



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY COLLEGE

Minutes of a Meeting
3.30pm Thursday 10th February 2022
Gordon Canning and on Teams

Present: Helen Wilkinson – College Governor (Chair)
Mrs Barbara Buck (BB) - College Governor
Mr Kam Nandra (KN) – College Governor (until 5pm)
Mr Russell Marchant (RM) – Principal (from 4.05pm)

In Attendance Ms Gillian Steels (GS) – Clerk to the Governors
Ms Claire Whitworth – Vice-Principal Further Education
Prof. Ian Robinson (IR) University Governor*
Mr Gareth Smith (GJ) – University Student Governor*
Dr John Selby (JS) University Governor*
Ms Alison Blackburn (AB) – items 11,12, 13*
Ms Rosie Scott-Ward – Pro-Vice-Chancellor - items 11,12, 13*
Ms Lucy Dumbell – Academic Registrar - items 11,12, 13*
Ms Jo Ronald – Director A’levels and Sport – Item 8
Daniel Tinkler, Advanced-HE observer as part of the Governance Effectiveness Review

Apologies: Mr Sean Lynn (SL) – College Staff Governor
Ms Alice Bridges (AB) – College Student Governor
Mr Chris Moody (CM) - College Governor
Mr Nick Oldham – Co-opted Committee Member

*attendees also took part in the discussion relating to items 11,12,13 which were discussed in common with the HE QuEST Committee

		ACTION & ACTION DATE
FEQuEST 01/02/22	Welcome and Apologies Apologies were received as detailed above. Attendees were welcomed to the meeting.	
FEQuEST 02/02/22	Quoracy It was confirmed that the meeting was quorate.	
QuEST 03/02/22	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
QuEst 04/02/22	<p>Minutes of the Last Meeting</p> <p>Subject to two minor typos the College QuEst Committee agreed the minutes of the meeting of 9th November 2021 as a true and accurate record.</p>	
QuEst 05/02/22	<p>Matters Arising</p> <p>The Action Update log which updated members on the progress of actions had been provided.</p> <p>It was confirmed that members of the wider team would be attending FE QuEst meetings, for example Jo Ronald Director A'levels and Sport was attending for the Teaching, Learning and Assessment item. It was confirmed staff had been briefed on the reason why High Needs Students and Apprenticeships were not graded separately so this could be articulated if required, and next year these areas would be graded separately despite their small size. It was noted that the RAG rating amendment had been put in place for this meeting.</p> <p>The Action Update log was NOTED.</p>	
FEQuEst 06/02/22	<p>KPI Monitoring</p> <p>It was noted that the following were meeting KPI:</p> <p>Attendance is currently tracking above the KPI (physical presence in the 'classroom' also included in brackets).</p> <ul style="list-style-type: none"> • Overall Autumn Term Student Satisfaction was above KPI at 98.8% • Overall BTEC Level 2 retention was currently tracking above the KPI • Overall BTEC Level 3 retention was currently tracking above the KPI • Overall A Level retention was currently tracking above the KPI • Overall Level 1 complementary qualification retention was currently tracking above the KPI • Overall Level 2 complementary qualification retention was currently tracking above the KPI • Overall Level 3 complementary qualification retention was currently tracking above the KPI • Overall course applications for 2020-2021 were higher than last year (although this needs to follow through to acceptance which is currently lower than last year, in part due to phasing combined with interview pattern) • Extended Diploma Agriculture was sitting at 97.8% retention against 82.2% last year • Level 3 Diploma Agriculture was sitting at 100% retention against 61.9% last year – it was thought that potentially this related to reduction of employment options due to the pandemic. • Extended Certificate Equine is sitting at 93.5% against 81.3% last year • Access to HE was sitting at 100% retention against 81.4% last year (although does contain at risk students with challenging external situations that are being monitored) 	

