



# HARTPURY

## QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY COLLEGE

Minutes of a Meeting  
3pm Tuesday 12<sup>th</sup> November 2024  
Gordon Canning & Teams

**Present:** Barbara Buck - College Governor (Chair)  
Andy Collop – Vice -Chancellor & Principal (Professor)  
Chris Moody - College Governor  
Helen Wilkinson – College Governor  
Melissa Orritt – College Staff Governor  
Mary Heslop - College Governor

**In Attendance** Gillian Steels– Clerk to the Governors  
Claire Whitworth – Deputy-Principal Further Education  
Ian Robinson - University Governor (Professor)  
Hannah Lennon – Deputy College Student Governor  
Joanne Ronald – Director of Sports & A'levels

**Apologies:** Ella Smith – College Student Governor  
Sue Blake – College Governor

		ACTION & ACTION DATE
FEQuEST 01/11/24	<b>Welcome and Apologies</b> Apologies were received as detailed above.	
FEQuEST 02/11/24	<b>Quoracy</b> It was confirmed that the meeting was quorate.	
FEQuEST 03/11/24	<b>Declaration of Interest</b> The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. It was noted the Vice-Chancellor and Chris Moody were members of both Boards.  There were no declarations of members' interests for agenda items.	
FEQuEST 04/11/24	<b>Minutes of the Last Meeting</b> The College QuEST Committee agreed the minutes of the meeting of 27 <sup>th</sup> June 2024 as a true and accurate record.	

		ACTION & ACTION DATE
FEQuEST 05/11/24	<b>Matters Arising</b> The Action Update log which updated members on the progress of actions had been provided.  <b>The Action Update log was NOTED.</b>	
FEQuEST 06/11/24	<b>Set KPIs for 2024/25 and Review KPI Performance 2023/24</b>  The KPIs were reviewed, and it was noted that: <b>The following had met KPI:</b> <ul style="list-style-type: none"> <li>Attendance exceeds the KPI (physical presence in the 'classroom' also included in brackets)</li> <li>Overall Autumn Term Student Satisfaction is above KPI at 98.7%</li> <li>Overall Level 2 complementary qualification pass rate exceeds the KPI (298 enrolments)</li> <li>Overall Level 3 complementary qualification pass rates meets the KPI (51 enrolments)</li> <li>Overall Hartpury Certificate pass rate meets the KPI</li> <li>GCSE Maths and English A*-C – 9-4 rate meets/exceeds KPI 1</li> <li>Level 2 Apprentices exceed the KPI for overall and timely achievement at 100%</li> <li>FE to HE progression exceeded the KPI at 49%, 6% higher than last year.</li> </ul>	
	<b>The following were not meeting KPI but were in line with the national rate:</b>	
•	<ul style="list-style-type: none"> <li>Overall BTEC Level 3 achievement performed 1.8% below the KPI at 91.2% achievement (1060 students)</li> <li>Overall BTEC Level 2 achievement of 92.1% finished 1.9% below the KPI (76 students)</li> <li>Summer term student satisfaction was 92% and therefore below the KPI (in the same position as last year)</li> <li>Students feeling safe on campus rate was 98.9% so just below the KPI of 99% and slightly higher than last year.</li> <li>Maths and English attendance had sustained its overall improvement at 95% although is not yet at the target of 97%. It is slightly lower than last year.</li> <li>External Sub-contract for DISE Rowing achievement finished at 83.7% achievement (79.3% achievement last year) (47 students). Pass rate was 100%.</li> <li>A Level achievement is higher than the 2022-2023 NARTs although this excludes independent schools. It has a 0.4% lower overall national pass rate for this year when including the independent sector. Retention has improved and is 0.7% lower than the KPI.</li> <li>Level 1 complementary qualification achievement finished 0.3% below the KPI at 96.7%.</li> <li>Level 2 complementary qualification achievement finished 2% below the KPI at 97%.</li> <li>Level 3 complementary qualification achievement finished 2% below the KPI at 98%.</li> </ul>	•

