

**Minutes of the Academic Quality and Standards Committee (HE)**  
**held on Tuesday 27 November 2018**

**Present:** Dr Elizabeth Halford (Chair)  
Ms Abigail Appleton (Principal)  
Mrs Alison McLean  
Mrs Jennifer Hodgeman (Student Governor HE)

**In attendance:** Mrs Linda Watkins (Clerk to the Governors)  
Mr Justin Gregory (Head of Higher Education)

The meeting was quorate as four Members were present

1. **Apologies for absence**  
Mr Mike Rookes
2. **Declaration of Interests**  
No declarations
3. **Minutes of the last meeting: 18 June 2018**
  - I. **Approval of the minutes**  
The Chair signed the minutes and confidential minutes as true records subject to an amendment outlined by the Principal to 5.II
  - II. **Matters arising from the minutes**
    - A. The HofHE explained the proposal to extend the Popular Music course to become a wider ranging music course. The specification would not require revalidation. Governors confirmed support for the proposed changes which would be part of the strategy to grow the College.
    - B. Staff utilisation in FE and HE would be reported in March  
**ACTION: CLERK TO THE GOVERNORS**

The Committee agreed: -

- To approve the minutes of the last meeting

4. **Recruitment and Enrolment**
  - I. 2018/19 HE enrolments are in line with predictions. There were fewer applications with higher conversion rates. Post-graduate enrolments were marginally below the optimistic target. Level 4 programmes recruited above target. A Governor asked about the variation of involvement by course leaders in recruitment noting that the HoHE had reapportioned this.
  - II. The practice of unconditional offers had been discussed at the last meeting. The HoHE reminded Governors of further pros and cons and stressed the importance to attract motivated applicants and maintain quality. Unconditional offers will only be made with discretion and in exceptional circumstances. Governors wanted assurance there is clear and robust criteria to make these. Applicants could be informed that the College would make an offer at interview, which could be conditional or unconditional, and would be confirmed in writing. After

discussion Governors agreed unconditional offers should only be made against criteria otherwise conditional offers should be made which would reinforce the College's message of a high quality arts provider and support applicants to complete their qualifications.

The Committee agreed: -

- Unconditional offers should only be made if applicants met the criteria otherwise conditional offers would be made.

## **5. Office for Students (OfS)**

- I. The Committee formally recorded congratulations to the Principal and team on the successful OfS registration. The Principal responded that she was delighted but reiterated that registration was subject to some conditions which are being addressed.
- II. The graduate outcomes survey had low participation rates by HCA graduates. The survey will collect data from recent graduates 15 months following graduation. An overview of data was provided along with changes introduced to administration and progress of the College's enterprise and launch pad.
- III. An assessment against CMA criteria identified areas to improve. The action plan was discussed by the Board in October. Course specific guidance for costs is being developed. Costs for materials, placements or projects which are not charged to the student will be included in course guidance evidencing value for money. Course information documents include a description about the course and its modules as a reference point to applicants. This is different to the course handbook which is a student friendly guide of terms and conditions. Relevant policies will need to be aggregated, such as the complaints procedure and processes. The College received very few formal complaints last year with further work to ensure students feel confident to raise any issues or concerns.
- IV. Further guidance is anticipated from OfS regarding the Access and Participation Plan. OfS requires multiple data to measure access and participation. The HoHE is reviewing MIS systems to track data along with support and interventions for students so that they progress to successful outcomes. Progress of defined groups of students will be tracked; examples included equality and diversity, fair access and socio-economic backgrounds. The College is recruiting a College and Schools Outreach post.

The Committee agreed: -

- To congratulate the Principal and team on OfS registration
- SLT would continue to monitor the capacity of the MIS system to track OfS requirements and any potential investment

## **6. Quality Improvement**

- I. The draft UWTSD Partner Overview Report including External Examiner reports and feedback was note which focused on raising students' aspirations. The HoHE will prepare a detailed self-critical report which will be brought to the Committee later in the year. The report covers all provision and reasons for the decline in NSS results. Classifications will be tracked to qualifications on entry to show students' progress and value. APR had not been scrutinised by Governors; these will be emailed so that Governors could provide general feedback.

