



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

Minutes of a Meeting
1.30pm Thursday 27th June 2024
Gordon Canning & Teams

Present: Andy Collop (Professor) – Vice-Chancellor and Principal
Alison Blackburn - University Governor
Ian Robinson (Professor) (Chair) - University Governor
Chris Moody – University Governor
Sascha Bruce - University Student Governor
Jon Renyard – Co-opted Member HE QuEST

In Attendance Rosie Scott-Ward – Deputy-Vice-Chancellor
Lucy Dumbell (Dr)– Academic Registrar
Stephen Draper (Professor) – Academic Dean (RKE)
Linda Greening (Dr) - Head of Inclusivity (Item 7)
Barbara Buck – College Governor (Chair FE Quest)
Gillian Steels – Clerk to the Governors
Sophie Savage – SU Manager (Items 1-8 inclusive)

Apologies: Thomas Legge - University Staff Governor

		ACTION & ACTION DATE
HEQuEST 01/06/24	Welcome and Apologies Attendees were welcomed. Apologies noted as above.	
HEQuEST 02/06/24	Quoracy It was confirmed that the meeting was quorate.	
HEQuEST 03/06/24	Declaration of Interest The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. It was noted that Chris Moody and the Vice-Chancellor and Principal were members of both Boards. There were no declarations of members' interests for agenda items	
HEQuEST 04/06/24	Minutes of the Last Meeting The University QuEST Committee agreed the minutes of the meetings of 4 th March 2024 as a true and accurate record.	

		ACTION & ACTION DATE
HEQuEST 05/06/24	Matters Arising The Action Update log which updated members on progress of actions was NOTED .	
HEQuEST 06/03/24	HE Update and Key Performance Indicators Review 2023/24 The Deputy-Vice-Chancellor provided a presentation covering latest sector and Hartpury HE news. Sector Update – (it was noted updates had been limited by the general election announcement) i) Lifelong Learning Entitlement – guidance was awaited. ii) Data Dashboard Updates – no news on this to date. iii) Data Futures – an independent review had been commissioned. It was confirmed that Hartpury had met the Data Futures submission deadline, but that some larger and more complex institutions had found it more challenging. Hartpury had fed back on some issues which appeared common to the sector. It was noted that the Data Futures project was running several years late, and that the OfS was currently checking the data before allowing its release. The Committee was advised that the delays in issuing the data were likely to impact on the issuing of the various media University league tables.	
	HE Focus at Hartpury i) Student Engagement The last two years data had shown higher levels of WD / Suspension / failing to re-enrol, it was recognised this had a negative impact on the individual student and a Financial and quality impact for Hartpury A review of data and behaviours of undergraduates had highlighted several 'at risk' indicators: <ul style="list-style-type: none"> • Attendance issues, non-submission and failure to work with tutors • Retake modules (esp. more than 30 credits) • First year, young white males especially at risk (but relatively a small group) A member of the Committee commented that this at-risk group was common within the sector. He queried whether when a student had successfully retaken a subject whether they continued to be at risk of dropping out. The Academic Registrar advised that a range of behaviours had been modelled to enable support to be appropriately targeted. She advised that once a student had made up a module that their behaviour typically returned to align with their cohort. Actions taken to improve behaviours had been: <ul style="list-style-type: none"> • Student engagement policy fully implemented (new staff member had worked to ensure it was embedded) <ul style="list-style-type: none"> • Emphasis on Academic Personal Tutor engagements • Knowing who was at risk (flag system in place) • Register data – improved timeliness, accuracy, reporting and used spot checks to support • Submission information – reviewed where assessments were not submitted • Clear process of action – escalation process in place, correspondence to home and termtime address 	

		ACTION & ACTION DATE
	<p>To date the impact on retention had been encouraging, with in year retention significantly higher than last year. Re-enrolment in the autumn would be the next key review point. Work to keep students engaged over the summer was ongoing.</p> <ul style="list-style-type: none"> Regulatory changes <ul style="list-style-type: none"> Condonement to compensation Capping changes for resubmission to encourage submission (i.e. not capped at first resit) 3rd assessment opportunities for final year students <p>These changes appeared to have supported students in more effective workload management. It was confirmed these changes had been modelled before introduction.</p>	
	<p>ii) New Curriculum</p> <ul style="list-style-type: none"> Sport Psychology / Psychology Veterinary Physiotherapy <p>The business cases were being considered for these subjects. This would include consideration of demand, financial model, quality risks. At this point they were being assessed for commencement in September 2025. Veterinary Physiotherapy would need capital investment, but was currently looking more likely to proceed than Sport Psychology in this time frame, but both would be subject to further discussion at SMT. It was confirmed other new curriculum had been signed off for 2025, as had previously been advised.</p>	
	<p>iii) Access and Participation Plan – to be discussed later in the meeting.</p>	
	<p>iv) Graduate Outcomes</p> <ul style="list-style-type: none"> Headline figures regarding employment / further study very strong <ul style="list-style-type: none"> Top 10% 1st in SW (equal) and Glos. However, B3 / APP / TEF concerned 'progression' (largely based on highly skilled employment and future study), which was below target and the sector <p>A full report would go to Academic Board in July. The data behind the "highly skilled" percentage had been reviewed on a department basis and by undergraduate and postgraduate. Issues were highlighted in agriculture and animal and equine undergraduate. There was to be a deep dive into this as part of the Access and Participation Plan to review the curriculum design, confidence levels of students in the types of jobs they were applying for and in communication to ensure graduating students expressed clearly the range of the jobs they were progressing to.</p> <p>v) KPI Performance</p> <p>It was confirmed in year drop out had reduced, as discussed above, but would continue to be monitored. At this stage there were no significant points to raise.</p>	

