



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

Minutes of a Meeting
4.45pm Thursday 10th February 2022
Gordon Canning and on Teams

Present: Mr Russell Marchant (RM) – Principal
Prof. Ian Robinson (IR) (Chair) University Governor
Mr Gareth Smith (GS) – University Student Governor
Dr John Selby (JS) University Governor
Ms Alison Blackburn (AB)

In Attendance Ms Rosie Scott-Ward – Pro-Vice-Chancellor
Ms Lucy Dumbell – Academic Registrar
Helen Wilkinson – College Governor (until 5.20pm)*
Mrs Barbara Buck (BB) - College Governor (until 5.20pm)*
Mr Kam Nandra (KN) – College Governor (until 5pm)*
Ms Gillian Steels (GS) – Clerk to the Governors
Ms Claire Whitworth – Vice-Principal Further Education
Daniel Tinkler, Advanced-HE observer as part of the Governance Effectiveness Review

Apologies: Jenny Arroud (Staff Governor)

* Present for discussion of joint HE and FE Business

		ACTION & ACTION DATE
HEQuEST 01/02/22	Welcome and Apologies Attendees were welcomed. Apologies were received as detailed above.	
HEQuEST 02/02/22	Quoracy It was confirmed that the meeting was quorate.	
HEQuEST 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.	
FEHEQuEST 04/02/22	Student Union Update (FE&HE) The Report updated on the opportunities, guidance and representation being taken forward through the SU.	

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	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Clerk/SU Manager/Pro- V-C/VP FE</p>
	<p>The HE and FE QuEST Committees NOTED the SU Update.</p>	
<p>FEHEQuEST 05/02/22</p>	<p>QuEST HE and FE Meeting Proposal</p>	
	<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</p>	

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	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.	
	5pm Kam Nandra left the meeting	
	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.	Clerk April 2022
	It was AGREED to take forward as detailed above.	
HEQuEST 06/02/22	Minutes of the Last Meeting The University QuEST Committee agreed the minutes of the meeting of 9 th November 2021 as a true and accurate record.	
HEQuEST 07/02/22	Matters Arising The Action Update log which updated members on progress of actions was NOTED . It was confirmed that information on contextualised offers would be brought if practice changes, currently there were no changes to the position previously reported. It was noted that the KPIs and associated targets would be proposed for update once the REF outcome was known, and also as the proposals coming out of the range of current OfS consultations were taken forward.	
HEQuEST 08/02/22	Curriculum Overview – reflecting Curriculum Refresh and Development to Support Growth	
	The Committee was provided with a presentation which updated on the Curriculum Refresh and Developments to Support Growth. The Committee was reminded that the Refresh had been developed in response to: <ul style="list-style-type: none"> ▶ Employers, ▶ Sector best practice, ▶ Student and graduate consultation, ▶ Staff and external consultation. 	
	The Themes considered had been: <ul style="list-style-type: none"> ▶ Balanced curriculum ▶ Inclusivity ▶ Wellbeing (own and others) ▶ Research and evidence informed skills ▶ Graduate attributes ▶ Sustainability 	
	All curriculum areas had now been completed except equine which was also having a curriculum review. On the whole it was considered that the approach	