		ACTION & ACTION DATE																		
	<ul style="list-style-type: none"><li>Maths Functional Skills Level 1 pass rate finished significantly below the KPI although 2.5% higher than the national rate.</li><li>Value added finished below the KPI.</li><li>Students leaving to positive destinations was strong at 97% but 1% below the KPI.</li></ul>																			
	Not meeting KPI or close to national rates:																			
<ul style="list-style-type: none"><li></li></ul>	<ul style="list-style-type: none"><li>Level 3 Apprenticeship retention (2 students) finished at 33% so below KPI and National Rate (1 student withdrew and started again with a new employer).</li><li>Functional Skills Level 2 Maths finished at a pass rate of 16.7% (58 students)</li></ul>	<ul style="list-style-type: none"><li></li></ul>																		
	Proposed KPIs 2024/25																			
	<p>It was confirmed that the 2024-2025 target setting had taken into account previous performance, stretch KPIs and where Hartpury wanted to continue to strive for further marginal gains where performance was already high. The Committee reviewed the KPIs and suggested that the outcome achieved this year should be set as a minimum target and the proposed target set as a stretch target. It was agreed this would provide a clearer indication of performance. (Confirmed as actioned by the Deputy Principal FE post meeting).</p> <p>It was noted that the 2024-2025 KPIs feed into the headline draft KPIs for the whole organisation to be approved and scrutinised at Board level.</p> <p>Governors queried how the KPIs were used within the college with staff. The Deputy Principal FE advised that they were used with managers and programme level staff every month from November, and additionally used at the Quality Boards, which took place in January and April.</p>	Dep Prin FE Action Complete																		
	The FE QuEST Committee NOTED the 2023-24 KPI Performance and APPROVED the KPIs, as revised, for 2024/25.																			
FEQuEST 07/11/24	2023/24 Self-Assessment Report (SAR) - FE Key Report & 2024/25 Quality Improvement Plan (QuIP)																			
	<p>The Deputy Principal FE confirmed the development of the SAR and QuIP had been a robust process incorporating feedback from students, parents and industry and built up from subject level to the overarching SAR and QuIP. The SAR and QuIP were in the previously agreed format.</p> <p>Overall gradings were considered noting performance over the last 4 years.</p> <table><tr><td></td><td>Overall Grading Summary Grades 2023-2024</td><td>Summary Grades 2022-2023</td><td>Summary Grades 2021-2022</td><td>Summary Grades 2020-2021</td><td>Summary Grades 2019-2020</td></tr><tr><td>Overall Effectiveness</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Quality of Education</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr></table>		Overall Grading Summary Grades 2023-2024	Summary Grades 2022-2023	Summary Grades 2021-2022	Summary Grades 2020-2021	Summary Grades 2019-2020	Overall Effectiveness	1	1	1	1	1	Quality of Education	1	1	1	1	1	
	Overall Grading Summary Grades 2023-2024	Summary Grades 2022-2023	Summary Grades 2021-2022	Summary Grades 2020-2021	Summary Grades 2019-2020															
Overall Effectiveness	1	1	1	1	1															
Quality of Education	1	1	1	1	1															

							ACTION & ACTION DATE
	Behaviour and Attitudes	1	1	1	1	1	
	Personal Development	1	1	1	1	1	
	Leadership and Management	1	1	1	1	1	
	Contribution to Skills had been assessed as Strong contribution.						
	The individual department gradings were considered. It was proposed to grade all areas as outstanding except Equine 16-19 Study where it was proposed to grade Overall Effectiveness, Quality of Education and Leadership and Management as good. It was confirmed that the proposed grades followed a vigorous assessment of performance and actions, and reflected feedback from the recent Ofsted Inspection.						
	The Committee considered the range of strengths and supported these.						
	<p>The Committee considered the areas identified for improvement:</p> <ul style="list-style-type: none"> <li>• Further develop Maths and English GCSE performance to significantly in excess of national rates and improve Functional Skills Level 1&amp; 2 Maths</li> <li>• Improve retention on a small number of vocational courses and A Levels inclusive of the small number of EDI gaps</li> <li>• Maintain the high-quality student experience developed for the Agriculture Apprenticeship offer as ambitious growth is achieved in line with targets</li> <li>• Following the introduction of externally examined BTECs in 2021-22, further develop pedagogical approach to support achievement of high grades in Agriculture and Equine (pass rates overall are very high)</li> <li>• Improve pass rates and A*-C grades in Science and Maths A Levels</li> <li>• Develop career pathways for A Levels and Sport programmes akin to landbased technical provision to meet local and national skills needs</li> <li>• Further develop student digital and communication skills in response to employer and LSIP feedback</li> <li>• Consolidate the new Agriculture T-Level started in September 2025 and develop an effective T-Level offer in Animal Management for 2025-2026</li> <li>• Target increased diversity (gender balance and ethnicity) within the Landbased subject areas</li> </ul> <p>And supported the proposed actions to drive improvement.</p> <p>Governors discussed the length of the SAR and queried if it was actively used within Hartpury. This was confirmed. It was also confirmed that Ofsted had been comfortable with the length. It was agreed it was a very comprehensive document. Governors noted that the HE Quality Report might be an interesting comparison in terms of ensuring balance and focus on key improvement areas. The Deputy Principal FE confirmed that the college targeted continuous improvement, and was not complacent, but agreed to review it for an alternative perspective as a development point. The areas for improvement were highlighted within the QuIP. It was confirmed it contained</p>						Clerk provided copy

