

Minutes of the Academic Quality and Standards Committee (HE)
held on Monday 18 June 2018

Present: Dr Elizabeth Halford (Chair)
Ms Abigail Appleton (Principal)
Mrs Alison McLean
Mr Mike Rookes

In attendance: Mrs Linda Watkins (Clerk to the Governors)
Ms Sarah-Jane Crowson (Scholarship Development Manager) 5-7
Mr Mervyn Jones (Chair of the Corporation)

The meeting was quorate as four Members were present

1. **Apologies for absence**
Mr Jim Walmsley (Vice Principal) who was attending UWTSD's follow up from the Exam Boards to represent students and Miss Mairead McVeigh
2. **Declaration of Interests**
No declarations
3. **Minutes of the last meeting: 19 March 2018**
 - I. **Approval of the minutes**
The Chair signed the minutes and confidential minutes as true records.
 - II. **Matters arising from the minutes**
 - A. The option to establish a working group or another mechanism to ensure that the Board measured lead indicators for OfS would be considered further next year. The Clerk would prepare performance indicators mapped against the OfS criteria to measure impact across the Board and its Committees.
ACTION: CLERK TO THE GOVERNORS
 - B. The budget will include indicative costs for OfS.
 - C. The Head of HE will be asked to review HE processes including the option to introduce exit interviews.
ACTION: PRINCIPAL
 - D. Further work on FE student experiences and features which attract them to HEIs would be prepared.
ACTION: PRINCIPAL/HEAD OF FE
 - E. The Head of HE will review HE quality improvement processes ensuring that there is a holistic approach to quality improvement.

The Committee agreed: -

- To approve the minutes of the last meeting
4. **Under graduate and post graduate data**
[A confidential minute was recorded]
 5. **Office for Students (OfS)**
The Principal explained the papers which had been submitted as part of the OfS applications.

- I. The Access and Participation Plan was provided identifying several actions. In addition to state school applications, the College will need to measure other indicators. It was possible that performance indicators would be available. HCA polar quintile and students with disabilities was good. There was some overlap between OfS and TEF and crucial that data is reported and tracked promptly. Enrolment forms could be adjusted from September to capture data at the earliest opportunity. In discussion there was a suggestion to identify reasons and categories of students who withdraw. Data tracked could include post codes, qualifications, trends and patterns to build case studies. The Committee would drill down detail with headlines presented to the Board.

ACTION: PRINCIPAL

A Governor asked if there was a benchmark for students declaring disabilities or mental health issues. UKADIA is considering how to assess specialists against the wider sector. The Wellbeing Officer appointment had proved beneficial to support students. The number of self declarations appeared high agreeing that this needed to be reviewed. There was an option to categorise students, with their agreement, so that improvements could be monitored.

- II. Compliance with Consumer Protection Law Self-Assessment evidenced the College has good systems of communications. The cost of materials as value for money is being reviewed as part of information guidance. The College could explore use using widening participation funding for access to materials. A staff working group has been established to review value for money. The introduction of studio or workshops fees in the future needed to be considered; the working group will discuss. The number of teaching hours also needed to be identified which are salient indicators to include as generic facts.

The Committee agreed: -

- To congratulate the Principal and team on submitting the OfS application
- The Principal would keep the Committee apprised of correspondence from OfS
- An action plan will be developed and monitored against OfS with headlines presented to the Board

ACTION: PRINCIPAL

6. HE Scholarship Project

The AoC funding for this project has now ended; Governors thanked Sarah-Jane Crowson for her effective management of the HCA contribution to the national initiative over the last three years, which has had a positive impact in developing scholarship at the College. The Scholarship and Enterprise Development Manager explained that the scholarship project is changing to take a strategic approach drawing together scholarship and enterprise. The report outlined recent activities including the successful graduate Launchpad soft launch attended by 30 students.

The wider community are being targeted for the research project working in collaboration with strategic partners. These include staff, students and 2016/17 graduates. Governors were encouraged that the College is working with its alumni.

The Committee agreed: -

- To thank the Scholarship Development Manager for preparing the report

7. HCA HE Internal student survey results

A summary of the results including a year on year breakdown showing levels of satisfaction was provided which will be analysed at course level. In future this would be completed earlier in the year to allow feedback to current students.

An action plan will be prepared to address areas for improvement. A suggestion was made to compare the internal survey with the NSS. A generic notification would be sent to students to thank them for completing the survey and explaining that results were being discussed by SLT and the AQ&S Committee.

