



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY COLLEGE

Minutes of a Meeting
2:00pm Tuesday 25th June 2019
Gordon Canning Room

Present:	Ms Helen Wilkinson (HW) Chair
	Mr Chris Moody (CM)
	Mrs Barbara Buck (BB)
	Mr Russell Marchant (RM) – Vice-Chancellor/Principal Ms Ashleigh Wood – Student Governor (from 2.20pm)
In Attendance:	
	Ms Jenny Arroud (JA) – HE Staff Governor
	Ms Lucy Dumbell (LD)- Registrar
	Ms Claire Whitworth (CW1) – Vice-Principal - FE
	Prof. Ian Robinson (IR)
	Dr John Selby (JS) Mr Tom Hallam – Director of Animal, Equine and Land Item 7.9 Linda Greening – Head of Inclusivity –Up to & including Item 5.2
	Gillian Steels – Clerk to the Governors

Apologies:

Ms Hannah Knaggs
Mr Sean Lynn (SL)
Prof. Ron Ritchie (RR)
Ms Rosie Scott-Ward – Pro Vice-Chancellor

		ACTION	ACTION DATE
1. Apologies	Apologies were received as detailed above.		
2. Declaration of Interest. Paper	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.		

	ACTION	ACTION DATE
<p>Members noted the agenda order was being revised to reflect availability of Hartpury staff speaking to papers.</p>		
<p>7.9 OFSTED Presentation</p> <p>Tom Hallam, Director of Animal, Equine and Land and OFSTED inspector provided an update on the new inspection framework – the Education Inspection Framework (EIF) which would apply for inspections of the further education college from August 2019 (full slides attached for reference).</p> <p>It was noted that the revised framework reflected feedback from the consultation and was much more focused on the holistic student experience. Key changes were the introduction of deep dives into student experiences rather than just lesson observations, the introduction of a staff survey (student and employer surveys would continue), a more simplified report format and the overall focus on intent, implementation and impact.</p> <p>Committee members queried actions Hartpury needed to take to respond to the framework. The Director of Animal, Equine and Land advised that the revised focus of the framework reflected the Hartpury ethos, but it would be important for the college to ensure it could evidence intent, implementation and impact in its approach to areas such as curriculum design.</p> <p>It was confirmed that FE managers would review pilots under the new framework to identify any areas where Hartpury might want to consider changes to meet the revised framework interpretation demonstrated. The Vice-Principal Further Education advised that Hartpury had provided a session to Berkshire College of Agriculture on its inspection experience and would receive a reciprocal session to build understanding of their new EIF Pilot inspection.</p> <p>2.20pm Ashleigh Wood joined the meeting</p> <p>Helen Wilkinson, Chair, commented on the potential learning from the new ethical leadership framework and it was agreed this would also be reviewed.</p> <p>The Vice-Chancellor/Principal advised that the new framework reinforced the need for Hartpury to ensure it was triangulating evidence. The Vice-Principal Further Education advised that the Self-Assessment Report and Quality Improvement Plan, which would be</p>	<p>VP – FE</p>	<p>Nov 2019</p>

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<p>considered by the Committee in November, had both been revised to reflect the Education Inspection Framework. It was confirmed a governor development session would be held after this to enable governors to challenge and articulate the college's position.</p> <p>It was recognised that the new framework, with its reduced focus on data outcomes, could have greater uncertainty. The Vice-Principal Further Education advised that it would reinforce the current push on ensuring consistency. It was queried whether there would be a need for staff training on the new framework. It was confirmed this was being taken forward with staff and would continue through the summer and autumn.</p> <p>A governor queried whether the revised report format would mean there would be less information to enable the reports to be used to identify improvement points or good practice for the sector. The Director of Animal, Equine and Land advised that the aim of the report format was for them to be clear to students, parents and staff, but it was likely it would also continue to inform sector development.</p> <p>The need to ensure students had a clear understanding of the different elements of the student experience, so that they could articulate them was recognised.</p> <p>The Director of Animal, Equine and Land was thanked for his helpful and informative presentation.</p> <p>2.35pm The Director of Animal, Equine and Land left the meeting</p>	VP FE	Nov 2019
<p>3. Minutes of the Last Meeting</p> <p>Minutes of the meeting held on the 7th March 2019 were agreed to be a true and accurate record, subject to Hannah Knaggs, HE student governor being moved to in attendance.</p>		
<p>4. Matters Arising</p> <p>No issues highlighted.</p>		
<p>7.9 OFSTED Update</p> <p>The Committee considered the report which updated on actions to respond to the revised Ofsted Further Education and Skills Inspection Handbook ready for implementation in September</p>		

