



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

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

Present:	Prof. Ian Robinson (IR) - Chair
	Mr Chris Moody (CM)
	Ms Jenny Arroud (JA) – HE Staff Governor
	Mr Russell Marchant (RM) – Vice-Chancellor/Principal Dr John Selby (JS)
In Attendance:	Ms Helen Wilkinson (HW) Chair – College QuEst
	Mrs Barbara Buck (BB)
	Ms Ashleigh Wood – Student Governor (from 2.20pm)
	Ms Lucy Dumbell (LD)- Registrar
	Ms Claire Whitworth (CW1) – Vice Principal - FE
	Ms Lynn Forrester Walker – Chief Operating Officer Item 6.3
	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. It was noted that Chris Moody was attending the meeting given the resignation of a member of the Committee.		
2. Declaration of Interest	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
Members noted the agenda order was being revised to reflect availability of Hartpury staff speaking to papers.		
2.35pm Chief Operating Officer joined the meeting		
<p>6.3 Academic Partnership with Weston College</p> <p>The Committee had been provided with a paper which updated, as previously discussed at Academic Board and the Corporation, that the University had been negotiating a medium-risk Institutional-level Collaborative Academic Partnership with University Centre Weston (UCW, part of Weston College). This would lead to a validation relationship, regarding two Foundation degree programmes:</p> <ul style="list-style-type: none"> - FdSc Animal Management - FdSc Sports Studies (including a Football pathway) <p>It was noted that Hartpury currently oversees these programmes as an Associate Faculty of University West of England (UWE) Bristol, and have done for over ten years. UWE Bristol have confirmed that they are supportive of Hartpury validating the programmes directly. They have also confirmed that they are supportive of existing Weston UWE students transferring to a Hartpury University awarded programme from enrolment in September 2019.</p> <p>It was confirmed the Chief Operating Officer has completed the due-diligence process, which had raised no concerns. The process has had legal advice from Eversheds (in terms of the agreement), input from academic and support members of staff, and the Pro-Vice-Chancellor and Academic Registrar. It was highlighted that the Curriculum Approval process had commenced and that the Curriculum Scrutiny Panel had scrutinised the programmes to ensure the provision proposed is similar to that currently delivered. It was also confirmed the academic due diligence had been completed and that the Academic Registrar and Head of Information Systems and Development had visited the UCW HE facilities at the Winter Gardens, Weston-Super-Mare as part of this.</p> <p>A light-touch approach has been taken throughout, to reflect the established relationship that exists. QuEST was advised that all key stages had been completed, including an Institutional Academic Partnership Review Meeting. The Committee was assured that the prospective partner (UCW) has the capacity and capability to deliver the academic partnership under consideration, but it was also confirmed that Hartpury had the appropriate staff to deliver if there were any issues. It was confirmed that Hartpury had no plans to enter into partnerships where it did not have the expertise to teach the course directly if necessary, reassuring the Committee that in the event of a breakdown of arrangements, Hartpury would be able to</p>		

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<p>protect the interests of the students. It was confirmed that Academic Board had approved Hartpury University to enter this medium-risk Academic Partnership, subject to any minor changes to the Memorandum of Agreement and any concerns raised by QuEST.</p> <p>It was noted UCW have scrutinised the Memorandum of Agreement at their Higher Education Board of Studies and have approved it as ready for governor consideration.</p> <p>It was highlighted that once this agreement is signed and completed, UCW will become an affiliated Academic Partner Organisation on 1st September 2019 for an initial five-year period, which could then be reviewed.</p> <p>The Registrar advised UCW had piloted the processes for Hartpury as part of the development of its academic collaborative processes. A governor queried the potential reputational risk which could arise from the provision. The Registrar advised that Hartpury had in place a number of controls including: reserved the right to be part of the interview process for staff delivering on the programme, would review CVs of proposed staff, attend student feedback meetings, take modules through Examination Boards three times a year, and review quality indicators which would be held on Hartpury records. The Committee confirmed they were comfortable with the planned controls.</p> <p>A Committee member queried whether potential volatility in the college sector had been considered. The Registrar advised that a risk relating to partnership had been added to the Risk Register. The Chief Operating Officer advised there would be regular reviews which would consider the finance and quality of a partner on a proactive basis.</p> <p>The Committee, having reviewed the proposed Institutional Academic Partnership for University Centre Weston, endorsed the Agreement, confirming their assurance with the procedure and controls.</p>		
<p>2.50pm The Chief Operating Officer left the meeting</p>		
<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.</p>		
<p>4. Matters Arising</p> <p>University – QuEST Minutes – 51 Inclusivity KPI – agreed this would be discussed within the Access and Participation Plan.</p>		