		ACTION & ACTION DATE
	<ul style="list-style-type: none"> DISE British Rowing was sitting at 94.2% retention against 84.6% last year – governors were pleased at this improved position following quality monitoring by Hartpury. It was noted that safeguarding in sub-contracts was carefully monitored and it had been confirmed this was robust within induction. 	
	<p>It was noted the following were not meeting KPI but were above the national rates:</p> <ul style="list-style-type: none"> Overall Student Satisfaction for ‘feeling safe’ was sitting just below the KPI at 98.2% - Governors queried if this related to equine as had been previously reported and queried if the matter had been followed up. Barbara Buck, Link Governor for Equine advised she had raised the matter in a recent link visit and had been advised that it related to Covid measures rather than site or timing issues. The improvements to the wardening system to reinforce mask compliance had given added assurance. It was confirmed that this issue was closely monitored and would continue to be regularly followed up. Governors stressed the importance of digging deep into these issues. It was noted that agriculture was currently 96.1% and governors asked for more information on this. The Vice-Principal Further Education advised that all departments had reviewed the feedback and put in place an action plan to the survey outcomes. She confirmed she would follow up with the agriculture team. As the surveys were anonymous the feedback could only be taken back to groups not individuals. It was noted there were 1900 students who could potentially complete the survey and generally c1600 completed it. November GCSE resits were below last year’s November in person exam performance – it was highlighted that the full national picture was awaited which might mean this would move to ‘red’ categorization - but results were in line with the previous year. L2 Agriculture Apprenticeship Standards were sitting at 67.7% retention (28 students) – it was noted this was likely to be above the national bench marks, but agreed it should remain an area of focus. 	<p>VP-FE June 2022</p>
	<p>There were no courses rated as red (i.e. not achieving national rate).</p> <p>Additionally, it was highlighted that:</p> <ul style="list-style-type: none"> Individual courses highlighted in the Quality Improvement Plan for retention improvement against KPI were now included in the summary. From 2020-2021 there were more Level 3 BTEC students completing qualifications in than seen in previous years; this was due to the qualification changes and curriculum set up for example in all areas, there was a Foundation Diploma one-year qualification option from which a student can progress to the second year after being certificated in year one. Animal Science and Sports and Exercise Science course have all been retained as full two-year programmes rather than a ‘one plus one’ due to the nature of the course, higher entry criteria and the importance of retaining these programmes a full two-year programme. 	

		ACTION & ACTION DATE
	<ul style="list-style-type: none"> • Level 1 Welding as a Complementary Qualification within Agriculture was being delivered again this year following a 'break' in delivery last year. • The GFA sub-contract was now not running this year despite the contract being set up. • GCSE pass rates only include November resits at this stage. • At the time of writing, there are a small number of withdrawals currently being processed (not included in this data set) and at-risk students being supported and monitored. All are monitored and actioned as part of the Quality Cycle. 	
	<p>The FE QuEST Committee NOTED the KPI Monitoring Report.</p>	
<p>FEQuEST 08/02/22</p>	<p>Quality Improvement Plan Update - Including A Level Update</p>	
	<p>The following overall headline information was noted:</p> <ul style="list-style-type: none"> • The A Level retention to date was currently in an improved position for a third consecutive year for completing students. The importance of maintaining the current position until the end of the academic year to demonstrate a further overall improvement this year towards the revised KPI was stressed. It was noted that a small number of students had reduced to two A'levels to maximise their performance. There was a focus on responding to gaps in skills. Staff had commented on the variability of students with similar GCSE grades. It was confirmed staff were using group profiles to ensure appropriate support was in place. • Maths and English GCSE pass rates for November resits were not as strong as last year November resit exams (both were in person exams). Maths and English attendance continued to be a focus, and to date had demonstrated a further 'narrowing of the gap' between it and vocational lesson attendance. • Three BTEC courses had been highlighted in the Self-Assessment Report as needing to improve retention where they were just at, just above or slightly below benchmark. They were currently tracking above last year's performance but it would be important to retain this performance through to the end of the year (data taken 24/1/21). • Apprentice numbers had increased again this year as targeted although retention of those completing the Level 2 Standard this year is currently lower than our KPI but above the most recently available NART. • Teaching, Learning and Assessment (TLA) had been fully in person to date other than for the period around the BTEC mock exams and formal exams where BTEC students transitioned online to enable exam logistics to work effectively whilst retaining structured timetabled delivery. A Levels and apprentices continued in person during these periods. There were also a handful of COVID-19 legacy sessions, mainly supporting exam revision that were being delivered online. 	
	<p>The Committee was advised that the Prep for Success Tutorials had been refreshed, as had been updated to the FE Board, to maximise the impact for the student, to manage staff workload and the tutorial package was now delivered through recordings to support consistency and manage workload, additionally areas including Sexual violence, climate change and sustainability had been added.</p>	

