



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

Minutes of a Meeting
9.30am Monday 4th March 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
Ms Sascha Bruce - University Student Governor
Thomas Legge - University Staff Governor

In Attendance Rosie Scott-Ward – Deputy-Vice-Chancellor
Lucy Dumbell (Dr)– Academic Registrar
Steve Butts (Dr) – Academic Dean (Teaching, Learning & Student Experience)
Linda Greening - Head of Inclusivity
Barbara Buck – College Governor (Chair FE Quest) from 10.20am
Gillian Steels– Clerk to the Governors

Apologies: Jon Renyard – Co-opted Member HE QuEST

		ACTION & ACTION DATE
HEQuEST 01/03/24	Welcome and Apologies Attendees were welcomed. Apologies noted as above. Members were thanked for their support with the re-arrangement of the meeting, and it was noted this had impacted on the ability of some to attend.	
HEQuEST 02/03/24	Quoracy It was confirmed that the meeting was quorate.	
HEQuEST 03/03/24	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 04/03/24	Minutes of the Last Meeting The University QuEST Committee agreed the minutes of the meetings of 9 th November 2023 as a true and accurate record.	

		ACTION & ACTION DATE
HEQuEST 05/03/24	<p>Matters Arising The Action Update log which updated members on progress of actions was NOTED.</p> <p>TEF – it was noted that comparative data for the 2027 submission would be considered in the future. It was noted that OfS had not updated the TEF data at this stage.</p> <p>Sustainability of Taught Postgraduate provision – this would be reported to QuEST in due course.</p> <p>January Enrolment - this had been considered, but numbers were insufficient to make it viable. It would be considered further for Jan 2025. It was noted it might work for intakes from some countries, but further consideration was needed from an operational perspective. The Deputy Vice-Chancellor advised that it was being considered for postgraduate study which was semester based.</p>	
HEQuEST 06/03/24	<p>HE Update and Key Performance Indicators (KPI) Review 2023/24</p> <p>The Deputy-Vice-Chancellor provided a presentation covering latest sector and Hartpur HE news.</p> <p>OfS inspections coming through</p> <ul style="list-style-type: none"> • Business – at this point no issues highlighted which could be related to Hartpur provision. • Franchise provision – noted that this related most directly to a number of private franchises who used a range of partners. This was not a risk for Hartpur at this time, but it was recognised it might impact on some specialist institutions. It was noted there was potential risk for some FE colleges who were providing HE. It was confirmed Hartpur continued to monitor the position carefully. <p>Lifelong Learning Entitlement (LLE) – watching carefully but there was a limited amount of detail currently. There was concern that the Student Loan Company methodology was changing to enable it to support the LLE, and that there might be unintended consequences from this. The aim was for it to be in place by 2025 but there were currently no record systems nationally with the ability to track for the c 60year period which would potentially be required. It was noted that in a pilot demand had been very limited.</p> <p>The Deputy Vice-Chancellor advised that opportunities from the LLE for Hartpur would be around professionally accredited programmes and subject areas such as sport therapy and Veterinary Nursing.</p> <p>It would provide an opportunity in landbased cpd. It was noted that recruitment at level 4 in this area had been insufficient to make it viable. It was confirmed this would continue to be explored.</p> <p>TEF – all published now. There had not been many more triple golds. For the next TEF it was expected that metrics and student and organisation submissions would continue to be part of the process. Hartpur would continue to work on the educational gain aspect.</p>	

		ACTION & ACTION DATE
	<p>Access and Participation Plans – these would need to be submitted by the end of July 2024. A video update on what would be incorporated was played. The Head of Inclusivity advised that staff were drafting the submission, agreeing actions and working through the data. The different stages of the student lifecycle would be considered. Male performance would be considered. There had been a movement from POLAR as a participation measure to IMD (indices of multiple deprivation) which Hartpury would be using. Deep dives were being undertaken by Hartpury to assess interventions for different forms of diversity or access challenges.</p> <p>Governors queried whether the new Access and Participation Plan interrelated to the previous requirements set by OfS. The Head of Inclusivity advised that the data dashboard had changed significantly but focus was maintained on males and socio-economic groups. The Deputy Vice-Chancellor advised that the new approach has the potential to align with the TEF. It was confirmed a draft APP would come to the June meeting. The Head of Inclusivity advised that the equality risk register was a new development. The Deputy Vice-Chancellor commented that BTECs – which typically attracted non-traditional learners - were held by a large part of the Hartpury HE student body, so it was considered that some aspects of the new approach would fit well with Hartpury’s approach.</p> <p>RCVS re-accreditation This had been a challenging process, but all requirements had been met and the reaccreditation achieved (subject to RCVS formal confirmation). The work of the team was recognised as extremely positive.</p> <p>The Chair asked that the Committee’s congratulations be passed on to the Team.</p> <p>New Curriculum 2024/25</p> <ul style="list-style-type: none"> • BSc Business Management – recruiting. • BSc Biological Science - recruiting • BSc Equine Dental Science - – recruiting well. • MSc Animal Assisted Counselling- recruiting • MSc Wildlife Conservation? – crowded market – but requested by current students. <p>2025/26</p> <ul style="list-style-type: none"> • BSc Environmental Science • BSc Veterinary Physiotherapy – some challenges relating to the professional bodies. • MSc Sports Therapy • MSc Education and Communication • UG <ul style="list-style-type: none"> • Education? - to be further debated this month – it was confirmed Hartpury would not have the option to bid for PQTS numbers until 2025. At this stage the proposal being explored was a general undergraduate option. It was noted that generally recruitment was down in teacher training and this option would be carefully debated. Governors queried whether PGCE was a future option and were advised it was a medium to long term-based option. Governors queried whether the FE teaching model also required QTS numbers 	<p>June 24 Head of Inclusivity</p>