### **ACTION: HoHE**

A Governor asked about the timing of APRs with course leaders; these are written at the start of the academic year so that any practical

issues can be identified and addressed in-year. Action plans from APRs will be drawn together. It was concluded that robust scrutiny of documents will result in improvements to provision.

Student engagement and impact needed to be improved to make students integral in the process. This could include being part of validation panels. A student tracker will be introduced to ensure timescales meet UWTSD's regulations. The College's strategy overview will be appended to the report for UWTSD.

- II. NSS results 2017/18 were presented showing comparisons with the previous year. There was a marginal decrease in overall satisfaction. The Student Governor commented that the format of the questionnaire is limited and frustrating to complete. NSS publish the results; however, the HoHE uses the results to provide in-depth information on courses and drive improvements.
- III. The HoHE gave a presentation of the quality improvement process confirming that quality assurance is good. Specific quality assurance and enhancement processes were outlined. The culture of the College needed to be embedded and impact of quality enhancement measured.

A summary of changes to quality assurance included the introduction of regular course leaders' meetings. A teaching and learning strategy is being developed including a formal observation process and a quality improvement plan (QIP). Student involvement will be increased to include participation in interviews, input into curriculum design and attendance at external events.

- IV. The HoHE had identified disparity in the experience and ability of student groups meaning staff have a wider ranging workload. Core skills are required for all students at different levels. This could be addressed with whole College inter-disciplinary work and collaboration subject to cohesion of timetables. Workshops could operate more efficiently. Recognition of tech demos as part of curriculum delivery and as a valued academic resource was required.
- V. The Teaching Excellence Framework (TEF) metrics is changing. The College's resubmission will be January 2020. In the meantime, it was suggested to check the hypothesis issued against the metrics.  
**ACTION: PRINCIPAL/HoHE**
- VI. OfS annual assurance statement is a requirement from OfS requesting the governing body to confirm the quality of its higher education provision.

The Committee agreed: -

- To note reports
- To task Principal to sign the OfS annual statement  
**ACTION: PRINCIPAL**

## 7. Identification of Key Risks

- I. Recruitment
- II. Prevent agenda which is Ofsted requirement and introduced to HE by OfS. The Clerk would send Governors the link the ETF online training as a refresher. Prevent would be included on the next committee agenda

**ACTION: CLERK TO THE GOVERNORS**

- 13. Any Other Business**  
No items

**Signed as a true record of proceedings**

**Chair: ..... Date: .....**

**Minutes of the Academic Quality and Standards Committee**  
**(HE and FE Combined Meeting)**  
**held on Tuesday 27 November 2018**

- Present:** Mr John Nicol (Chair)  
Ms Abigail Appleton (Principal)  
Dr Elizabeth Halford  
Mrs Alison McLean  
Mrs Kate Murrie  
Mr Tim Newsholme
- In attendance:** Mr Ben Gamble (Head of Further Education)  
Mr Justin Gregory (Head of Higher Education)  
Mrs Linda Watkins (Clerk to the Governors)  
Ms Jennifer Hodgeman (Student Governor HE)  
Ms Lily Sutton (Student Experience Officer) item3  
Ms Amy Leggott (Student Union President) item 3

The meeting was quorate as six Members were present.

1. **Apologies for absence**  
Mr Mike Rookes and Miss Hannah Jones (Student Governor FE)
2.
  - I. **Minutes of the last meeting**  
John Nicol signed the minutes of the last meetings held on 18 June 2018 as a true record.
  - II. **Matters arising**  
Internal progression from FE to HE would be discussed at the next meeting.  
**ACTION: CLERK TO THE GOVERNORS**

The Committee agreed: -

- To approve the minutes of the last meeting

3. **Student Union and Student Experience planning update**  
The Student Experience Officer and Student Union President presented the report outlining their focus for the current year which would be tailored to specific year groups.

The Committee agreed: -

- To thank staff for presenting the report, their hard work and enthusiasm

4. **Safeguarding**
  - I. The HoFE presented the annual safeguarding report outlining data from MyConcern (package to securely manage safeguarding issues) and information provided by the Wellbeing Officer. The report included some HE elements noting that next year MyConcern will be extended to use for HE.

