



HARTPURY
UNIVERSITY

**QUALITY ENHANCEMENT AND STANDARDS COMMITTEE
HARTPURY UNIVERSITY**

**Minutes of a Meeting
2:00pm Thursday 15th November 2018
Gordon Canning Room**

Present: Prof. Ian Robinson (IR) (Chair)
Dr John Selby (JS)
Mr Russell Marchant (RM)
Ms Rachel Cowie (RC)

In Attendance: Mr Chris Moody (CM)
Mrs Barbara Buck (BB)
Ms Helen Wilkinson (HW)
Mr Sean Lynn (SL)
Ms Kiera Feighery (KF)
Ms Lucy Dumbell (LD)
Ms Claire Whitworth (CW1)
Prof. Ron Ritche (RR)
Ms Jenny Arroud (JA)

Apologies: Ms Hannah Knaggs
Ms Rosie Scott-Ward

Minutes: Dr Nicola Potter

		ACTION	ACTION DATE
1. Apologies			
	Apologies were received from Ms H Knaggs and Ms Rosie Scott-Ward.		
2. Declaration of Interest. Paper UQC2-11-18.			
	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.		
3. Minutes of the Last Meeting. Paper UQC3-11-18.			
	Minutes of the meeting held on the 27 th June 2018 were agreed to be a		

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	true and accurate record and signed by the Vice Chair.		
4.	<p>Terms of Reference – discuss, approve and agree to progress to Corporation. Paper UQC4-11-18</p> <p>The committee agreed to re-word the bullet points in section 1.4 and other minor phrases to better reflect the current HE landscape and the various KPIs and measures considered by QuEst.</p> <p>It was agreed that the reference to Quality Policies in section 1.13 was unnecessary. The Clerk undertook to consult with the PVC to propose an alternative.</p> <p>NP agreed to circulate a further draft version of the Terms of Reference to be considered by the committee prior to final sign-off at the next Corporation.</p> <p><u>ACTION</u> Re-draft Terms of Reference and circulate via Chair for approval</p> <p><i>Subject to amendment, the QuEst Terms of Reference were agreed to progress to approval at Corporation</i></p>	<p>Clerk</p> <p>Clerk</p>	<p>22/11/18</p> <p>06/12/18</p>
5.	<p>Matters Arising</p> <p>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).</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>5.2. (5.2) Future reports will look at ways to give more detail on problem subject areas. (CW1)</p> <p>This was confirmed by CW1</p> <p>5.3. (5.3) More reference will be made to Blended Learning in future reports (CW1)</p> <p>CW1 confirmed that blended learning will be rolled into the TLS reports in March and June.</p> <p>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)</p> <p>CW presented the paper which was an overarching report highlighting areas of good practice in employer engagement within HE and FE.</p>		

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<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 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>ACTION Add Employer Engagement Report to QuEst agenda for November 2020</p>	<p>Clerk</p>	<p>November 2020</p>
<p>7. HE Reports</p> <p>7.1 HE Quality Report. Paper UQC7.1-11-18</p> <p>LD presented the report which reflected on the activities undertaken in 17/18. The chair reiterated that this document was intended to bring sufficient information and evidence together to enable board discussion and reflection that would empower the Chair or Vice-Chancellor to sign the University's Annual Quality Statement to the Office for Students confirming that the board is happy with Hartpury's academic quality processes and student achievement.</p> <p>The board was informed that Hartpury is still awaiting confirmation from the OfS regarding the particular statutory returns required from Hartpury University following its transfer into the HE sector.</p> <p>In response to governor comments that the report was 'data light', it was confirmed that Academic Board has received detailed breakdown of the data at departmental level and quality related KPIs are submitted to every Corporation meeting. There is an increase in the level of data compared to last year, but there is recognition within HE management that more detailed data sets will be required for future reports which will assist in providing assurance to the committee. The timing of future</p>		

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<p>meetings will also be reviewed to ensure that key documents are considered appropriately at HE committees prior to presentation at the QuEst committee.</p> <p>Governors questioned the RAG ratings relating to Teaching and Learning staff base and Academic Appeals. It was agreed that LD would re-word the relevant 18-19 text to improve clarification and better support the RAG rating.</p> <p>A further question was raised asking questions relating to whether Hartpury is doing enough to support Postgraduate students. LD confirmed that surveys and the data considered at Academic Board are broken down into UG and PG responses to ensure adequate consideration is given to both sets of students.</p> <p>With regard to the report overall, governors were reassured and confident with the quality processes in HE. Governors also agreed that they would be comfortable to recommend a positive annual assurance return to OfS.</p> <p>The apparent poor Staff Student Ratio (SSR) score was discussed. The figures included academic staff only and should include all staff members delivering sessions to students. LD confirmed that the HESA returns need to be reviewed.</p> <p>7.2 Report from Academic Board. Paper UQC7.2-11-18</p> <p>RM presented the report which focussed on Key activities including the approval of a variant academic regulations to allow dual running of Hartpury and UWE programmes, survey results and REF. RMM confirmed that Hartpury is aiming to submit a REF application in 2021. A consultation with academic staff regarding research specific contracts, required for REF, is ongoing. There is recognition that 'research only' contracts in a small institution may be divisive in nature if not managed sensitively.</p> <p>7.3 Agree KPIs and Targets for 2018/2019. Paper UQC7.3-11-18</p> <p>LD presented the paper which provided an update of KPI performance and proposed KPIs for 18-19. A robust internal discussion had taken place within HE regarding good honours degrees. With a decrease in this measure for 17-18, HE have set the target to the previous year's score.</p> <p>A governor questioned whether a target of 150 students progressing from FE to Hartpury HE was realistic. LD confirmed that this equates to 40% of eligible FE completers and is therefore a realistic, but stretch, target.</p>		

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	<i>Members of the committee approved the 18/19 KPIs.</i>		
8.	<p>Cross College</p> <p>Review analysis of Complaints 2017/18. Paper UQC8.1-11-18</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><u>ACTION</u> <i>Future complaints reports should consist of two papers split between FE and HE.</i></p>	LFW	21/11/19
9.	<p>Student Voice. Paper UQC9-11-18.</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>		
10.	<p>Any Other Business</p> <p><u>ACTION</u> Members asked the Clerk to explore starting meetings at 13:30 in future, to accommodate members' travel and logistical arrangements.</p>	Clerk	07/03/19
11.	<p>Dates of future meetings-all commence at 2.00pm: Thursday 7th March 2019 Tuesday 25th June 2019 Thursday 21st November 2019</p>		

Prof. Ian Robinson
Chair
University Quality Enhancement and Standards Committee

7th March 2019