



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY COLLEGE

Minutes of a Meeting 2:00pm Thursday 11th February 2021 Videoconferencing via MSTeams

Present:	Ms Helen Wilkinson (HW) Chair – College QuEst (from 2.40pm)
	Mrs Barbara Buck (BB) - College Governor – in the Chair
	Mr Chris Moody (CM) - College & University Governor
	Mr Kam Nandra (KN) – College Governor
	Mr William Lees (WL) – College Student Governor
	Mr Russell Marchant (RM) – Vice-Chancellor/Principal
In Attendance:	Gillian Steels – Clerk to the Governors
	Ms Claire Whitworth – Vice-Principal Further Education

Apologies: **Mr Sean Lynn (SL) – College Staff Governor**
Ms Rosie Scott-Ward – Pro-Vice-Chancellor

		ACTION & ACTION DATE
QuEstFE 01/02/21	Apologies Apologies were received as detailed above.	
QuEstFE 02/02/21	Quoracy It was confirmed the meeting was quorate.	
QuEstFE 03/02/21	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 the Vice-Chancellor and Principal and Mr Chris Moody were governors on both the University and College Boards. There were no declarations of members' interests for agenda items.	
QuEstFE 04/02/21	Minutes of the Last Meeting The Minutes of the meeting held on the 3 rd November 2020 were agreed to be a true and accurate record.	
QuEstFE 05/02/21	Matters Arising A Matters Arising Log had been provided to update members on agreed actions. The Committee confirmed they had no further issues to raise.	

		ACTION & ACTION DATE
QuESTFE 06/02/21	Covid- 19 Response Update	
	<p>The Vice-Chancellor and Principal advised that Hartpury now had 110 students on site, who were generally acting responsibly. Students unable to abide with the Covid requirements were unable to remain on campus. The Lateral Flow Test Centre was now operating 5 days a week with students increasingly taking part in testing. Work was ongoing to consider a range of scenarios in readiness for the government's road map announcements. Methods to continue to manage the risk effectively were being considered. The Lateral Flow Test Centre was currently able to test 300 people a day and a review to see methods to increase this was ongoing. It was noted that there had been no positives on site for some time.</p>	
	<p>The Vice-Principal Further Education advised that in terms of Teaching, Learning and Assessment this was currently 100% on line, but the College had the ability to rapidly transition to 50/50 or other options as required. She advised that Hartpury had cancelled the January B-tec exams given the government's late announcement of lockdown, to minimise the risk of Covid transmission caused by students travelling.</p> <p>The Vice-Principal Further Education confirmed that steps to measure the impact of the changes due to the pandemic were being regularly monitored. The January Student Survey had been very positive, with a 6% increase in satisfaction with on-line teaching. The free text comments had confirmed that generally students understood the work that was ongoing to address problems, and recognised that this would inevitably be a year when the response to the pandemic would impact on usual college life.</p> <p>She advised that sequencing had been reviewed with theory being frontloaded, which had led to screen fatigue. The position was being monitored weekly and opportunities to vary activities introduced where possible, for example sports exercise as part of theory lessons. The need to ensure equity of opportunity was also considered. She advised that an appropriate pedagogical approach was in place. Other challenges related to access to devices and connectivity across the country. The support process used the previous year had been revisited with students and further support provided where necessary, for example the provision of dongles.</p>	
	<p>Colleges were awaiting the outcome of the consultation on how grades would be awarded. The grades of students who had now resat Maths and English were reflected in the papers to help support robust data required were Teacher Allocated Grades to be used again.</p>	
	<p>The Vice-Principal Further Education advised that staff continued to appreciate the staff briefings being provided by the Vice-Chancellor and Principal.</p>	
	<p>A governor queried whether assessment was being prioritised for students. The Vice-Principal Further Education advised that the outcome of the Consultation on how grades would be awarded would inform this. Currently the focus was in gearing up in readiness for any announcement that colleges would reopen on the 8th March. Options for a staggered start and</p>	