		ACTION	ACTION DATE
5.	HE Reports		
5.1	<p>Review Performance to KPI Targets</p> <p>The Committee considered the KPI performance. It was noted that in year retention was positive (96% against target of 95%). It was noted that other KPIs were not available at this time of year.</p> <p>The Committee considered the option of replacing the Research and Knowledge exchange KPI with the Open Access Compliance KPI which would be more meaningful. It was agreed Open Access Compliance should be added to the KPIs, but it was agreed that since it would not address the Knowledge Exchange aspects of the current data, an appropriate approach to address this would still be necessary.</p> <p>The Committee:</p> <p>(i) Noted the Performance against KPI targets.</p> <p>(ii) Agreed that Open Access Compliance be added to the 2019/20 KPIs.</p>		
5.2	<p>Access and Participation Plan (APP)</p> <p>The Chair of the Committee highlighted that Hartpury was required to submit the Access and Participation Plan to the Office for Students (OfS) by 1st July 2019 and that the Board had delegated approval of the Plan to QuEST. It was recognised that its development had been subject to a challenging timeline and that the format had been new to the sector, all providers were learning together. The Chair advised that given the imminent submission date he and John Selby had early feedback on the Plan which would inform the final version.</p> <p>The Head of Inclusivity advised that Access and Participation Plans (APP) set out how higher education providers will improve equality of opportunity for underrepresented groups to access, succeed in and progress from higher education¹. They include:</p> <ul style="list-style-type: none"> • review of current performance • the provider's ambition for change • what it plans to do to achieve that change • the targets it has set • the investment it will make to deliver the plan. <p>It was highlighted that OfS monitors access and participation plans to make sure that the providers honour the commitments they make to students in these plans, and take action if they do not.</p>		

¹ <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/>

	ACTION	ACTION DATE
<p>It was confirmed Hartpury had drawn from consultation with the OfS, attendance at briefing events and bilateral sharing good practice with UWE and members of LANDEX to inform the APP during the development process. It was noted the proposed target groups and associated measures addressed the OfS priority areas and had been shaped by detailed discussions at the Equality, Diversity and Inclusive forum, ASEC and Academic Board.</p> <p>Committee members queried how the targets had been assessed. The Head of Inclusivity advised that OfS had provided data for review and that Hartpury had benchmarked itself against local and land-based provision.</p> <p>Committee members recognised that the OfS template and page limit presented a challenging format but suggested a number of revisions:</p> <ul style="list-style-type: none"> • Reviewing the document to ensure it told the Hartpury picture to individuals who did not know the organisation’s history and commitment to widening participation through further education for over twenty years; • Confirming Hartpury’s Strategic 2025 commitment to these issues; • Use of tables to be considered to ensure that the underlying message and direction of travel was clear, recognising that because of small numbers the data could be over analysed; • Section 2 to include rationale for targets. <p>The Committee was advised that if OfS was not happy with the Plan it could send it back up to three times. The need for the plan to have impact was stressed.</p> <p>The Chair queried how the Committee and Board would be updated on the progress of the Plan. It was agreed the relevant KPIs should be added to the KPI report to provide oversight to the Governors and the Committee of the APP progress. Consideration would also be given to whether these KPIs would provide sufficient monitoring of inclusivity (see Item 4 above).</p> <p>The Committee reflected on the plan against the framework for governor approval which had been provided by OfS (including: understanding of the gaps, set ambitious aims, robust evaluation, and the role of governors in monitoring).</p>		