		ACTION & ACTION DATE
	It was agreed that whilst the presentation style was helpful for this report generally, it would be helpful for the KPIs to be issued with the pack to allow committee reflection. It was agreed this would be put in place going forward.	Dep VC Nov 24 on
	The HE QuEST Committee NOTED the HE Update and the KPI position for 2023/24 to date.	
	2.05pm Linda Greening, Head of Inclusivity, joined the meeting	
HEQuEST 07/06/24	Access and Participation Plan	
	A draft version of the Access and Participation Plan (APP) had been provided. This had been approved in principle by Academic Board. The draft plan contained information about the confirmed target groups of students Hartpury wished to invest in to ensure parity of experience and outcomes at the various stages through the student journey. The accompanying intervention strategies highlighted what Hartpury aimed to do to facilitate equality of opportunity for minoritized student groups.	
	<p>For this iteration of the Access and Participation Plan, the Head of Inclusivity had worked with a task group of stakeholders, representing the various stages of the student journey. After reviewing the performance analysis using data from the OfS APP dashboard, the task group had agreed target groups and associated metrics and began developing ideas for interventions to address these gaps. These were presented in the draft for consideration by the committee.</p> <p>It was highlighted that the OfS had also increased the emphasis on the evaluation of interventions and associated activity. Optimally, they wished for HEPs to engage in projects that enabled cause and effect evaluation but realistically large providers struggle with this let alone small and specialist institutions. We have increased the amount of empirical evaluation utilising our increasing data expertise and accessibility but during the lifecycle of this APP we specifically need to focus on reporting outcomes and learning from these. An additional evaluation framework had been drafted to clarify where outcomes are reported, who is responsible for reporting these and when.</p> <p>It was confirmed that Hartpury had been working with the finance team to ensure timely completion of the 'Targets, investment and fees' document for submission too.</p>	
	Governors queried how the OfS would know whether the APP was meeting targets. They were advised it was a self-assessment process, and an annual return. A governor questioned how the Committee and Board would be able to assess the position on an ongoing basis. The Deputy Vice-Chancellor advised that the groups identified would be embedded in future within the Annual Quality Report, Teaching Excellence Report and TEF and within student surveys so that it could be assessed on an ongoing basis. Once it was clear how OfS would monitor the APP the reporting process would be embedded within the quality cycle.	
	A governor asked whether the new curriculum would help meet the APP targets. The Deputy Vice-Chancellor advised that Veterinary Physiotherapy	

		ACTION & ACTION DATE
	had a high tariff and retention, achievement and progression were generally good. Psychology was not expected to have a negative impact on the APP. It was noted that psychology and business tended to attract a greater diversity of students. The need for potential students to see a range of students who reflected their own diversity was recognised as a challenge.	
	A governor commented positively on the ambition and thoroughness of the Plan but queried whether eight strategies would be too challenging and take too much resource, and whether it would be better to start with a smaller number and then add further strategies at a later stage. The Deputy Vice-Chancellor advised that the aim of the breadth of strategies was to enable the whole picture to be reviewed to identify any issues. It was confirmed that activity was being targeted which linked to the TEF to maximise overall impact. The Head of Inclusivity advised that the plan drew on existing strategies, but confirmed she would review capacity.	
	It was recognised that the evaluation process would be a challenge for the sector as it was a long-term process. The Head of Inclusivity advised that the impact of summer residential schools was recognised. She confirmed she was confident Hartpury would be able to evidence impact from the plan, or use the assessment to inform future variations if necessary.	
	The Committee APPROVED the draft Access and Participation Plan, noting it would be finalised and submitted to OfS by the deadline of 31st July. The final version would be provided to the Committee for information in November	Head of Inclusivity Nov 24
	2.20pm The Head of Inclusivity left the meeting	
HEQuEST 08/06/24	SU Report – including Constitution Proposals	
	The Committee had been provided with: June SU Update – the Committee agreed that the report continued to demonstrate the ongoing vibrancy of the SU at Hartpury, and its wider impact on Hartpury. The SU Manager was asked to feed this back to the wider SU. Proposed revised SU Constitution and Statutes – these had been updated to reflect more clearly Hartpury's SU practices and ambitions. A governor commented that it would be helpful if the document made it clearer that at this point the Hartpury SU was not an independent organisation. This had been feedback from the Internal Audit the previous year. The SU Manager agreed to review this. A governor queried whether the passage on Freedom of Speech was clear enough, and again it was confirmed this would be reviewed Draft SU Strategy on a Page – this aligned to the wider Hartpury 2030 Strategy. Governors commented this was a very clear and helpful document.	SU Manager July 24 SU Manager July 24
	The HE QuEST Committee: (i) NOTED the SU Report. (ii) Subject to the feedback above APPROVED the updated SU Constitution and Statutes for RECOMMENDATION to the University Board.	

