



# HARTPURY

## QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY COLLEGE

### Minutes 2:00pm Thursday 15<sup>th</sup> November 2018 Gordon Canning Room

**Present:** Mr Chris Moody (CM)  
Mrs Barbara Buck (BB)  
Ms Helen Wilkinson (HW) (Chair)  
Mr Sean Lynn (SL)

**In Attendance:** Ms Lucy Dumbell (LD)  
Ms Claire Whitworth (CW1)  
Prof Ian Robinson (IR)  
Dr John Selby (JS)  
Mr Russell Marchant (RM)  
Ms Rachel Cowie (RC)  
Ms Jenny Arroud (JA)  
Prof Ron Ritchie  
Ms Kiera Feighery (KF)

**Apologies:** Ms Hannah Knaggs  
Ms Rosie Scott-Ward

**Minutes:** Dr Nicola Potter

		ACTION	ACTION DATE
1.	<b>Apologies</b>  Apologies were received from Ms Rosie Scott-Ward.		
2.	<b>Declaration of Interest. Paper UQC2-11-18.</b>  The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
4.	<b>Terms of Reference – discuss, approve and agree to progress to Corporation. Paper CQC4-11-18</b>		

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<p>The committee agreed to re-word the bullet points in section 1.4 to better reflect the KPIs and measures considered by QuEst.</p> <p>CW1 agreed to re-write section 1.13 to improve its accuracy. NP agreed to circulate a draft version of this section to be considered by the committee prior to final sign-off at the next Corporation.</p> <p><b><u>ACTION</u></b> Circulate revised Terms of Reference via Chair for approval</p> <p><b><i>Following approval of section 1.13, the QuEst Terms of Reference were approved to progress to Corporation</i></b></p>	<p>Clerk</p> <p>Clerk</p>	<p>22/11/18</p> <p>06/12/18</p>
<p><b>5. Matters Arising</b></p> <p><b>5.1. (4.2, 7.0) Sponsorship opportunities for Students' Union events are still being reviewed and the next meeting will be updated - verbal (RW).</b></p> <p>RM confirmed that the SU can pursue sponsorship independently and that generally Hartpury SU primarily focus on charitable outgoings, not incoming sponsorship opportunities.</p> <p><b>5.2. (5.2) Future reports will look at ways to give more detail on problem subject areas. (CW1)</b></p> <p>This was confirmed by CW1</p> <p><b>5.3. (5.3) More reference will be made to Blended Learning in future reports (CW1)</b></p> <p>CW1 confirmed that blended learning will be rolled into the TLS reports in March and June.</p> <p><b>5.4. (5.3) A joint FE/HE paper on our relationship with employers will be brought to a future meeting - Employer Engagement Report 17-18 (CW1, RSW)</b></p> <p>CW presented the paper which was an overarching report highlighting areas of good practice in employer engagement within HE and FE.</p> <p>Governors reported that they found it very helpful in providing a rich picture of activity in this area and clear ideas of industry engagement and career opportunities. They also suggested that detail regarding forward planning could be added, including key future priorities, to enhance the report further. RM added that digital capacity, and the implementation of a CRM system, to handle data effectively is very important and will require investment going forward.</p> <p>Governors requested information on the changes in remit of Innovation Careers and Enterprise (ICE) and Business Development (BD) groups. It was confirmed that the structure of these functions has changed to</p>		

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<p>ensure good practice is shared across the areas of careers, work experience, short courses and professional courses. The BD group attempts to bring together fundraising through various routes with expertise being built in this area. This area is improving, and will continue to do so, as the coordination becomes embedded in normal practice.</p> <p>It was agreed that this document be presented to the QuEST committee every two years.</p> <p><b>ACTION</b>  <b>Add Employer Engagement Report to QuEST agenda for November 2020</b></p>	Clerk	November 2020
<p><b>6. FE Reports.</b></p> <p><b>6.1. Discuss and recommend for approval the Self-Assessment Report (SAR) 2017/18. Paper CQC6.1-11-18.</b></p> <p>CW presented key features of the SAR. Reflecting on the 'Ofsted Outstanding' rating awarded in May 2018 CW1 confirmed that FE remain focused on continuous improvement going forward. Governors questioned the rating of 'Good' for 'Quality of Teaching, Learning and Assessment' when the outcomes are showing a downward trend and listed as requiring improvement. In support of the rating, 91% of teaching observations were graded as good or outstanding delivery although there was recognition that is not significantly impacting results. In addition, Ofsted had full sight of the data set (which predicted the outcomes seen) and tracking documents when grading Hartpury as 'outstanding'. With the Quality Improvement Plan (QIP) driving improvements in A Levels it was thought that the ratings should not be changed, however, committee members were assured that key trends are being noticed due to 'overall effectiveness' being rated in the QIP as 'requires improvement'.</p> <p>In response to a question raised regarding whether there is a gap to be bridged between A Level and BTEC mix, CW1 reported that, according to her experience, this had not been successful in the past. Academy students' results are mixed and did not display a consistently poor trend.</p> <p>National Rates used for comparison within the document were 2015-2016 due to a delay in the release of the 2016-2017 National Rates. Members suggested that it would be useful to reflect any changes to the KPI document following the release of 16-17 data.</p> <p>Governors were keen to understand the opportunities for staff development in FE. CW1 explained that there were senior practitioner roles offering opportunities. Questions were also asked regarding tutorials and how they are conducted to ensure consistency. CW1</p>		