		<b>ACTION &amp; ACTION DATE</b>
	<p>actions from the Post Ofsted Action Plan. It was agreed the QuIP was the most important part of the document.</p> <p>Governors queried who received a copy. It was confirmed it went to the Board, Ofsted and all of the FE executive and Programme Leads. It was confirmed all departments had a department specific SAR which fed into the overall SAR, and that all staff fed in through a SWOT analysis.</p>	
	<b>The FE QuEST Committee APPROVED the 2023/24 Self-Assessment Report (SAR) - FE Key Report &amp; 2024/25 Quality Improvement Plan and AGREED to RECOMMEND them to the College Board for Final Approval</b>	
<b>FEQuEST 08/11/24</b>	<b>LANDEX SAR Validation Report</b>	
	<p>The Committee agreed it was helpful to have the external validation through the LANDEX Report. They noted the positive feedback that “The overall college SAR articulates extremely well how it meets both the college vision and the key strategic priorities. It is well structured and extremely detailed in the evidence presented to support the judgements. Both qualitative and quantitative information is well used throughout to demonstrate impact on the quality of education on its students. The student voice is celebrated and effectively used throughout the SAR to demonstrate impact, as is, parent and employer voice.”</p> <p>And that “The Quality Improvement Plan (QIP) supports the areas for improvement and has been very effective in terms of continually driving improvement to achieve outstanding quality of education and the overall college mission. The QIP has very clear KPI's and SMART overall and interim targets that are closely monitored and progress reported”</p>	
	<p>It was confirmed that suggested improvements had been actioned and were not further additions to the SAR. It was confirmed it was a rigorous process which had involved new LANDEX leads to ensure maintained external critical focus. It had been used to supplement the Deep Dives carried out by Ofsted. The process involved in the review was outlined. Governors were pleased with the rigour indicated.</p>	
	<b>The FE QuEST Committee NOTED the LANDEX SAR Validation Report.</b>	
<b>FEQuEST 09/11/24</b>	<b>At Risk Areas linked to QIP – 2023-2024 Final A Level and BTEC Performance</b>	
	<p>It was confirmed that the report provided an overview of the 2023-2024 performance of BTEC and A Level provision and provided assurance that this continued to be an area of focus to maximise the student experience and associated performance.</p> <p>It was highlighted that A Level performance had been an area of continued high-level scrutiny which had resulted in significant improvement from 2018-2019, sustained until now, in relation to overall performance, value added, retention and student satisfaction. It remained an area of focus due to the dip seen in A*-C these past two years, albeit there was some improvement this year. Overall pass rates for 2023-2024 A Levels were 0.4% below national averages with A*-</p>	