		ACTION & ACTION DATE
	<p>and were advised this was not the case. If this was offered, it would be specific to our provision.</p> <ul style="list-style-type: none"> • Psych? - to be further debated this month <p>UCAS Recruitment – expected to be a tough year.</p> <p>Research and Knowledge Exchange</p> <ul style="list-style-type: none"> • Relationship with UWE strong <ul style="list-style-type: none"> • Shared PhDs / projects • Strategic will to look at bigger scale collaborations. • Following announcement re 1 yr. delay in REF, revisiting timelines and plans, and meanwhile contributing to national consultations regarding the process • Engaging with OfS RDAP related briefings • Research conference – Thursday 11th July 	
	<p>KPIs</p> <p>Postgraduate student numbers were where expected. Retention was tracking closer to pre-covid levels, and continued to be closely monitored – paper later on the agenda. Exam Boards to date were encouraging, but attendance since January had been impacted by issues relating to site access – flooding /buses. This again was being closely monitored. At this point the position was encouraging.</p>	
	The HE QuEST Committee NOTED the HE Update and the KPI position for 2023/24 to date.	
HEQuEST 07/03/24	SU Report	
	<p>A Report updating on new facilities in the Student Union and the work of the SU Presidents: Representation, Guidance and Opportunities, and the Liberation Officer were noted. Governors were pleased with the breadth and vibrancy of student engagement demonstrated. It was highlighted that students had been actively involved in focus groups relating to the 2030 Strategy. It was noted that work was ongoing to update the SU Constitution, and this would be brought to the Committee in June.</p>	June 24 SU Officer
	<p>Governors considered the focus group feedback which related to health and safety matters, and it was confirmed the SU were following these up with relevant staff and that updates would be provided to students. The link governor for Health & Safety said he would also touch base with the Health and Safety Advisor on these.</p> <p>Governors noted the potential plans to increase the size of the SU and add an additional co-ordinator and were supportive of the approach, recognising it would further increase capacity.</p> <p>Barbara Buck joined the meeting.</p> <p>The option of a sabbatical officer role was supported, subject to resources. It was noted that work was ongoing to increase sport engagement in the SU.</p>	
	The HE QuEST Committee NOTED the SU Report	

		ACTION & ACTION DATE
HEQuEST 08/03/24	Student Retention	
	<p>The Committee considered the report updating on retention. It was noted that retention and continuation of students from 2022-23 to end of September enrolment in 2023-24 exceeded the OfS B3 thresholds however was at the lower end of our applicant competitors and does not meet the internal targets of exceeding TEF-informed thresholds and retaining students to reach their target awards.</p> <p>The Academic Board had considered the report and supported actions already begun to support our students and staff, and increase retention. The report considered trends of different student groups and targeted actions to improve retention. It was highlighted that actions included: engagement teamwork, personal tutor contact and monitoring and links to regulation. It was noted that greater risk of loss of retention in the first year was a sector issue.</p> <p>Governors recognised that continuation while not a red line in relation to OfS was potentially a risk to our TEF ambitions, as well as impacting on students and the organisation's resilience, and were therefore supportive of the focus this area was receiving. The impact of withdrawal rates in August in 2023 were stressed. Work was ongoing to ensure students felt engaged between May and re-enrolment in September. The risk of losing students to employment continued to be a concern.</p>	
	Governors considered the numbers who were suspending studies and the proportion that returned (7-8% nationally and 15% at Hartpur). It was confirmed that a named programme manager had responsibility, and that the aim was to be more proactive in encouraging students to return. This continued to be monitored.	
	The HE QuEST Committee NOTED the Retention Report and ENDORSED proposed Actions.	
HEQuEST 09/03/24	Contextualised Offer & the Enhanced Scheme Update	
	<p>Last year a report had been provided which highlighted our approach to contextual and enhanced offers with an action table of expected next steps. An updated report presented:</p> <ol style="list-style-type: none"> 1. Evidence of impact in terms of applicants to enrolments ratios, 2. Updates on activity appearing in the action table from the previous report, 3. Additional recommendations following review of these offer options. <p>Data showed how our contextual and enhanced offer options resulted in higher applicant to enrolment ratios. Student retention linked to contextual offers last year was less positive compared to data available this year.</p>	