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	<p>had worked well, despite initial concerns about timing and workload. Given the breadth of new OfS consultations and their likely demands it was considered particularly positive that this work had been completed at this time.</p>	
	<p>The Pro-Vice Chancellor advised that since December work had been ongoing in two teams to scrutinise the outcomes of the refresh. She advised that they were confident in the level of scrutiny applied and confirmed that all curriculum areas had passed the minimum requirements. The review teams had been impressed by the work on sustainability, graduate attributes, research and evidence and sustained assessment. It was noted that follow up work was still on going in agriculture and animal. These would go through periodic curriculum review in 2022/23 so would be revisited then.</p> <p>Work was now ongoing on developing supporting CPD for staff. It was planned to hold a Teaching and Learning Conference and provide support on CMA to ensure the quality of communications to incoming students</p>	
	<p>The Committee congratulated the Team on having successfully completed the refresh, particularly at such a challenging time. Colleagues were thanked for their work and it was requested these thanks were communicated.</p> <p>The Pro-Vice-Chancellor advised that sport had demonstrated the most innovation but needed to ensure that it could be sustained. It was confirmed that innovation modules were being shared to spread good practice.</p>	
	<p>The Committee was updated on plans for Growth: By 2025 the aim was to achieve (current figures are shown in brackets):</p> <ul style="list-style-type: none"> ▶ Veterinary Nursing: 515 (259) ▶ Animal and Agriculture: 930 (638) ▶ Equine: 930 (581) ▶ Sport: 930 (686) <p>By a mixture of:</p> <ul style="list-style-type: none"> ▶ Growing existing programmes, while maintaining quality (some capped) ▶ New curriculum ▶ New types of programmes 	
	<p>It was confirmed that Hartpury's particular strength was applied theory. Opportunities and threats relating to Foundation Degrees/Foundation years and potentially changes to funding were highlighted. The opportunity that these provided for potential students to access HE were stressed. It was noted that recognising the challenges to achieving Specialist Providing Funding in light of expected changes to the methodology by OfS, the curriculum would need to be further explored, whilst considering employer and student needs. It was recognised that the proposals within the awaited HE White Paper would provide further issues to consider in relation to curriculum.</p>	
	<p>Governors queried whether Hartpury was confident that it could sustain quality and the Hartpury Student Experience with the proposed level of growth. The Vice-Chancellor and Principal commented that these considerations had been key in the development of the 2025 Strategy, and would be reviewed at the Strategy Days in April, including consideration of income streams. It was recognised that careful planning was required to maintain the experience.</p>	

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	<p>Continuity of staff was highlighted as a particular risk. The Academic Tutorial was another area being considered. The increased digital capability and the investment made in programme managers were highlighted as supporting the quality and student experience.</p>	
	<p>Governors commented on the level of vacancies indicated in the Management Accounts and queried the level of risk associated with this. The Vice-Chancellor and Principal recognised that staffing was an issue. He confirmed that SMT were reviewing salaries in HE to consider ways to address this issue. It was noted it was also a wider sector issue. It was noted there were also vacancies in professional services which were part of the jigsaw to be resolved to maintain quality and the student experience. The Committee was advised that the unemployment rate in Gloucestershire was very low which made recruitment in these areas challenging. He advised that the issue had been raised with the LEP and that other sectors were flagging the same issues. The Pro-Vice-Chancellor advised that good practice for other universities was also being investigated, for example the development of a professional academic framework.</p>	
	<p>The HE QuEST Committee NOTED the update on the Curriculum Overview – reflecting Curriculum Refresh and Development to Support Growth</p>	
<p>HEQuEST 09/02/22</p>	<p>OFS Update –Consultations</p>	
	<p>The Pro-Vice-Chancellor gave a comprehensive update on threats and challenges relating to:</p> <ul style="list-style-type: none"> • The awaited HE White Paper • B3 Registration Conditions Consultation • TEF Consultation • Admissions • Access and Participation Consultation • Specialist Funding Consultation <p>She particularly highlighted the current expected timeline, which might mean many of these changes would be implemented in 2022/23. She commented that the changes in methodologies would be particularly hard for smaller institutions to model to ensure that their impact could be fully understood and used for monitoring.</p> <p>Specialist Funding - under the proposed consultation Hartpury would not qualify for Specialist Funding. Hartpury was in discussion with OfS and was undertaking lobbying with GuildHE. It was noted that Hartpury had a particular issue because as a new HEI it only had limited years of data, and the first year of data had not been reviewed in the granular way now used which would impact on how this data was interpreted – this would impact on the other areas subject to consultation which would use historic data. The Vice-Chancellor commented that OfS currently rarely varied their consultations proposals, and he thought it unlikely the lobbying would be successful. He flagged it would impact all small arts and landbased institutions.</p>	