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	<p>consideration of the Test Centre capacity were integral to current considerations. At this stage it was likely that a 50/50 model would be employed again.</p> <p>A governor queried how many laptops and dongles had been provided. The Vice-Principal Further Education advised that it was around 20-30, in response to demand. A further check to confirm need was being met was currently ongoing.</p>	
	The Covid- 19 Response Update was NOTED.	
QuESTFE 07/02/21	Key Performance Indicators Report	
	The Committee had been provided with an update on the KPI's to date for 2020/21.	
	<p>It was noted that the following were Meeting KPI</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attendance is currently tracking above the KPI (physical presence in the 'classroom' also included in brackets). <input type="checkbox"/> Overall BTEC Level 2 retention is currently tracking above the KPI <input type="checkbox"/> Overall BTEC Level 3 retention is currently tracking above the KPI <input type="checkbox"/> Overall A Level retention is currently tracking above the KPI <input type="checkbox"/> Overall Level 1 complementary qualification retention is currently tracking above the KPI <input type="checkbox"/> Overall Level 2 complementary qualification retention is currently tracking above the KPI <input type="checkbox"/> Overall Level 3 complementary qualification retention is currently tracking above the KPI <input type="checkbox"/> Overall course applications for 2020-2021 are higher than last year (although this needs to follow through to acceptance) <input type="checkbox"/> <i>Extended Diploma Equine is sitting at 94.5% retention against an overall Level 3 Equine KPI of 92%</i> <input type="checkbox"/> <i>L2 Apprenticeship Standards are sitting at 100% retention (8 students)</i> <input type="checkbox"/> <i>L3 Apprenticeship Frameworks are sitting at 87.5% retention (8 students)</i> <p>Not meeting KPI but exceeding national rates</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overall Student Satisfaction remains high for the autumn term but just below KPI by 0.2 % <input type="checkbox"/> <i>Extended Diploma Agriculture is sitting at 87.7% (79.6% last year at this point) retention against an overall Level 3 Agriculture KPI of 90% retention.</i> <p>Not meeting KPI and close to or below national rates</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>L2 Agriculture Apprenticeship Frameworks are sitting at 50% retention (2 students)</i> <p>Governors commented that the numbers were looking very encouraging, particularly retention. A governor queried whether triangulation of retention, engagement and risk was ongoing. The Vice-Principal Further Education advised that this was kept under ongoing</p>	

		ACTION & ACTION DATE
	<p>review, with Teams particularly focused on attendance through to engagement and progress with those at risk identified in weekly meetings. The Vice-Principal Further Education confirmed, in response to a query from a governor, that these processes meant she and the Teams were confident that the retention figures were robust. There has also been a particular focus on safeguarding. It was noted that for this term students were being encouraged to keep cameras on to support engagement, although some students preferred not to. It was recognised this was a challenge for the sector. The need to support student resilience was recognised, and it was agreed students needed to be ready to transition back into the classroom and workplace and be ready to engage face to face.</p>	
	<p>A governor queried whether A'level interim results was being tracked against target grades. The Vice-Principal Further Education advised this was being done, and for BTECs through a manual process as the capability of Hartpury use of Promonitor reports was being developed. A governor commented it was pleasing to see the proportion of students on track, and agreed that further development of Promonitor reporting would support this monitoring in the future. The Vice-Principal Further Education advised there was a team working towards the reporting suite for Btecs and another college has supported our in house capability and capacity review.</p>	
	<p>The KPI Report for 2020/21 to date was NOTED.</p>	
<p>QuEstFE 08/02/21</p>	<p>A'level Update</p>	
	<p>The Committee considered the report which summarised the current position with interim progress monitoring for 2020-2021 for A Levels following the most recent December 2020 mock exams. It was noted that as QuEst was earlier again this year, February mini assessments were not available for inclusion in this report.</p> <p>It was confirmed that our key areas of focus were (our intent):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintaining much improved pass rates which have now been sustained for two years. Impact Year to Date: Most recent mock exams reflect improvements for second years but lower levels of attainment for first years when compared to the previous year. <input type="checkbox"/> Further increasing the number of students achieving high grades and therefore continuing to increase Value Added. Impact Year to Date: Most recent mock exams reflect grade improvements for first and second years when compared to the previous year. <input type="checkbox"/> Improving consistency of tutorial practice across all tutors. Impact Year to Date: Quality of tutorials are improving year on year although following audit further focus is still required to establish consistency in the completion of the online written tutorial report. 	