		ACTION & ACTION DATE
	<p>C performance at 63.3%, below national averages, but slightly better than last year, and therefore value added is in line with last year. A*-C and overall pass rates were in line with tracking and associated intervention all throughout the year although for a second year, we haven't seen the usual 'bounce' for A*-C between mock exams and final exams.</p> <p>Actions to improve performance were incorporated in the QulP discussed above. Governors stressed the importance of continuing the focus in these areas, noting that scrutiny of T'levels as a new curriculum area was important.</p> <p>The Director of A'levels and Sport took the governors through the detailed A 'level action plan. The analysis of where students had achieved u's was discussed the need for greater dialogue with at risk students on the potential need to consolidate, and the need to ensure students were sufficiently focused on their academic pathway was highlighted. It was also planned to make greater use of past papers to ensure students understood expectations. It was noted that analysis had indicated that students with Welsh maths qualifications needed support in certain areas and this had now been put in place. It was recognised there was a significant jump between GCSE and A'levels which not all students recognised and needed to be reinforced at applicant days to ensure students and parents were being realistic. It was recognised that Hartpury's wide catchment draw meant that its students could have received a variety of different learning experiences up to starting at Hartpury which could make the transition challenging. The challenge of motivation when a student received an unconditional offer at another HE institution was also recognised.</p> <p>Governors reflected particularly on the performance of science and maths A'levels, and the work required here to target improvement. It was confirmed that there had been some change of staff but there was a full complement for 2024/25. The need to ensure potential students understood the challenge of these courses was emphasised.</p> <p>The need for strong behaviour management in setting and challenging to meet expectations was agreed.</p>	
	<b>The At-Risk Areas linked to QIP – 2023-2024 Final A Level and BTEC Performance and T'level Introduction and Planned Actions Report was NOTED and endorsed.</b>	
<b>FEQuEST 10/11/24</b>	<b>Student Induction Survey</b>	
	<p>The Committee considered the Student Induction Survey Feedback. It was noted that as part of the formal College Student Voice process, on-programme student satisfaction surveys were conducted in the autumn, spring and summer terms to ascertain student perception of their course and the Hartpury experience.</p> <p>It was confirmed that the survey focused on the most recent autumn term survey outcomes and was generally aimed at all college students new to Hartpury. Governors were pleased to see that overall, student satisfaction remained consistently high for all categories. Governors queried the response rate and were advised that it was 1200 across all the subject areas</p>	

		<b>ACTION &amp; ACTION DATE</b>
	<p>with similar rates of completion across the different areas. It was confirmed that second year students would be surveyed in January and May.</p> <p>It was noted that Key course/programme related questions had been broken down by Department to identify where any additional focus was needed to maintain these high levels of satisfaction into the next term and beyond.</p> <p>Governors commented positively on the consistency across all departments, reflecting the positive impact of actions taken to support further improvement where needed last year. It was agreed the survey demonstrated impact of improvement actions taken in equine and agriculture where there had been lower levels of satisfaction last year.</p> <p>Governors were pleased to see that 99.4% indicated they felt safe on campus, and it was confirmed that where students had not confirmed this (7 students) that this would be followed up by departments (noting that the surveys are completed anonymously).</p> <p>It was confirmed that further work was ongoing around post GCSE results confirmation of places with some of the oversubscribed curriculum areas to identify further improvements.</p>	
	<b>The FE Quest Committee NOTED the student Induction Survey Report and Planned Actions.</b>	
<b>FEQuEST 11/06/24</b>	<b>Local Authority Inspection</b>	
	The Deputy Principal FE provided an update on the recent LA inspection. This had covered SEND provision. No issues had been raised. A formal report was awaited.	
	<b>The FE QuEST Committee NOTED the Local Authority Inspection Update.</b>	
<b>FEQuEST 12/11/24</b>	<b>FE Termly and Annual Concerns and Complaints Report</b>	
	<b>Termly Report</b> - In the period from May to July 2024 there had been no formal complaints relating to college students.	
	<b>Annual Report</b> - In the period from September 2023 to August 2024 there had been 14 formal complaints relating to college students with welfare and financial being the most common.	
	<b>The FE QuEST Committee NOTED the FE Termly and Annual Concerns and Complaints Report.</b>	
<b>FEQuEST 13/11/24</b>	<b>SU Report</b>	
	The Committee was pleased with the range and breadth of activities reported. It noted the new development of a SU Monthly newsletter as a positive development. The increased strength of the SU through an additional activities co-ordinator role was welcomed.	
	Governors were pleased to see the improved feedback on transport.	

		<b>ACTION &amp; ACTION DATE</b>
	The Student Governor queried access to SU clubs, noting not all were open to FE students. It was confirmed the Clerk would raise this with the SU Manager.	<b>Clerk Feb 2025</b>
	<b>The FE QuEST Committee NOTED the SU Report.</b>	
<b>FEQuEST 14/11/24</b>	<b>Any Points Identified to Highlight at Board</b>	
	SAR & QuIP LANDEX Report KPIs – minimum and stretch At Risk Areas	
	<b>It was AGREED to take forward as detailed above.</b>	
<b>FEQuEST 15/11/24</b>	<b>Any Other Business</b> None	
	<b>Dates of future meetings—NOTED.</b>	
	<b>The meeting closed at 4.35pm</b>	