		ACTION & ACTION DATE
	<p>It was noted that grofar was being used to track employability which was very helpful. Promonitor was also being used to monitor progress and learning.</p> <p>It was highlighted that students lack of experience of taking exams, due to the pandemic, was impacting on student confidence and performance. It was recognised that student grades from school – Teacher Assessed Grades had been evidence based, but recognised that some students had some gaps in learning and experience because of the restrictions of the pandemic. It was agreed the use of the mocks had helped build familiarity. A governor who had undertaken some invigilation commented that there had been some learnings in relation to starting times and temperature of the examination hall. The Vice-Principal Further Education advised that there had been “wash-up” sessions after the mocks and the logistics had improved for the January exams. It was recognised that the movement to exams for BTECs – with such high numbers of attendees had been a steep learning curve. It was confirmed that the external exam processes had been inspected by the awarding body and had been confirmed as meeting the required standards.</p> <p>A governor queried the variation in number of staff observed and was advised that new staff were not graded and that last year staff had been subject to developmental observations rather than graded ones to provide support to staff adapting teaching practice in response to the pandemic.</p> <p>It was noted that the focus on lost learning and starting points had highlighted concerns and variability for students on entry which staff are working hard to address in their delivery. As such, overall progress against aspirational target grade in A Levels and BTECs was not as strong as in previous years to date. It was confirmed that the use of group profiles ensured staff were tracking and responding to the variability identified.</p> <p>It was confirmed that Hartpury had set aside funds to support students with retake costs if necessary. Once the results were received in March the position would be discussed further with students.</p> <p>Governors queried if there was clarity yet on T’levels. It was noted that landbased T’levels would be available from 2023 but the full curriculum was not yet confirmed and there was an option to delay transition to 2024 which would be considered by the management team. An initial project plan was in place. Options for curriculum which did not have a T’levels equivalent was still being clarified at a national level. The challenge of managing the uncertainty was recognised. [a fuller update had been provided to the FE Board earlier in the day].</p> <p>4.05pm The Principal joined the meeting</p> <p>Governors queried staff morale and were advised that there were some pinch points due to the exams, but it was recognised that these had replaced assignments which reduced time in another area, although this area was being fully reviewed. It was confirmed that staff felt supported. It was noted that deep dives were being considered through the observation process. It was confirmed there was a Teaching, Learning and Assessment focus group which included consideration of how staff were feeling within its remit.</p>	
	<p>The FE QuEst Committee NOTED the Quality Improvement Plan Update.</p>	