		ACTION & ACTION DATE
	<p>January 2021 student satisfaction surrounding tutorials are to be confirmed.</p> <p><input type="checkbox"/> Improving retention following an improvement in 2019-2020. Impact Year to Date: retention currently 90.9% (83.1% at the same point last year).</p>	
	The Committee reflected on the difference being noticed between 1st and 2 nd years reflecting knowledge and skills gaps due to the disruption of students final year at school due to the pandemic.	
	Governors agreed it was an impressive report. It was suggested that in future it would be helpful to have a rag rated report rather than all the detail given that the issues previously highlighted had been shown to have been addressed. The Vice-Principal Further Education advised she would revise the paper format for future meetings. This approach was supported by the Committee, although it was noted that the subject overview of ALPS was useful.	VP FE June 21 & ongoing
	A governor queried whether the ALPS comparison highlighted any concerns/risk areas. The Vice-Principal Further Education advised that she was content any required intervention was in place. The need to plug knowledge/skills gaps identified for students was recognised.	
	It was suggested that bringing other curriculum staff or Heads of Department to meetings to present reports might support development, but recognised that any such approach would need to be carefully considered to ensure that governors did not become outnumbered on the committee which would impact on the dynamic. It was considered other methods to provide such development should be considered, such as attendance at the FE Board. It was agreed this should be further considered.	V-C/P and VP-FE June 2021
	The A'level Report was NOTED.	
QuESTFE 09/02/21	Quality of Teaching, Learning and Assessment	
	<p>The Committee considered the report on Quality of Teaching, Learning and Assessment. It was noted that the Quality Enhancement and Standards Committee (QuEST) receives a full Teaching, Learning and Assessment (TLA) Report in June of each academic year. In line with the agreed calendar of reporting, an interim report had been provided for this meeting, which included the in year progress update.</p> <p>It was highlighted that the current Teaching, Learning and Assessment Strategy had been revised this year to best suit the current COVID-19 adaptations to teaching, learning and assessment in support of the student experience. The autumn term observation process 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. The A Level interim assessment progress</p>	

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	<p>against target position was earlier in the agenda. BTEC assessment progress against aspirational target grades was currently tracking as expected for Level 2 and completing level 3 students. BTEC level 3 first year students all made progress in line with expectations in their mock exam undertaken in December with specific actions identified to further improve performance for individuals and cohorts. Overall pass rates for mock exams were good and provide a suitable evidence base if needed to support the awarding of grades. This was subject to the outcome of the national consultation regarding the summer exam series that is currently in progress.</p>	
	<p>A governor queried the feedback on tutorial quality. The Vice-Principal Further Education advised that this had improved. The process moved online several years ago and has also been simplified this year which meant there was more focus on SMART target monitoring which students and staff had responded positively to. She commented that the positive feedback on online tutorials would be a legacy lesson post pandemic. The Student Governor commented that he preferred the online tutorial, because tutors could timetable them on request and the paperwork was readily accessible.</p>	
	<p>A governor commented that it would be helpful to have feedback on the next strategy day of lesson learnt from the pandemic. The Vice-Principal Further Education advised that the SMT was already holding legacy from the pandemic sessions which could be used to support such strategic discussions. The Vice-Chancellor and Principal advised that Hartpury was keen to capture the pedagogical benefit.</p>	May 2021 Board
	<p>The Report on Quality of Teaching, Learning and Assessment was NOTED.</p>	
<p>QuESTFE 10/02/21</p>	<p>Quality Improvement Plan Update</p>	
	<p>The Committee had been provided with a report which provided an interim update on the headline College Quality Improvement Plan (QIP). It was flagged that the report focused on all areas for improvement identified for development and did not focus on current strengths of provision.</p> <p>Overall headline messages included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The A Level retention to date is in an improved position for a second year running compared to last year for completing students. <input type="checkbox"/> Maths and English GCSE pass rates to date have provided a good foundation from which to further improve during the year, albeit these will now be based on the change to the awarding of grades for the summer exam series post consultation. <input type="checkbox"/> Two BTEC courses were highlighted in the Self-Assessment Report as needing to improve retention where they were just at, just above or slightly below benchmark. They are currently tracking above last year's performance but it will be important to retain this performance through to the end of the year. <input type="checkbox"/> One BTEC course (Extended Diploma Agriculture) was currently performing better than last year but is not yet meeting our KPI for 	

