 410 and Harper Adams 338. In response to JS RSW believed that the tariff should be combined honours and foundation degrees but it was felt that this was not logical. In response to JS RM agreed that recruitment for next year is worrying and believed that the lack of university title bracketing us in low tariff group is a contributing factor and that we have also been slow to react to some of the dubious practices being operated by some other institutions. RSW outlined actions that were being taken to maximise conversions and advised she had met with UWE who shared their practices with us which had been helpful. In response to RR RM advised that we are focusing our social media activities on more personal formats and RSW believed that the new web site still has the opportunity</p>		

		ACTION	ACTION DATE
	<p>to have a positive effect as the recruitment cycle is not over. In response to JS RSW confirmed that we are collecting the inclusivity data.</p> <p><i>It was agreed that Tariff Entry KPI should be split out to show honours degree and foundation degree targets and performance.</i></p> <p>5.4. Note TDAP Report and commentary has been posted to the Governors' Website.</p> <p>RSW advised that one of the areas of concern had been over staff self-reflection but this had obviously been strong enough in the areas where we had grounds for improvement. RR questioned how the Corporation is going to look at the lessons from this Report. RM believed that Corporation would delegate to QuEst but RR felt that the more general issues of governance would not be their responsibility. IR believed that the Report mixed governance and academic governance and this had given a confused message. The areas outlined in the Report should be covered as part of moving from a FEC to HEC and university title. Academic governance had not reflected the changes in the Associate Faculty Board.</p> <p><i>RSW agreed to update commentary to outline key areas for focus.</i></p>	RSW	01/09/17
6.	<p>Discuss the role of QuEst in oversight of HE quality assurance. Paper QES06/03/17.</p> <p>RM advised that the review of the role of QuEst in the oversight of HE quality assurance and its relationship with the Associate Faculty Board (AFB) and the Corporation had been triggered by the TDAP Report. RM proposed that we should continue with the crossover between QuEst and AFB but each committee will be more focused on either FE in the case of QuEst and HE for AFB. It is proposed that the only standing agenda item for HE on QuEst is an annual report with other HE items only being discussed at the request of the Corporation. QuEst will therefore be more focused on FE. The Vice Principal HE will continue to be a member of QuEst and Vice Principal FE a member of AFB. IR advised that there are currently four points of HE quality assurance, Corporation, QuEst, AFB and the Academic Standards Enhancement Committee and this proposes to reduce this to three. In response to RR RSW advised that HE matters, such as KPIs, will be covered in her regular report to the Corporation and RM added that Corporation could refer matters from that report to QuEst for further discussion. In response to RR on whether this will delay decisions IR believed that it was important to recognise there was a structure in place and there would be six reports to Corporation plus the HE Annual Report. In response to JS CW believed that there was a higher level of governor scrutiny required for FE. IR agreed but HEFCE sees an emerging role for governors with more oversight and will become more like FE.</p>		

	ACTION	ACTION DATE
<p><i>It is recommended that the change of role of QuEst in the oversight of HE quality assurance be approved by the Corporation.</i></p>	Clerk	31/03/17
<p>7. FE Reports.</p> <p>7.1. Update on Enrolment and Induction Survey. Paper QES07.1/03/17.</p> <p>CW advised that the data could not be separated by year as requested at the last meeting but this will be made possible for the next survey.</p> <p>7.2. Note Ofsted Readiness Action Plan. Paper QES07.2/03/17.</p> <p>This was an internal management document and was only to be noted.</p> <p>7.3. Update on A Levels. Paper QES07.3/03/17.</p> <p>CW advised that the paper outlines the current performance of A Levels based on the formalised interim monitoring process against grade and value added targets set. CW advised that mock exams are just about to take place and these results will give a further update to student progress. CW outlined the areas of concern and the actions that are taking place. In response to BH RM advised that a considerable number of actions had been put in place that had previously been discussed and agreed by governors but these were not summarised in this Report. CW agreed that the detailed plan approved by the governors at the beginning of the year was continuing to be actioned. BH would like to see more evidence of the impact of these actions and where they are not working what further measures are being taken. RR agreed in that the Report gave a lot of detail but would like to see trends to enable better monitoring. BH would also like the Report to show the successes as we could be underselling ourselves.</p> <p><i>A report will come to the next meeting to include information requested to better enable governor scrutiny of the quality of results.</i></p> <p>7.4. Update on Maths and English. Paper QES07.4/03/17.</p> <p>CW advised that Maths and English performance continues to be a key area of focus and the Report outlines progress to date. CW advised that governors agreed an action plan for this area at the beginning of the year and where appropriate the impact of these actions on results is provided. CW confirmed that implementation of the plan had had a positive impact on the quality of delivery of both Maths and English and where this had not had the desired impact on Maths results, although there had been slight improvements, further actions were put in place and these were summarised.</p>	CW	28/06/17

	ACTION	ACTION DATE
<p><i>An update will be given to the next meeting.</i></p> <p>7.5. Discuss DfE Performance Tables. Paper QES07.5/03/17.</p> <p>CW advised that this paper provides a summary and interpretation of the recently released DfE tables which focus on value added and average grades. Our overall grade for Landbased and Sport qualifications is outstanding at Distinction + with value added of +0.61 making us the top Landex College. A levels is not good with average grade of C- and value added of -0.21. BH advised that the key message is to improve value added. In response to RM CW advised that she does not recognise the 82% destination figure as our data shows 91% and the DfE has been contacted to clarify this.</p> <p>7.6. Review progress on Quality Improvement Plan. Paper QES07.7/03/17.</p> <p>CW advised that the table shows the progress to date with actions from the approved Quality Improvement Plan. The table shows the impact of the action and where there is still a need for improvement further actions are outlined.</p> <p>7.7. Review KPIs. Paper QES07.1/03/17.</p> <p>CW advised that overall attendance and retention are both above target. There are some programmes within each area that are being monitored and these were outlined. All courses that were identified for improvement last year have all demonstrated improved retention to date. Overall recruitment is above last year at this point but internal progression to HE is slightly down with 9 less applicants. CW advised that lesson observations are currently underway and a full analysis of grades will be available for the next meeting.</p>	CW	28/06/17
<p>8. 8.1. Update from Students' Union. Paper QES08/03/17.</p> <p>RM advised that the Report gives an update on Students' Union activity. RM advised that he was pleased to see that they had taken the advice of the NUS and elections would be held for 4 posts all of which will be paid roles-President and Vice President (0.3FTE), Education Officer and Clubs and Societies Officer (0.2FTE).</p>		
<p>9. Any Other Business</p> <p>There was no other business.</p>		

		ACTION	ACTION DATE
10.	<p>Dates of future meetings-all commence at 2.00pm</p> <p>Wednesday 28th June 2017 Monday 13th November 2017 (as Tuesday 14th November clashes with AoC Conference) Wednesday 7th March 2018 Wednesday 27th June 2018 Thursday 15th November 2018</p>		

Mr David Crawford
Chair Quality and Standards Committee

28th June 2017