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<p>The work of the team in developing the Plan was noted and appreciated.</p> <p>Subject to the changes outlined above the Committee formally approved the Hartpury Access and Participation Plan for submission to OfS and monitoring to be taken forward as detailed above.</p>		
<p>3.40pm Head of Inclusivity left the meeting</p>		
<p>5.3 Procedures Relating to the Approval of Academic Partnerships</p> <p>The Registrar presented the report which set out, as had been discussed earlier in the meeting, that following the award of Taught Degree Awarding Powers (TDAP) Hartpury was now in a position to make awards, both to students taught at Hartpury and students taught elsewhere, and to enter collaborative academic partnerships. Previously Hartpury's academic partnerships were approved using UWE Bristol processes. Therefore, Hartpury had developed a new section of our Hartpury Quality Enhancement Framework to describe our intentions and quality processes around Collaborative Academic Partnerships. This defined the types of collaborative academic partnership that Hartpury University would consider, and assigned them appropriate risk ratings. It described how initial approval of a partnership would take place, and how a partnership may be extended, reviewed and closed.</p> <p>The level of scrutiny prior to approval and review varies according to the risk presented:</p> <ul style="list-style-type: none"> • Low-risk partnerships – typically are entry recognition partnerships, requiring little bespoke consideration. These will be approved by a sub-committee of the Academic Standards and Enhancement Committee, and reported through the Annual Quality Report to QuEST. • Medium-risk partnerships – a range of partnership type, affecting study resulting in academic credit. These will be approved by Academic Board and QuEST will be invited to consider the proposed partnership and raise any significant concerns that it may have. • High-risk partnerships – partnership types that result in awards for Hartpury University students, which are typically included in our external returns, have direct relationships with us, and where Hartpury University's Student Protection Plan is their first recourse if required. Overseas partnerships would be considered high risk. These will be approved by Corporation and will typically have been scrutinised by QuEST. 		

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<p>It was confirmed that this section had been developed using published sector documents, external guidance, expert feedback, and have been piloting its stages with a proposed partnership with University Centre Weston (part of Weston College, Weston-Super-Mare). It was noted that the recent Academic Board had approved the relationship with UCW following pilot use of these procedures.</p> <p>It was noted that the timeline for a partnership classified as high risk would be longer. The Committee recognised the time involved in developing these partnerships and queried what processes were in place to act as a control. The Registrar advised that part of the process would be the development of a Memorandum of Understanding (MoU) to ensure the commitment of resource by both partners to taking the process forward. Committee members queried the benefit of non-binding MoUs. It was noted that at this time the University was not currently planning the development of many further partnerships, both due to limited capacity and also to give time to review the processes through which the UCW partnership had been considered.</p> <p>The Committee considered the approval framework reflecting the level of risk assigned to a partnership and supported the levels set.</p> <p>A governor requested that the section on Dual/Joint Awards be reviewed to ensure that current sector terminology had been appropriately reflected. It was also agreed that references to group/committee needed to be standardised. It was agreed the Registrar would confirm the termination process detail with the Chief Operating Officer. It was agreed a summary of monitoring of Partnerships should be reported to the Committee on an Annual basis, possibly built into the Quality Report.</p> <p>The Committee recognised and appreciated the work which had supported the development of the framework.</p> <p>The Committee noted and endorsed</p> <ul style="list-style-type: none"> • the newly approved HQEF section, subject to the clarifications above; • agreed its role, as part of the approval and monitoring processes. 	<p>Registrar</p> <p>Registrar</p>	<p>July 2019</p> <p>Nov 2019</p>
<p>5.4 Update on OfS Discussions and Quality and Standards Registration Issues</p> <p>The Committee was updated that when Hartpury had gained confirmation of registration with the OfS earlier this year there had been some areas which required further action. It was noted that Academic Board had considered a report to respond to the issues</p>		

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	<p>raised, and approved the proposed associated actions. It was noted that the majority of actions were either complete or relatively easily resolved.</p> <p>The Committee reflected on the proposed actions and confirmed their support for them.</p> <p>The Committee noted the report and agreed the planned actions.</p>		
6.	HE Reports for Information		
6.1	HE Quality Report and Action Plan The Committee noted the report.		
6.2	Academic Board Update It was confirmed that the number of apologies had not hindered debate and scrutiny. It was confirmed the meeting had been quorate. The Committee noted the update.		
7.	Students' Union Report There was no update.		
8.	Terms of Reference Annual Review The revisions proposed relating to partnerships and training and development were supported. It was also proposed that 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" The Terms of Reference, with the revisions detailed above were approved and recommended to the Board for endorsement.		
9.	Any Other Business It was confirmed that the order of FE and HE items in the combined agenda would alternate for each meeting.		
10.	Dates of future meetings-all commence at 2.00pm: Thursday 5 th November 2019 The meeting closed at 5.15pm		