Issues are reported in different categories which showed the number of

issues by theme, the number of issues per individual student was not shown. A Governor asked the total number of students with safeguarding issues which was currently about 60. Staff have been trained and understand the type of issues to report as concerns. MyConcern allocates tasks to each incident to ensure appropriate action is taken. There was a question if there are protocols to address specific incidents, this was confirmed. A Governor asked about resources and tactics to build resilience with the student body which would be reported at the next meeting as part of a student welfare report.

**ACTION: CLERK TO THE GOVERNORS**

The Student Governor commented that a student buddying system for first year students provides support and proactive steps are taken to prevent incidents.

A Governor suggested reporting outcomes of learners with concerns regarding completion and achievement in future.

**ACTION: HoFE AND HoHE**

- II. The safeguarding policy had been amended to reflect changes to contacts, use of My Concern and KCSIE (September 2018). The process to report allegations around a member of staff will be separated.

The Committee agreed: -

- To note the safeguarding annual report 2017/18
- To recommend the Board approve the comprehensive safeguarding policy

**5. Minutes of the Academic Board (Draft)**

The Committee agreed: -

- To note the minutes of the Academic Board

**6. Any other business**

No items.

**7. Date and time of next meeting**

The next meeting was arranged for Tuesday 19 March 2019 with the HE: 2.00 pm, combined meeting: 3.30 pm and FE: 4.00 pm.

**Minutes of the Academic Quality and Standards Committee (FE)**  
**held on Monday 27 November 2018**

- Present:** Mr John Nicol (Chair)  
Ms Abigail Appleton (Principal)  
Ms Kate Murrie  
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**  
Miss Hannah Jones (Student Governor FE)
2. **Declarations of Interests**  
No declarations
3.
  - I. **Minutes of the last meeting: 18 June 2018**  
The Chair signed the minutes as a true record.
  - II. **Matters arising**  
No matters arising

The Committee agreed: -

- To approve the minutes of the last meeting

4. **Quality Assurance**
  - I. Enrolments are marginally higher than the previous academic year with 415 students. The HoFE has arranged meetings with course leaders to review student progress in December.
  - II. Attendance was reported using the attendance dashboard. Year to date attendance was 95%. The dashboard enables staff to view attendance by course with a breakdown of subjects. Reporting provides granular detail including reasons for absence and ascertaining common patterns. Information is up to date based on completion of registers. Governors agreed to receive attendance and retention reports, patterns and concerns to identify any issues and actions required.
  - III. English and Maths Functional Skills tuition is available to students online. The majority of Functional Skills is taught within a GCSE class. Two students were entered for GCSE exams in November.

The Committee agreed: -

- To note the reports

5. **Teaching, Learning and Assessment**  
Teaching and learning continues to be assessed using the nine BRAG teaching standards.

The Committee agreed: -

- To note the report

**6. Leadership and Management**

- I. The HoFE reported that staff had found the moderation process for the Self Assessment Report (SAR) beneficial thanking Governors who had participated. Governors discussed the draft SAR with constructive comments and challenge. There was particular attention to the judgements for each area and comparisons with the November 2017 Ofsted report. Governors agreed that the SAR provided sufficient evidence and data and confirmed the following grades: -

Leadership and management: Good

Quality of teaching, learning and assessment: Good

PDBW: Good

Outcomes for learners: Good

- II. The proposal to introduce deep dives to the Performance Improvement Plan (PIP) throughout the year was proposed. This would allow Governors to analyse key areas of the PIP enabling staff to demonstrate how the PIP is being embedded in their area. Deep dives could be arranged before the AQ&S Committee. Terms of reference would be prepared as guidance for Governors.

The Committee agreed: -

- To thank the HoFE for the detailed report recognising the high level of information
- To recommend that the Board approve the SAR which would be amended taking account of Governors' comments and issued to the Committee
- To introduce deep dives of the PIP with terms of reference to be prepared as guidance for Governors and staff

**ACTION: HoFE**

**7. Identification of Key Risks**

- I. Digital curriculum development –the HoFE had prepared a risk register specifically for this area.
- II. GCSE English and Maths results
- III. Work placements

**8. Any other business**

No items.

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....