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<p>2019 reflecting on the presentation received earlier.</p> <p>It was confirmed actions were in place to further evolve the Hartpury Certificate model to extend to 'opt in' activities for students to further support wider skills development, resilience and confidence; further evolution of the use of Senior Practitioners to support Teaching, Learning and Assessment and further improvements to online tracking through the implementation of Pro-monitor for September 2019, amongst other activities to support further development and continuous improvement.</p> <p>It was confirmed all aspects will be incorporated in the Self-Assessment process and the 2019-2020 Quality Improvement Plan (QIP).</p> <p>The Committee queried whether the Vice-Principal Further Education considered that the College would be inspection ready as it had been in 2018. The Vice-Principal Further Education confirmed she considered the College well prepared for the new framework. The College was also introducing pro-monitor which would support more detailed tracking of all elements of the student experience.</p> <p>The Chair queried whether the Vice-Principal Further Education had concerns about any aspects. She advised that the move to examinations in areas which had previously been assessed through different mechanisms was the biggest challenge for the year after next.</p> <p>The OFSTED Inspection Report were noted and the actions being taken endorsed.</p>		
<p>7.1 Quality Improvement Plan Update</p> <p>The Committee noted that the report provided a second interim update on the headline College Quality Improvement Plan (QIP), focusing on all areas for improvement identified for development, but not current strengths of provision. It was confirmed the final position on the impact of all the actions listed will be presented at the October QuEst as part of the Self-Assessment process.</p> <p>The Committee considered the key messages within the report, noting particularly:</p> <ul style="list-style-type: none"> • The A Level retention 4.4% improved on last year to date but not yet at KPI. • The retention gap that we had last year between those with 		

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<p>'disadvantage uplift' postcodes compared to their counterparts has narrowed.</p> <ul style="list-style-type: none"> • 19+ Access to HE retention is currently better than last year although not as improved as targeted. • Maths and English Functional Skills pass rates have demonstrated improvement from last year to date. • Four BTEC programmes were highlighted in the Self-Assessment Report as needing to improve retention where they were just at, just above, or slightly below benchmark. Two out of the four are currently tracking above last year's performance but it will be important to retain this performance through to the end of the year. • The BTEC programme withdrawals - Overall, there have been very few withdrawals since the last QuESt meeting. <p>The Committee queried how T-level placements were progressing and was pleased to note they were progressing well.</p> <p>The Committee noted the Quality Improvement Plan Update.</p>		
<p>7.2 Teaching, Learning and Assessment Progress Update and Summary</p> <p>The report confirmed that the Teaching, Learning and Assessment Strategy implemented in September 2017 had been implemented effectively for a further year as planned. The Committee noted that no notice observations reflected 89% good or better delivery in the autumn term. The next formal phase which involved Ofsted notice observation weeks including analysis of student satisfaction at course level, analysis of the tutorial target setting quality by tutor and the quality of duties (where applicable) enabled a holistic measurement of performance to be obtained for all staff.</p> <p>Overall, the classroom delivery during this phase demonstrated 90%1 good or better delivery. The Vice-Principal stressed that there continued to be a relentless focus on improvement. It was noted that Student feedback at this point reflected this outcome with 96.4% of students stating that their teaching was excellent, very good or good. Student satisfaction was 1.4% higher than last year and observation grades were 2% lower overall. The Committee queried whether the levelling out of performance was an issue. The Vice-Principal Further Education advised that she was pleased that there was now greater consistency across the terms and that a slight reduction was not of concern. The Committee queried whether the College grading process for</p>		