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	<p>Access and Participation Consultation – it was unclear if the current plans would be maintained or if there would be a move towards focusing on engagement to reduce the gap of those entering Higher Education. This was considered a potential opportunity for Hartpury, particularly given existing outreach work and the new development of the Forest hub. It was confirmed that currently Hartpury’s APP ran until 2024 and that HE QuEst would continue to monitor it. A revised data dashboard of outreach might be required going forward. It was noted that Participation was being built into the revised TEF which was also currently subject to consultation.</p>	
	<p>The Interrelationship between the Student Outcomes, TEF and Student Outcomes and Experiences Data Outcomes consultations and the potential challenges were highlighted. Of particular concern was the historic data – through the use of 4-year aggregates (the 2018 data was a particular issue) - and the ability of a small institution to model as detailed above. It was agreed Hartpury needed to maintain focus on in-year issues but also keep horizon scanning and start planning for these potential developments. The Academic Registrar highlighted challenges relating to differing data definitions and the difficulties this might bring. The Student Outcome changes were expected to be implemented from September 2022, data would need to be submitted to OfS in October and in December OfS would provide a provisional decision on whether it assessed registration conditions having been breached. The Academic Registrar advised that GuildHE had undertaken modelling which suggested that 50% of agricultural HE providers would not meet the required threshold. She advised that in relation to continuation indicators it appeared currently that Hartpury would meet required levels. In relation to progression to management or professional employment most areas were above baseline, although part time students might present an issue – this was likely to be a sector wide concern. In relation to completers further work was required to understand the proposed Methodology.</p> <p>In relation to TEF key questions remained on scope. Completion would need to be further reviewed to consider its impact. It was hoped that the NSS would continue to present well. The Pro-Vice-Chancellor advised that under the proposed new methodology she considered Hartpury should be well positioned to achieve Silver but the data window would be an important area of consideration.</p> <p>The Vice-Chancellor and Principal advised that programmes which would allow the necessary review and monitoring of data were being investigated.</p> <p>It was confirmed that QuEst should consider these issues further in June.</p>	<p>QuEst June 22</p>
	<p>The HE QuEst Committee NOTED OfS Update, agreed the need for ongoing preparation and agreed an update should be brought to the June meeting.</p>	

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HEQuEST 10/02/22	KPI Review	
	<p>The main points highlighted were:</p> <ul style="list-style-type: none"> - TEF: The OfS had launched further guidance regarding TEF 2022/23, and we will be working to a submission probably in this calendar year. (covered above). - NSS: the survey was now live for students to complete. - The number of enrolled research students was as expected for this time of year. - Continuation: the overall figure is 92.3% - further analysis was provided. - The staff with teaching qualifications had dropped, largely due to the recruitment of new staff who largely do not have a teaching qualification. This was expected to improve significantly prior to the staff return in July. <p>It was recognised the in year KPI information at this time was limited.</p>	
	<p>The HE QuEST Committee NOTED the KPI update.</p>	
HEQuEST 11/02/22	Annual Quality Report Monitoring	
	<p>An update on progress towards the action plan from the Annual Quality Report 2020-21 had been provided. This confirmed that of the 4 actions due before end of January 2022 all were now complete. Governors were pleased at this progress.</p>	
	<p>The HE QuEST Committee NOTED the Annual Quality Report Monitoring.</p>	
HEQuEST 12/02/22	Hartpury Graduate Outcomes	
	<p>The Committee had been provided with a detailed paper on the Graduate Outcomes which was the second consecutive survey that was introduced by HESA in June 2020, which looked at graduate outcomes 15 months post completion at Hartpury (This data was for students graduating in November 2019). It was noted that HESA was still working with OFS to determine exact metrics that will be used from this data and many Universities were still quoting 2018 DHLE data as this Graduate Outcomes information was still classed as experimental.</p> <p>It was noted that for the second consecutive year the results illustrated strong employability for Hartpury graduates with 96% reporting being in employment within 15 months of graduation and this figure rose to 100% for our veterinary nursing students. This metric outperformed the HESA average by 2%. Whilst we can see a drop in the number of Hartpury graduates securing full time employment this mirrored the national shift and there was a significant number reporting combined further study/part time employment as their main activity.</p> <p>Given the incredible challenges faced by many sectors during the pandemic, these strong rates of employment for a second consecutive year should be</p>	