ACTION: SCHOLARSHIP AND ENTERPRISE DEVELOPMENT MANAGER

8. Teaching and Excellence Framework (TEF) metrics

HCA was awarded TEF silver in 2017 which remains valid for three years. The TEF metrics on which the initial hypothesis is based have changed, so the College will have to ensure that its performance does not impact negatively on this in future. This included new requirements around access and participation which will need to be achieved before the next submission. This will include employment progression to highly skilled employment which will be extracted from the DELI data and based on national averages (this could be included in the contextual statement). The DLHE (Destination of Leavers in Higher Education), is being replaced by a new survey Graduate Outcomes. This will be completed at a different time in the year. Support should be provided to students to ensure that they interpret the survey appropriately.

The Committee agreed: -

- To note the metrics and actions which will be embedded to address indicators below the benchmark

9. UWTSD Exam Board 13 June 2018

[A confidential minute was recorded]

10. HE Curriculum Development

[A confidential minute was recorded]

11. OIA Annual Statements

The OIA annual statements are published on the OIA website who requested these to be reported to the AQ&S Committee to monitor quality assurance processes.

The Committee agreed: -

- To note the positive report evidencing that no OIA had not received any student complaints during the year to 31 December 2017

12. Identification of Key Risks

HE enrolments

13. Any Other Business

- I. The Committee formally recorded appreciation to Jim Walmsley who was retiring as Vice Principal.
- II. The Committee asked the Principal to send a solidarity message from the HCA Board to Glasgow School of Arts' Chair.

ACTION: PRINCIPAL

Signed as a true record of proceedings

Chair: Date:

Minutes of the Academic Quality and Standards Committee
(HE and FE Combined Meeting)
held on Monday 18 June 2018

Present: Dr Elizabeth Halford (Chair)
Ms Abigail Appleton (Principal)
Mrs Alison McLean
Mr Tim Newsholme
Mr John Nicol
Mr Mike Rookes

In attendance: Mr Ben Gamble (Head of Further Education)
Mrs Linda Watkins (Clerk to the Governors)

The meeting was quorate as six Members were present.

1. Apologies for absence

Mrs Kate Murrie, Mr Jim Walmsley (Vice Principal) and Miss Mairead McVeigh (Student Governor)

2. Minutes of the last meeting

Dr Halford signed the minutes of the last meetings held on 19 March 2018 as a true record. There were no matters arising

The Committee agreed: -

- To approve the minutes of the last meeting

3. Minutes of the Academic Board

A Governor referred to the item about FE and HE progression and the task to the Head of FE to take an overview to develop the relationship between FE and HE.

The Committee agreed: -

- A combined curriculum report from Head of FE and Head of HE would be presented to the Committee's combined meeting in March 2019 including new and integrated initiatives

4. Annual paper for committee

The Committee agreed: -

- To appoint John Nicol as Chair of the FE Committee and Dr Halford as Chair of the HE Committee for 2018/19
- The Committee self assessed its performance concluding that it was effective and adequately met the requirements of its terms of reference
- The Clerk would review the terms of reference during the summer

5. Any other business

No items.

6. Date and time of next meeting

The next meeting was arranged for Monday 27 November 2018 with the FE: 2.00 pm, combined meeting: 3.30 pm and HE: 4.00 pm.

Minutes of the Academic Quality and Standards Committee (FE)
held on Monday 18 June 2018

Present: Mr John Nicol (Chair)
Ms Abigail Appleton (Principal)
Mr Tim Newsholme

In attendance: Mr Ben Gamble (Head of Further Education)
Mrs Linda Watkins (Clerk to the Governors)

The meeting was quorate as three Members were present.

1. **Apologies for absence**
Ms Kate Murrie
2. **Declarations of Interests**
No declarations.
3.
 - I. **Minutes of the last meeting: 19 March 2018**
The Chair signed the minutes as a true record.
 - II. **Matters arising**
 - A. REMs is being used to identify students with poor attendance so that their likelihood of achieving can be more closely tracked.
 - B. An annual safeguarding report will be prepared for Governors to monitor student concerns.

The Committee agreed: -

- To approve the minutes of the last meeting

4. **Quality Assurance**

- I. Retention remains high at 96%. Retention on Music Level 3 Extended Diploma is 78% but will increase to 84%. In an effort to improve retention the application and interview process is being reviewed to include a group session in preference to one-to-one interviews. This practice was already embedded for HE and fully supported by Governors.