		ACTION & ACTION DATE
	5.10pm Jo Ronald joined the meeting	
FEQuEst 07/02/22	Quality of Teaching, Learning and Assessment Report - Including BTEC Mock Exam Outcomes	
	<p>The Committee had been provided with an interim report with the in-year progress update. The key point highlighted was that the current Teaching, Learning and Assessment Strategy had transferred back to the original Strategy from the revised approach that had been implemented in response to COVID-19 adaptations to teaching, learning and assessment last year.</p> <p>It was noted that the autumn term observation process coupled with extensive student feedback and formative assessment progress had provided the basis for each departmental manager to have a good understanding of the strengths and areas for improvement in their areas and as such drive forward continuous improvement, supporting their teachers in doing so.</p> <p>It was noted that BTEC assessment progress against aspirational and minimum target grades, which had been provided, was currently tracking as expected. Where students underperformed in their mock exams, specific intervention targets were provided to support their formal January exam performance. It was again emphasised that Hartpury's grade profile is expected to be lower overall this year although we would be in a stronger position to determine this in March 2022 when our first BTEC external exam results for Level 3 will be released.</p>	
	<p>It was noted that Landex had validated the observation process, whilst highlighting some development areas. The general strength of the Group Profile, attendance and pace and level of challenge had been highlighted. The areas highlighted for improvement were to be planned into staff CPD, this would include feedback sessions and stretch and challenge. The Committee noted the consistency demonstrated through the surveys. It was noted key points of interest for OFSTED would be pedagogy and technical skills.</p>	
	<p>It was noted that Promonitor provided the opportunity to monitor data through a range of more in-depth parameters such as EDI characteristics, BTEC and English and Maths tracking, whether marking was up to date etc. It was confirmed the BTEC results data from the January exams would be brought to the next meeting.</p>	
	<p>It was agreed the report provided a very helpful overview of the Quality, Learning and Assessment outcomes and processes. Governors queried if there were any specific areas to flag. The Director of A'levels and Sport advised that there were small pockets which were not as effective in a number of areas but not one specific area. Governors stressed the importance of a strong group profile to support effective teaching and learning. The need for effective baseline testing to support this was recognised.</p> <p>Governors considered the proportion of students who were performing a grade below target grade, noting this was a third of students in agriculture and sport and 20% in equine. They queried if this was a point of concern. The Vice-</p>	

		ACTION & ACTION DATE
	<p>Principal Further Education advised she was not concerned at this stage but confirmed the position would be reviewed once the external examination results were issued</p> <p>Governors considered the analysis by level, and in particular level 3. It was noted that 54% were on or above target, which would not be classified as grade 1 at this point, reflecting the transition to examinations for BTECs. The Vice-Principal Further Education recognised this position, which had been highlighted previously. The January exam results were awaited to provide more certainty, and it was noted that there were further exams in May. It was confirmed support would be provided to students as highlighted during the exam result period. Governors queried if students were being given support with revision, and this was confirmed.</p> <p>It was queried how many students had need additional support for exams. The Committee was advised 50 separate rooms had been required to support this. The challenge of the logistics and providing the necessary support to students was recognised.</p> <p>Governors queried whether staff were receiving training on deep dives and sequencing, recognising their importance, and this was confirmed. It was confirmed small groups of students were being used as part of this process. The Director of A'levels and Sport advised that during observation sequencing and consideration of gaps were considered. Governors queried how disadvantaged students and those on free school meals were supported and it was confirmed their performance and support requirements were discussed and minuted at all team meetings.</p> <p>A governor questioned how staff supported in relation to developing pedagogy and research. They were advised that clubs and learning sets to support CPD had been put in place. The Chair of the Committee highlighted recent research on retrieval as an area for consideration.</p> <p>A governor commented on the challenge of effectively monitoring EDI at a granular level when numbers were small, it was noted that Promonitor provided the opportunity to monitor at a range of levels. It was confirmed that Promonitor had provided clear benefits. The support of Kam Nandra in its implementation was highlighted. Governors questioned whether staff liked Promonitor. They were advised that managers saw the clear benefits, some staff were still getting used to it. It was recognised that this was an ongoing journey, but considered that its benefit as a tool to support performance was clear. It was noted that it might be used to develop Learning Support going forward.</p> <p>The Committee NOTED the Quality of Teaching, Learning and Assessment Report.</p>	
7.1	<p>Landex Report on Quality of Teaching, Learning and Assessment</p> <p>The report had been discussed within the main report. Governors were interested in the reference to classroom layout. The Committee was advised this reflected change to usual practice due to Covid. The Committee noted the reference to “guys” and reflected on the fact that use of gender language was an area where the education sector was learning. It was confirmed the proposed actions were being taken forward.</p>	