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	<p>celebrated and was considered a great example of the depth of skills and attributes that Hartpury students offer the working world.</p> <p>When looking at competitor institutions Hartpury continued to compete well in Employment and Further Study, Meaningful Activity and Activity that fits with Students plans. We were however challenged against our competitors in the Highly Skilled job metric.</p> <p>The Innovation, Careers and Enterprise (ICE) team has ensured throughout the 12 months since the last review that the Action Plan set in 2020 has been reviewed with departments. these actions have been updated following the 2021 results. The actions align or incorporate many of the activities that Departments have or are completing, this includes Programme Reviews, Curriculum Refresh and the validation of new or future programmes/modules.</p> <p>This intervention/discussion process for departments has again been fed back as being beneficial and manageable, allowing all academic staff to review information and contribute to agreement of clear actions going forward. This also provides a healthy platform for the Innovation, Careers and Enterprise team to check in with departments to add further value with the Hartpury KASE (Knowledge Attributes, Skills and Experience) careers offering.</p> <p>It was highlighted that within the Curriculum review, one of the key themes, Hartpury Graduate Attributes has provided a useful benchmark and mapping exercise for all programme to ensure they are giving ALL students the opportunity to develop their graduate outcome within their curriculum programme.</p> <p>It was confirmed that Hartpury continued to focus on meeting the 96% Employability target going forward. It was considered that the challenges our industries were facing post pandemic would cause this to be even more difficult. It was confirmed however that every department was continue to target its achievement.</p> <p>The Committee commented on the comprehensiveness of the report and noted that Academic Board were continuing to scrutinise this area.</p>	
	<p>The HE QuEst Committee NOTED the Hartpury Graduate Outcomes Report and the ongoing areas of focus.</p>	
<p>HEQuEst 13/02/22</p>	<p>Degree Outcomes Statement</p>	
	<p>The Committee considered the proposed Degree Outcomes Statement 2022, noting the changes from the prior year. It was highlighted that since last year we have reached 3 years of Hartpury University data. The data from last year was included and a three-year average of honours degree classifications had also been included for the first time. Small amendments had been made to reflect progression with our regulations and the continuation of steps taken to reflect the exceptional global circumstances our students experienced during the Covid-19 pandemic that affected studies during 2019-20 and 2020-21.</p>	

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	The Chair of the Committee highlighted that currently OfS Register indicated commencement of degree awarding powers in 2019 rather than 2018. The Pro-Vice-Chancellor agreed to raise this issue with OfS.	Pro-VC Feb 2022
	The HE QuEST Committee APPROVED the Degree Outcomes Statement on behalf of the Board, and AGREED it should be uploaded to the website.	
HEQuEST 14/02/22	Complaints Proposal for Future Monitoring Termly Complaints Report Autumn Term 2021/22	
	It was noted that in the period from August to December 2021 we received 4 formal complaints, 3 in the category service and one in other. One of the Service Issues had been partially upheld. There had been no appeals to the Vice-Chancellor and no complaints to OIA.	
	The ongoing scale of communications related to Covid was noted.	
	The HE QuEST Committee NOTED the Autumn Term 2021/22 Complaints, Concerns and Appeals Report.	
HEQuEST 15/02/22	Academic Board Update	
	It was noted that the latest meeting had been a busy one. In the absence of the Vice-Chancellor due to illness, it had been chaired by the Pro-Vice-Chancellor. Additional research areas had been scrutinised, one had been approved and two required further work.	
	The HE QuEST Committee NOTED the Academic Board Update.	
HEQuEST 16/02/22	Any Points Identified to Highlight at Board	
	Curriculum Refresh Completion HE Structure – Staff vacancies OfS Consultations Degree Outcomes Statement – Approved on behalf of the Board APP (Access and Participation Plan) - - no major return required at this stage.	
HEQuEST 17/02/22	Any Other Business None.	
HEQuEST 18/02/22	Dates of future meetings-tbc: The meeting closed at 6.45pm	

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