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<p>retention. A number of non-retained students progress to related employment rather than returning for their final third year. The middle year work experience is a factor in this but on balance is important to retain due to the extensive employability skills that it provides.</p> <ul style="list-style-type: none"> □ Apprentices were now increasing in number and overall students completing in this academic year are currently tracking ahead of the most recent national rates regarding retention with the exception of the outgoing Level 2 Framework although this is a cohort size of 2 students. □ Progress was being made with regard to the current delivery methods which started the year with a synchronised approach and has since been further adapted to fully online delivery. Sequencing, effectively measuring starting points and skills gaps have been a particular focus. □ Teaching, Learning and Assessment methods have been flexed as needed depending on government guidance and lockdown requirements. We have continued to monitor the quality of delivery through an adapted observation process that focuses on providing support for teachers which is needed in the current times, coupled with suitable methods to enable all managers to have a handle on the quality of delivery in their areas. <p>In addition, student and parent surveys have been used to triangulate as needed. Ad hoc feedback has also been used for this purpose too as an extra measure.</p> <p>It was confirmed that Hartpury continued to review and discuss staff and student feedback in our weekly College Management Meetings and implement actions as needed.</p> <p>It was noted that the new software packages that had been adopted last year such as Pro-monitor and Grofar had been further developed to support College process requirements in relation to assessment and wider Hartpury Certificate elements such as 'opt in' activities, one to one Careers tutorial tracking and work experience. The aim is to ultimately further enhance the student experience and suite of reports to ensure efficient monitoring of all aspects.</p> <p>It was confirmed significant work had been undertaken with regard to the preparation of staff and students for BTEC January and summer exams from a logistics, student experience and preparation perspective. Sports students all completed their pre-exam formal preparation in December which was designed to support their formal exam planned for January (although these were not progressed).</p> <p>It was noted that all College Managers continued to develop their understanding of course costings and the balance between delivering a quality experience in a cost effective way. The Vice Principal FE was also currently completing the AoC series of the Principal's Finance Masterclasses.</p> <p>It was highlighted that work towards achieving the optimum balance between Landbased and Sport / A Level provision was also well underway with targets set for 2021-2022 that when achieved start to move the balance in the desired direction in line with our 2025 Strategy.</p>	