Applications have continued to improve since the last meeting in March and are similar to last year; these fluctuate regularly at this stage in the year. Students awaiting interview have changed to second and third dates to fit in with their prior exam commitments. In future interviews will be arranged earlier in the year. The College is seeking to enhance school engagement in the county and neighbouring county.

- II. Attendance is good at 92.16% overall. A support programme will be implemented for students with poor retention next year. Strategies embedded for students taking GCSEs were commended. Results will evidence the impact of these.

The Committee agreed: -

- To note the reports

5. Teaching, Learning and Assessment

The report explained how the teaching pilot was being embedded. Feedback was provided from the nine teaching standards including feedback from other staff. The cycle for 2018/19 was presented which would be dedicated to FE. It would be possible to use some elements of the policy HE as the TEF and OfS support a more formalised process.

A Governor asked how the new standard could be used to define the quality of teaching and learning at an Ofsted inspection. The Head of FE explained that the scheme will identify gaps, support and development and measure the impact of teaching during the year. The cycle will be fully embedded during the next academic year.

The Committee agreed: -

- To note the report on the teaching pilot and cycle for 2018/19

6. Leadership and Management

- I. Performance Improvement Plan (PIP) 2017/18 had been embedded with staff. The Head of FE provided an overview of progress against 106 targets which were reported against the Ofsted framework. This showed that a significant number of targets had been achieved or exceeded. It was agreed that the Committee would focus on a limited number of targets which had not been achieved (rated amber or red).

ACTION: HEAD OF FE

Overall challenges related to students' work placements, curriculum and quality, stakeholder engagement, innovation and resources. The Foundation course is being re-written to meet requirements of course validation.

The quality of teaching and learning, and retention remained strong. Achievement of English and Maths Functional Skills Level 1-3 evidenced that achievement was very good based on the latest Functional Skills results compared with last year's achievement. A Governor asked if there was data giving 3 year trends. This was not like for like as there are more opportunities to take English exams with intense teaching and learning for students which had a positive impact on achievements. This included online exams immediately after students who have taken a paper exam and only just failed. Maths achievement is similar to last year.

The College use a system of MOT meetings to assess and test students' progress; these are moving from six weekly to monthly meetings to ensure data is up to date and accurate whilst allowing prompt actions to be embedded.

Pass rates for all FE courses including a breakdown of high grades were outlined. c27% has achieved high grades demonstrating value added and distance travelled. C46% has achieved merits which placed results above the national benchmark.

Work experience activity for each course was provided. Performing Arts level 2 students who are not progressing to a level 3 course are provided a work placement with the exception of two students. Reasons were identified by the Course Leader and reported to the Committee.

The College is part of a national pilot for the new Foundation course which will focus on sustainability and employer engagement. The College has

permission to continue to offer the previous course curriculum in addition to the new curriculum next year.

- II. Safeguarding and Prevent was reported using MyConcern data. Staff development had been arranged to include statutory training about cyber bullying, CSE and mental health awareness which was open to Governors to attend.

A breakdown of incidents logged by month on MyConcern showed that these had declined since January 2018 when the Well Being Officer had commenced employment. A breakdown of incidents by female and male, and categories of incidents gender were similar but the pattern of incidents differed. Support is being put in place for students in areas of higher numbers of incidents.

MyConcern will be extended for use by HE staff. The Well Being Officer supports FE and HE students generically and those requiring specific support.

The Committee agreed: -

- To note reports
- To focus on a limited number of targets which had not been achieved from the PIP at each meeting

7. FE Curriculum Development

The Head of FE had prepared a report explaining the rationale to launch a digital curriculum in 2019/20. Governors discussed the report particularly if the College was likely to recruit to the course noting that the target for the first year was c20 students. The F&GP Committee would discuss investment in staffing and equipment; which could be utilised across the College. A new role for a Digital Curriculum Manager was proposed and a temporary post of a Digital Champion to drive recruitment.

The Committee agreed: -

- This was an extremely positive initiative and report which, if pursued, would bring a different type of curriculum

8. Identification of Key Risks

- I. GCSE English and Maths results (functional skills removed)
- II. Work placements
- III. Applications 2018
- IV. Digital curriculum development versus risk of not developing the curriculum

9. Any other business

No items.

Signed as a true record of proceedings

Chair: **Date:**