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<p>lecturers should still be in use given that many establishments were no longer using a grading system. It was confirmed the College would continue to use the 1-4 scale and considered it provided helpful information.</p> <p>The Student Governor commented that the student grading of staff who were not lecturers could be difficult against the same framework. The Vice-Principal Further Education agreed to consider this.</p> <p>The Committee queried the format of the survey and the need to avoid survey fatigue and obtain meaningful data. The Vice-Chancellor/Principal confirmed this was recognized and that a survey schedule was in place. It was recognized that the information feedback by students would be part of the data for the deep dive OFSTED would undertake.</p> <p>The Vice-Principal Further Education outlined the changes in focus planned for the Senior Practitioners, and recognized the contribution of those who had been in place.</p> <p>The Committee was pleased with the assurance of ongoing commitment to high standards and the ongoing focus on stretch and challenge. It was confirmed the issues highlighted were discussed at the weekly Further Education Meeting.</p> <p>The Committee noted the Teaching, Learning and Assessment Progress Update and Summary.</p>	<p>VP FE</p>	<p>August 2019</p>
<p>7.3 A Level Update Report</p> <p>The Committee considered the report which summarised the current position with interim progress monitoring for 2018-2019 for A Levels following the most recent interim assessments, focusing on:</p> <ul style="list-style-type: none"> • Improving all results and therefore Value Added for all subjects (and maintaining good and improving performance for some subjects). • Further improving overall student satisfaction. • Improving consistency of tutorial practice across all tutors. • Improving retention. <p>It was recognised that this was an area of significant focus for the college. The Committee was updated on the additional teaching which had been put in place to support the maths cohort following previous concerns. The Committee was pleased to see the indicators that improved attendance and retention was being</p>		

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<p>reflected in performance at mocks, while recognizing that only the final exam outcomes would provide certainty. It was confirmed the results would be advised to governors once available in August.</p> <p>The Committee were pleased to be updated on the move to ALPS in order to support performance and identification.</p> <p>The Committee were pleased to note the increased level of applications to university from the A 'level students.</p> <p>The Committee thanked the A 'level Team for their continued focus on this area.</p> <p>The Committee noted the A 'level update.</p>		
<p>7.4 Student Satisfaction Survey Summary</p> <p>It was noted that as part of the formal FE Student Voice process, on-programme student satisfaction surveys were conducted in the spring and summer terms to ascertain student perception of their course and the Hartpury experience. The Committee noted, as had been discussed earlier in the meeting that students could feedback on teaching, and how this data was used as part of appraisals. It was confirmed that the headline data was reviewed at a course level to ensure any peaks or troughs were identified and any further action to respond to learner feedback put in place.</p> <p>It was noted that a range of sources were used to triangulate student satisfaction throughout the year including the Induction Survey, the Ofsted Student Survey, the Student Representative Forum, chaired by the Vice-Principal FE and Teaching, Learning and Assessment observations during which observers ask students for feedback on the lesson and their progress, and focus groups.</p> <p>It was confirmed that student feedback would be a key element of the self-assessment process. The Committee were pleased to note the greater levels of consistency throughout the year.</p> <p>The Committee noted the Student Satisfaction Update.</p>		
<p>7.5 Review Performance to KPI Targets</p> <p>The Committee considered the performance to KPI standards. It was highlighted that for the first time currently the Animal Management Department had demonstrated an overall improved</p>		