		ACTION & ACTION DATE
	<p>Recommendations following on from the analysis this year, were provided for by agreement by the committee.</p> <p>It was noted that for 2024 entry, we have access to data on applicants that have been eligible for free school meals (FSM). This is often considered an accurate indicator of deprivation and we have widened our contextual offer scheme to include free school meals as an eligibility criterion. We will review the effectiveness after the admissions cycle ends.</p> <p>It was noted that we were investigating alternative methods of obtaining IMD data with the Continuous Improvement team. Using internal reporting methods, we plan to replace POLAR with IMD quintile 1 data within our contextual offers scheme.</p> <p>From 2025 onwards, we aimed to embed outreach activity into the scheme to include making contextual offers to applicants from our outreach widening participation schools. In Hartpury's engagement strategy, we have 14 widening participation schools. If students attend one of the widening participation schools, we will automatically consider them for a contextual offer if they complete an application to study at Hartpury University.</p> <p>The impact of the Enhanced Offer scheme was also considered.</p> <p>It was confirmed that the contextual and enhanced offer process was working to the advantage of students, and we would sustain activity against incomplete actions and address new recommendations going forward. The Deputy Vice-Chancellor commented that it was pleased to see that the schemes were working effectively and were not causing a reduction in standards, with students offered enhanced offers still hitting tariff.</p> <p>The staff governor commented on Hartpury's ethical approach and the importance of communicating this clearly in a competitive market. It was agreed it was important to have a clear narrative on what we offered.</p> <p>Governors noted the assurance provided by the report in relation to the maintenance of standards at the same time as enhancing opportunities and stressed the importance of demonstrating integrity in this area.</p>	
	<p>The HE QuEST Committee NOTED the Contextualised Offer & the Enhanced Scheme Update and planned Actions APPROVED.</p> <p>The Head of Inclusivity and the admissions team were thanked for their work.</p>	
HEQuEST 10/03/24	Committee terms of reference and annual calendar of activity	
	<p>The terms of reference had been reviewed considering the following:</p> <ul style="list-style-type: none"> - Following 6 years of utilising our own TDAP - Strategic decision to prepare for RDAP application in 2030. - Increased clarity of OfS and other regulatory expectations of a HEI 	

		ACTION & ACTION DATE
	<p>To inform the review, internal consultation, review of regulatory expectations and a review of similar approaches at other institutions had been carried out. As a result, the following changes were recommended:</p> <ol style="list-style-type: none"> 1. In attendance - addition of the two Academic Deans due to the nature of the proposed changes to the objectives i.e., their roles are responsible for some of the areas within the updated terms of reference; - it was agreed this should be when they had relevant items on the agenda. 2. In attendance – addition of SU Officer (or the person responsible for presenting the SU report at the meeting). 3. Purpose – the update is designed to articulate both the breadth and approach taken by the committee to effectively discharge its responsibilities. 4. Terms of reference / objectives – These have been divided into three sections, ensuring clarity of covering regulatory requirements linked to the OfS (2.1 and 2.2) and the areas of delegated responsibility by the Board of Governors. <p>Complementing the updated terms of reference, a draft annual calendar of activity had been provided. It was recognised this would evolve, but supported planning to ensure that the business is considered in a timely way and individual meetings are sustainable. It was noted the November meeting continued to be significant in terms of content.</p>	
	<p>Governors were supportive in principle of the proposed changes. A number of clarifications were agreed to clarify the committee's role in relation to oversight of assurance to avoid duplication of the Academic Board role, to clarify in 2.1 that "it" referred to the Board. It was confirmed that monitoring reports would include: AAP, complaints, appeals, quality and others as requested. It was confirmed oversight of Academic Partnership would continue to be explicit to cover high risk approvals and changes of partnership procedures</p>	Dep VC Mar 24
	The HE QuEST Committee NOTED the	
HEQuEST 11/03/24	Annual Quality Report Action Plan Update	
	<p>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 two were ongoing. There were no significant issues to raise at this time.</p>	
	The Committee NOTED the Update on the Annual Quality Report Action Plan.	
HEQuEST 12/03/24	Academic Board Update - Minutes	
	<p>It was agreed the minutes provided a helpful summary of the work of the Academic Board.</p>	
	The HE QuEST Committee NOTED the Academic Board Update.	

		ACTION & ACTION DATE
HEQuEST 13/03/24	Complaints Termly Complaints Report	
	It was noted that in the period from September to December 2023 we received 3 formal complaints relating to university students (1 financial and 2 – welfare/non course). These complaints had not been upheld. It was noted there was also one complaint with the OIA. The Termly Complaints Report was NOTED.	
HEQuEST 14/03/24	Any Other Business	
	None	
HEQuEST 15/03/24	Any Points Identified to Highlight at Board	
	APP Development RCVS Re-accreditation – noting remained confidential. New Curriculum plans Retention – at this stage improved picture. Attendance – slight recent drop due to site accessibility issues – at this stage not a concern. SU Report – vibrancy, breadth and impact of activities Contextualised Offer Update Terms of Reference – proposed changes	
	Dates of future meetings-Noted:	
	The meeting closed at 11.05am	