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	<p>It was stressed that Hartpury was continuing to balance continuous improvement with the COVID-19 requirements. In doing so, we are constantly monitoring the impact of this on staff as we are very aware of the additional pressures that delivering online learning presents.</p> <p>Additional key areas that were being monitored were noted as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring we continue to support teachers with getting through the content required and balancing this with ‘appropriate’ levels of screen time for staff and students. <input type="checkbox"/> The outcome of the consultation relating to awarding of grades. <input type="checkbox"/> Teacher illness / the demands of young children where staff are also home schooling. <input type="checkbox"/> Ensuring the continued safeguarding of all students and picking up on any early warning signs relating to the home situation in which the student is now constantly exposed to, including competing within the family home for IT resources and quiet space in which to access lessons and complete homework. 	
	<p>Governors considered it an excellent report, which provided the Committee and the Board with all the assurance it required. It was agreed that the staff were doing an outstanding job. Governors queried whether external CPD was still being provided. The Vice-Principal Further Education advised that there was internal and external CPD, including JISC and Dragonfly (although next year this would move internal). Processes were also in place to share good practice.</p>	
	<p>The Committee NOTED the QUIP Update.</p>	
<p>QuESTFE 11/02/21</p>	<p>Complaints Report – Autumn Term</p>	
	<p>It was noted that for consistency FE complaints were now being recorded in the same categories as HE complaints.</p>	
	<p>It was noted that in the period from September – December 2020 9 formal complaints relating to college students were received. There had been one Appeal to Principal following the initial decision, this complaint was in the ‘welfare/non-course related issue’ concerning college accommodation being non-self-catering. The appeal was not upheld by the Principal.</p> <p>There had been no appeals referred to the ESFA in the period.</p> <p>As well as the formal complaints the Committee was also updated on less formal complaints which had been received in the Covid Inbox and was updated on the actions taken to resolve issues highlighted. The Committee agreed it was helpful to also monitor these less formal complaints to get a fuller flavour on the student experience.</p> <p>It was noted that the level of formal complaints was relatively low, and confirmed that as part of Hartpury’s commitment to continuous improvement students were encouraged to raise issues informally at the earliest stage to support swift improvement.</p>	

		ACTION & ACTION DATE
	The Complaints Report for the Autumn term was NOTED.	
QuESTFE 12/02/21	Course Approval/Discontinuation Policy	
	The Committee considered the proposed Programme Approval and Discontinuation Policy. It was noted the Policy was a rewrite of a pre-existing Course Approval Operating Procedure. It detailed the type of provision change that needed to be proposed and approved by the Board in accordance to the Instruments and Articles and was to be used in the event that there was a significant change to the provision type or discontinuation of provision type (such as the introduction of a new curriculum area or discontinue a curriculum area / provision type, not a variation.	
	The Course Approval/Discontinuation Policy was APPROVED.	
QuESTFE 13/02/21	Student Union Update	
	The Committee had been provided with a report which updated on the ongoing work of the Student Union. The ongoing strong voice of the Student Union was welcomed.	
	<p>It was noted the Liberation officers were now in place and had started working on the campaigns and raising their profiles:</p> <p>It was noted that the President for Representation, Sophie Savage, had regular meetings with the Pro Vice-Chancellor and had joined Rosie in a webinar updating students on the work that the SU have been doing to support students and Hartpury.</p> <p>It was highlighted that two rounds of SU Forums had taken place, with overall attendance at each around 100 which was the largest number of reps engaging in SU forums since the rep system started.</p> <p>It was noted that feedback indicated that, apart from small pockets of specific issues, which are in hand, students feel positive about their online learning experience and Hartpury's approach to the pandemic. Students were keen to express their recognition and appreciation to staff – they feel that staff are going above and beyond to make online learning accessible, useful and engaging.</p> <p>It was noted that new guidance had been provided for students on a range of issues. The range of societies, including two new ones was noted. The breadth of the SU activities was noted.</p> <p>A governor advised she had attended a recent SU event, and whilst recognising the breadth of what the SU was offering, suggested that more was required to engage FE students. She was advised that trying to raise the profile of the SU within the FE community had been raised at a recent reps meeting. The Student Governor advised it would be helpful if the SU attended the reps meetings. The Vice-Chancellor and Principal commented</p>	

		ACTION & ACTION DATE
	that the SU had been invaluable in supporting discussions on options for September and onwards.	
	The Student Union Update was NOTED.	
QuEST 14/02/21	Any Other Business None	
QuEST 16/11/20	Dates of future meetings-all commence at 2.00pm: 29 th June 2021 9 th November 2021 The meeting closed at 3.45pm	