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	<p>position, meeting KPIs for Level 2 retention, overall Level 3 retention, attendance, lesson observations, summer term student satisfaction, 2018-2019 recruitment and almost progression to university (2 students away from target).</p> <p>It was noted that all departments have demonstrated improvements within their set of KPIs, which continue to be increased (where they are not already 97%-100%) to support the focus on continuous improvement.</p> <p>The Committee welcomed the continuing demonstration of the commitment to improvement.</p> <p>The Committee noted the update on KPI performance.</p>		
<p>7.6</p>	<p>Careers Update – Gatsby Requirements</p> <p>The Report set out the College’s approach to meet the Government Career’s Strategy and secure access to independent careers guidance, external to the institution for their students. It was highlighted this was part of FE college and sixth form college funding agreements. It was confirmed that activity also aligned to the strategic requirements in line with the Hartpury 2025 Strategy. It was confirmed more information was now being captured centrally to support monitoring and review.</p> <p>The Committee agreed the progress towards the commitment should be considered on an annual basis</p> <p>The Careers Update and approach was approved and monitoring agreed as set out above.</p>	<p>VP FE</p>	<p>June 2020</p>
<p>7.7</p>	<p>Benchmarking</p> <p>The Committee considered the summary of externally published performance for Hartpury using 2017-2018 outcomes in comparison with other Specialist Landbased Colleges (released March 2019).</p> <p>It was noted that Hartpury’s overall headline position had been maintained for the last three years as the top Specialist Landbased College for all qualifications, all ages and all levels. It was highlighted that this included circa 2500 of high performing RFU and GFA qualifications which from 2019-2020 will cease significantly in quantity, which was likely to impact on this overall position.</p> <p>It was recognised that the move to external examination for Diploma students from 2020-2021 remained the biggest risk to</p>		

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	<p>current levels of performance, with work ongoing to mitigate this.</p> <p>It was noted Hartpury had maintained our strong position with regard to English and Maths GCSE A*-C pass rates following significant improved two years ago (albeit national pass rates are low).</p> <p>The Vice-Principal Further Education flagged that the plans to cease short qualifications with the Rugby Union might impact on the College's position as the top performing land college in future years. It was recognised though that the performance of long qualifications was the most significant issue, and the high success rates in this area were recognised.</p> <p>The improvement in numeracy and literacy performance were also highlighted.</p> <p>The Vice-Principal Further Education confirmed that areas requiring improvement were included in the Quality Improvement Plan.</p> <p>The Benchmarking Update was noted.</p>		
7.8	<p>Quality Improvement Plan – Sub contracting Provision</p> <p>The Committee considered the update on subcontracted provision, noting the need to ensure governor oversight. The current performance of Hartpury's current sub-contractors was considered. Hartpury's role in holding the subcontractor to account for quality was recognised the probability that the Rugby Football Union would cease to be a sub-contractor going forward was discussed and the implications considered.</p> <p>The Sub-contracting Provision Quality Improvement Plan was noted.</p>		
8	<p>FE Reports for Information</p>		
8.1	<p>External Moderation Outcomes</p> <p>The report was noted, the positive feedback was welcomed for the assurance it provided.</p>		
9.	<p>Students' Union Report</p> <p>No issues raised.</p>		

		ACTION	ACTION DATE
10. Terms of Reference Annual Review	<p>The revisions proposed relating to training and development were supported. It was also agreed the reference to “action points” would be replaced by “minutes” and that the reference to “presenting a report of the meeting to the Corporation” was revised to “may report”</p> <p>The Terms of Reference, with the revisions detailed above were approved and recommended to the Board for endorsement.</p>		
11. Any Other Business	<p>It was confirmed that the order of FE and HE items in the combined agenda would alternate for each meeting.</p>		
12. Dates of future meetings-all commence at 2.00pm:	<p>Thursday 5th November 2019 Thursday 13th February 2020 Thursday 30th June 2020 Thursday 3rd November 2020</p> <p>The meeting closed at 5.15pm</p>		

Ms. Helen Wilkinson
Chair
College Quality Enhancement and Standards Committee

5th November 2019