		ACTION & ACTION DATE
	(iii) APPROVED the SU Strategy on a Page for RECOMMENDATION to the University Board.	
	2.35pm The SU Manager left the meeting	
HEQuEST 09/06/24	Research and Knowledge Exchange (RKE) Update	
	The Committee considered the report which outlined key aspects of research and knowledge exchange activity at this stage of the academic year. It was confirmed that the 2023-24 RKE Annual Report would be produced post 31 st July (census date for key metrics).	
	<p>Research</p> <ul style="list-style-type: none"> • REF (Research Excellence Framework) was delayed until 2029 delaying Hartpur's planned submission for RDAP (Research Degree Awarding Powers) until 2030 • RKE Strategic Group including Heads of Department were now planning all project lines <p>Research Culture</p> <ul style="list-style-type: none"> • Prof Nigel Wright was supporting training for line managers in research and scholarly activity target setting • Some QR funds had been used to support staff research projects • Ideation Day had taken place with UWE and BRL (Bristol Robotics Laboratory) • We had hosted County Public Health and Children's Services leaders to discuss collaborative working • Research Conference to take place on 11th July 2024 <p>Knowledge Exchange</p> <ul style="list-style-type: none"> • KEF (Knowledge Exchange Framework) 3.0 results consistent with previous exercise and no additional narratives required for KEF4.0 • Prof Cathy Barnes was completing a review of KE at Hartpur to inform RKE Strategy and HEIF (Higher Education Innovation Funding) Accountability Statement <p>Ethics and Research Integrity</p> <ul style="list-style-type: none"> • Completion of pilot for reviewing teaching activities and rolling out to HE <p>Postgraduate Research Students</p> <ul style="list-style-type: none"> • Enrolment and completion numbers remain steady • Need to strengthen interview and acceptance process • Instigated Research Culture Café to improve training and cohort identity <p>It was confirmed Hartpur remained on track to meet the 30 doctoral completions to apply for RDAP.</p>	
	The HE QuEST Committee NOTED the Research and Knowledge Exchange Update.	

		ACTION & ACTION DATE
HEQuEST 10/06/24	Degree Outcomes Statement	
	<p>It was confirmed that Hartpury University's Degree Outcomes Statement 2024 had been produced to support the UK Standing Committee for Quality Assurance's (UKSCQA) Statement of Intent calling HE providers to publish on their websites transparent information about the institution's degree classification profile.</p> <p>It was highlighted that the information within this statement was largely based on the annual achievement report that had previously been considered by both Academic Board and this Committee. It was noted that the first sector wide publication of the Statement had been OfS led, but that it was now sector led. It was confirmed there were no significant changes from the previous year. Governors were pleased that the profile was not indicating any spikes. The Academic Registrar confirmed that a deep dive was ongoing to compare performance of students based on their entry profile in Hartpury and other institutions to ensure Hartpury students were not being disadvantaged. It was confirmed the Committee would be updated once this work was complete.</p>	
	In line with their delegated authority for the University Board the HE QuEST Committee APPROVED the Updated Degrees Outcomes Statement.	
HEQuEST 11/06/24	Graduate Outcome Results – Summary Report	
	<p>As had been discussed above it was noted that the Graduate Outcomes Survey provided the data from which the OfS Progression metric is calculated. The Progression metric was used by the OfS to check quality (B3), teaching excellence (in TEF) and participation (in APP). Therefore, whilst the sector data to enable comparisons was only released on 13 June 2024 and the Academic Board had yet to receive a full report, this summary had been provided.</p> <p>Key aspects highlighted were:</p> <ul style="list-style-type: none"> • Employability (which is all activities minus those unemployed) for 2021/22 graduates was 97%. This was higher than the sector average of 95%, which increased from last year whereas Hartpury's result remained stable, but slightly lower than the KPI figure of 98% • There was little difference at a department level, however both PG Animal & Agriculture and PG Equine had 100% employability. • 100% of business and management students (i.e., Sport & Equine Business Management programmes) were in employment or other meaningful activity <p>It was confirmed HE QuEST would receive a more detailed consideration of the impact on Progression as part of the Annual Quality Report in November.</p>	
	THE HE Quest Committee NOTED the Graduate Outcomes Results and that more information would be provided in the Annual Quality Report in November.	