		ACTION & ACTION DATE
	The FE QuEst Committee NOTED the Report on Quality of Teaching, Learning and Assessment.	
FEQuEst 09/02/22	FE Autumn Term Concerns and Complaints Report	
	It was noted that in the period from August to December 2021 5 formal complaints relating to college students had been received. Four related to welfare issues and one to service issues. Two had been partially upheld, there had been no appeals to the Principal and no complaints to the ESFA. One that had been partly upheld related to the use of wording relating to intervention. This was now to be discussed at a Student Representatives meeting.	
	The Covid Response Communications were also noted.	
	The Complaints and Concerns Termly Report was NOTED.	
FEQuEst 10/02/22	Any Points Identified to Highlight at Board	
	The benefit of additional Managers attending QuEst as a two-way development process. The re-introduction of red, amber, green traffic light reports to support review. 98.1% of student s feel safe and confirmation that variation is drilled down.	
	4.45pm Alison Blackburn, Rosie Scott-Ward and Lucy Dumbell joined the meeting	
FEHEQuEst 11/02/22	Student Union (SU) Update (HE and FE)	
	The Report updated on the opportunities, guidance and representation being taken forward through the SU. It was noted the student representation forums were going ahead and were well attended. They had recently had a walk through of the ULH which they had appreciated. Governors queried whether lecture capture was impacting on attendance. The Pro-Vice-Chancellor advised the lectures were not available until two days after they had been live, and that the aim was for them to be used for revision not as an alternative to live attendance. Governors queried if there was an LGBTQ+ Club. They were advised that there had previously been one, but was not currently. Students were supported if they wanted to set up societies. It was agreed it would be helpful to consider further the reporting from the SU and how it could be best presented, recognising that the Student Governors were not part of the SU structure.	Clerk/SU Manager/Pro- V-C/VP FE
	The HE and FE QuEst Committees NOTED the SU Update.	

		ACTION & ACTION DATE
FEHEQuEST 12/02/22	QuEST HE and FE Meeting Proposal	
	<p>The Committees had been provided with a report which covered the background and options in relation to the meeting format. It was recognised that all the options have pros and cons and that it was important that any change makes best use of governor and management time, best supports informed challenge and most importantly ensures the Committees are best enabled to achieve their defined purpose.</p> <p>It was noted that for the current meeting circumstances had meant that option 3.3 - separate but with a joint section had been trialled. This meant that all options would therefore have been tried in the last 18 months. It was agreed that feedback from the use of this approach plus feedback from the ongoing Board Effectiveness Review, currently being undertaken by Advance-HE which will be discussed at the Board Strategic Event in April and finalised in May, is also considered and an approach agreed for 2022/23.</p> <p>In the meantime, it was confirmed that work on the other issues highlighted:</p> <ul style="list-style-type: none"> • The agenda cycle • Report format – ensuring the reports support strategic oversight, with further detail available where governors wish to do a deeper dive. • Meeting Timing • Scheme of Delegation • Report length • Reflection on the terms of reference of the Committees to ensure they effectively recognise the FE Board's statutory responsibility for the quality of provision and the HE Board's responsibility for ensuring effective oversight of the quality and standards of provision is clear. <p>would be taken forward – again in tandem with the findings from the Board Effectiveness Review.</p>	
	<p>It was noted that the Report highlighted the need for the HE QuEST Terms of Reference to be reviewed further to ensure the difference in its remit to that of FE QuEST was clear. It was agreed that there were benefits in the additional oversight of the Committees meeting together, but agreed that work on reporting would need to be taken forward if the meetings were to be held together in the future. It was agreed that the HE QuEST Committee would need an additional member, potentially a co-opted member if the meetings were to meet separately.</p>	
	<p>5pm Kam Nandra left the meeting</p>	
	<p>It was suggested the meeting should now be further piloted meeting separately, while the broad changes to reporting be explored. It was agreed it would be helpful to continue to have some shared items and agreed these would need to be identified. The need for effective summary papers was stressed. It was agreed the issue should be kept under review.</p>	Clerk April 2022
	<p>It was AGREED to take forward as detailed above.</p>	
FEHEQuEST 13/02/22	Any Other Business None	

		ACTION & ACTION DATE
	Dates of future meetings-- tbc The meeting closed at 5.20pm	

APPROVED JUNE 2022