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<p>confirmed that an audit of tutorial practice concluded that it is not yet consistent, but is improving with areas of positive practice identified. Through the use of templates and a more robust student record system, the tutorial process should improve further.</p> <p>Overall, the positive progress made in many areas within FE was acknowledged by the committee, with the QIP highlighting key areas of focus for the coming year.</p> <p><b>6.2. Discuss Risk Area Report on A-Levels. Paper CQC6.2-11-18</b></p> <p>The report summarised the final position for A Levels for 17/18 and detailed key areas of focus for 18/19, which include improving results, student satisfaction, consistency of tutorial practice and retention. A new maths specialist has been appointed and deployed to work with current cohorts who has significant experience in this area. Skill gaps have been identified in students and these are being addressed. Other key actions are being implemented this year, including: the team interviewing all students, comprehensive 'U grade' analysis, coursework and exam analysis and a greater involvement, of parents and lecturers, with students missing sessions or homework deadlines. A visit to a college, identified as having high pass rates, is planned in the near future to discuss areas of good practice.</p> <p>Whilst the reducing trend in U grades is reassuring, governors questioned the decreasing trend with higher grades. In response, CW1 confirmed that there have been significant changes to PE exams, which may have contributed to this, but there is awareness that this measure needs to improve.</p> <p>Governors sought reassurance regarding teaching areas with only one subject specialist. In response, it was confirmed that Hartpury has a contingency plan in place for specialist absence. There is a link with local schools and linking with Local Teaching Schools will also be considered.</p> <p>A Levels, and the College's plan to improve student outcomes, will remain a focus area for Corporation</p> <p><b>6.3. Discuss outcomes from Enrolment and Induction Survey Paper CQC6.3-11-18.</b></p> <p>CW1 reported that whilst there are positive improvements within the survey responses, the quality of information given to a student prior to enrolment still needs improving. Governors agreed that this was a challenge across the sector and streamlining processes across the institution and reducing duplication and paper-based processes should be the goal. Analysis of survey responses is taking place at departmental level.</p>		

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<p>Concern was expressed by a governor in relation to the score of 6% of students do not think that they receive feedback that helps them improve. It was agreed that clearer definitions are required, particularly relating to stretch and challenge.</p> <p><b>6.4. Agree KPI Targets for 2018/2019. Paper CQC6.4-11-18.</b></p> <p>CW1 confirmed that targets have been compared to national rates and those not reached have stayed the same, whilst those which have reached or surpassed the target have been assigned a stretch target.</p> <p>The committee members approved the KPI targets for 2018/19.</p>		
<p><b>8. Cross College</b></p> <p><b>Review analysis of Complaints 2017/18. Paper UQC8.1-11-18</b></p> <p>RM advised that the complaints processes and procedures had been refined. Ofsted reviewed the academic complaints in May 2018 and were satisfied with the detail.</p> <p>Governors recognised the low number of academic complaints. Future complaints reports should consist of two papers split between FE and HE.</p> <p><b><u>ACTION</u></b> <b><i>Future complaints reports should consist of two papers split between FE and HE.</i></b></p>	LFW	Annual?
<p><b>9. Student Voice. Paper UQC9-11-18.</b></p> <p>In the absence of Hannah Knaggs RM presented the Report from the Students' Union and advised that official elections had been held for both FE and HE. Student governors for both FE and HE have now been appointed including deputy governors who will attend in the absence of the principal student governors.</p> <p>HE and FE students recently attended a LEP meeting which provided excellent networking opportunities.</p>		
<p><b>10. Any Other Business</b></p> <p><b><u>ACTION</u></b> <b>Members asked the Clerk to explore starting meetings at 13:30 in future, to accommodate members' travel and logistic arrangements.</b></p>	Clerk	7/3/2019
<p><b>11. Dates of future meetings-all commence at 2.00pm. New dates in red</b></p>		

		<b>ACTION</b>	<b>ACTION DATE</b>
	<b>Thursday 7<sup>th</sup> March 2019</b> <b>Tuesday 25<sup>th</sup> June 2019</b> <b>Thursday 21<sup>st</sup> November 2019</b>		

**Ms Helen Wilkinson**  
**Chair**  
**College Quality Enhancement and Standards Committee**

**7<sup>th</sup> March 2019**