		ACTION & ACTION DATE
HEQuEST 12/06/24	Annual Quality Report Action Plan Update	
	The Committee had been provided with an overview of the progress on actions due from the Annual Quality Report 2022-23. It was noted that two actions were complete and one was ongoing. There were no significant issues to raise at this time.	
	The Committee NOTED the Update on the Annual Quality Report Action Plan.	
HEQuEST 13/06/24	Academic Board Update - Minutes	
	It was agreed the minutes provided a helpful summary of the work of the Academic Board.	
	The HE QuEST Committee NOTED the Academic Board Update.	
HEQuEST 14/06/24	Student Protection Plan	
	<p>It was noted that the student protection plan was a compulsory requirement of the Office for Students. Hartpury University has had a plan approved by the OfS for some time. It had been considered timely to revisit the approved plan and consider its on-going relevance to both the OfS requirements and Hartpury Universities current situation. As a result, an updated plan was brought forward for Academic Board and HE Quest to consider.</p> <p>As the OfS requirements had not changed significantly since the last review, minimal changes had been made to the previously approved version. The main changes were:</p> <ul style="list-style-type: none"> - Removal of reference to UWE taught students at Hartpury (as we know longer have any) - Removal of refence to the Covid-19 pandemic 	
	The Committee considered the revised plan and wider sector sustainability issues. It was noted Hartpury now had greater resilience as there was greater depth of staff.	
	The HE Quest Committee APPROVED the Student Protection Plan (SPP) to progress to the Office for Students (OfS) for approval.	
HEQuEST 15/06/24	Complaints Termly Complaints Report	
	<p>It was noted that in the period from January to April 2024 we received 2 formal complaints relating to university students (both welfare/non course service issues). These complaints had not been upheld.</p> <p>There had been no appeals to the Vice-Chancellor during this period.</p> <p><u>Appeals to OIA</u></p> <p>There had been 1 complaint appeal to the OIA during this period which was found to be 'not justified'. However, the complainant had requested a</p>	

		ACTION & ACTION DATE
	<p>review of the OIA's decision. This related to a formal complaint made in December 2022 and appeal to the Vice Chancellor in January 2023.</p> <p>The Termly Complaints Report was NOTED.</p>	
HEQuEST 16/06/24	Committee Terms of reference and annual calendar of activity and self-assessment	
	<p>It was noted that the purpose of the report was to allow the Committee to self-assess its performance and consider whether it had met its terms of reference. It was noted that the review of the Terms of Reference and agenda cycle had already taken place for the year.</p> <p>The Committee considered the self-assessment and confirmed that the committee had met its requirements. Following the meeting committee members fed back on the three specific self-assessment questions and confirmed that they considered the committee, and they as individuals, were getting the information they needed; that they considered they were able to engage appropriately; and that there was no specific additional training required, but that it would be helpful to consider committee specific onboarding and to include the Chair in this process. These points would be taken forward by the Clerk.</p>	Clerk, Sept 24 & ongoing
	<p>The HE Quest Committee:</p> <p>(i) Discussed and APPROVED the Self-Assessment.</p> <p>(ii) NOTED that the draft Terms of Reference and Agenda cycle that were discussed at the Committee in February had been considered at S&G on 27 6 24 and support confirmed for the Terms of Reference to be taken to the University Board for APPROVAL.</p>	
HEQuEST 17/06/24	Any Other Business	
	None	
HEQuEST 18/06/24	Any Points Identified to Highlight at Board	
	<p>Graduate Outcomes – Highly Skilled Outcome Issue – particularly in animal and agriculture and equine at undergraduate level. The Vice-Chancellor and Principal confirmed he would also be discussing this within his presentation to Board.</p> <p>Access and Participation Plan – approach and ambition of plan</p> <p>SU Constitution</p> <p>Degrees Outcome Statement</p> <p>Student Protection Plan</p> <p>RKE – RDAP delay</p>	
	Dates of future meetings-Noted:	
	The meeting closed at 3pm	

Approved