



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

Minutes of a Meeting
1.30pm Thursday 29th June 2023
Gwynne Holford

Present: Professor Andy Collop – Vice-Chancellor and Principal
Ms Alison Blackburn - University Governor
Prof. Ian Robinson (Chair) - University Governor
Dr John Selby - University Governor
Mr Jon Renyard – Co-opted Member HE QuEst (until 3pm)

In Attendance Ms Rosie Scott-Ward – Deputy-Vice-Chancellor
Dr Lucy Dumbell – Academic Registrar
Professor Steve Draper – Academic Dean
Ms Barbara Buck – College Governor (Chair FE Quest)
Mr Chris Moody – College and University Governor
Ms Gillian Steels– Clerk to the Governors

Apologies: Mr Thomas Legge - University Staff Governor
Ms Sascha Bruce - University Student Governor

		ACTION & ACTION DATE
HEQuEST 01/06/23	Welcome and Apologies Attendees were welcomed. Apologies noted as above. Congratulations were recorded to Sascha on her re-election as HE Student Governor and additionally as SU President Representation.	
HEQuEST 02/02/23	Quoracy It was confirmed that the meeting was quorate.	
HEQuEST 03/06/23	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 Chris Moody and the Vice-Chancellor and Principal were members of both Boards. There were no declarations of members' interests for agenda items	

		ACTION & ACTION DATE
HEQuEST 04/06/23	Minutes of the Last Meeting Subject to two minor clarifications the University QuEST Committee agreed the minutes of the meetings of 16 th February 2023 as a true and accurate record.	
HEQuEST 05/06/23	Matters Arising The Action Update log which updated members on progress of actions was NOTED .	
HEQuEST 06/06/23	Key Performance Indicators (KPI) Update The HE KPI's had been provided for review. Key points highlighted were: National Student Survey (NSS) - Hartpury had achieved c 78% completion. Outcome expected July. PTES (Postgraduate Taught Experience Survey) -Hartpury had achieved 70% completion (much improved on previous year. It was hoped the outcome would be more representative of the experiences and perceptions of the student body than last year. PGR (Post Graduate) student numbers remained in line with planning at this time of year. PGR retention is also strong (1 withdrawal for personal reasons of part time student). Student drop out: This was a concern for the HE sector, including Hartpury. Trend analysis was to be discussed in the HE Update below, including steps which were being taken to address these challenges, especially those being faced by minority groups.	
	A committee member queried why the KPIs did not include continuation, completion and progression – key OfS metrics. The Deputy-Vice-Chancellor advised that the KPIs included in-year drop out which provided a more immediate indicator of these issues, as this allowed in year monitoring. It was confirmed continuation, completion and progression were monitored within other reports, such as the Annual Quality Report, and that the Board also monitored overarching KPIs. It was confirmed the KPIs were kept under review and would be considered at the November meeting.	
	A committee member queried Hartpury's biggest risk(s) to quality. The Deputy-Vice-Chancellor advised that retention within the Foundation Year and progression from Year 1 to Year 2 were the biggest issues. She also highlighted variable engagement in student surveys. Postgraduates were also carefully monitored in relation to numbers recruited and retained.	
	The HE QuEST Committee NOTED the KPI Update and the ongoing focus on retention.	

		ACTION & ACTION DATE
HEQuEST 07/06/23	HE Update	
	The Deputy-Vice-Chancellor gave a presentation covering: - NSS results – due 10th August – to be made accessible on website by OfS (open access – no pre-release to providers). Board to be updated by email and HE QuEST to have detailed feedback in November meeting. - PTES results – Hartpury had now received its data and was awaiting sector comparator data – an update would be provided to HE QuEST in November. Outcomes were improved on previous year and quality of teaching was the strongest area. - TEF (Teaching Excellence Framework) provisional report – outcome due July/August, there was an opportunity to challenge with OfS prior to release. The Board would be kept updated. - Next TEF / REF (Research Excellence Framework) (& potentially RDAP (Research Degree Awarding Powers)) - while considering ongoing conditions of registration. The next TEF submission would be in c 4 years (subject to expected cycle). - HE medium term priorities – Hartpury was continuing to work towards its 2025 strategy. - Engaging students (and ultimately, retain and achieve)	
	It was noted that there had been only one recent consultation in the sector, on the Research Excellence Framework. The committee received updates on potential controls relating to minimum entry requirements (not impacting on mature students (over 21's), potential fee reduction for Foundation Degrees (this could impact Hartpury by £500k per annum). The challenges within the sector were recognised with all institutions being required to deliver more for less. Recent redundancy announcements from a number of universities were noted, including at a number of local institutions.	
	It was recognised it was a challenging environment to match the aspirations of students, noting there had been a significant shift in behaviours during and post the pandemic. It was noted that whilst Hartpury HE numbers had increased (by c 6%) it had not been to the extent targeted within the 2025 Strategy – by 2025/26 it would be c 300 students short of target (income value c£2.7m). Options to grow more income, with potential provision developments to be discussed at Academic Board. Options of increasing student numbers in sport were being considered, it was recognised this would impact on the balance of sport: landbased provision and also impact on the nature of the campus, and therefore needed careful consideration. Potential new programmes were being considered in; - Veterinary Physiotherapy – risks and opportunities were reflected on. It was confirmed that there was student demand. There was the potential to commence recruitment in 2024/25. It was confirmed Hartpury would have appropriate staff, but that it would need to ensure access to animals. - Equine Dentistry – there was sector body demand. Due diligence was being undertaken Potential delivery in allied areas was also being considered: - Psychology – big area – 20,000 students nationally, different type of student – potentially with more mental health support needs.	

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	Hartpury already has intake of 30% students with disabilities and would need to ensure could meet additional needs. - Education – limited opportunities as the bid for government numbers not for another 2years. - Biology - Business – plans were being worked up – at this point this was the area of greatest focus	
	Opportunities to grow other income were also being considered: Research and Knowledge Exchange (RKE), partnerships and commercial.	
	HE was also reviewing its cost base: - Curriculum – number of modules, size, options, complexity, - Sustainability of assessment as we grow, - Contact Time - Enhancement - Staffing types To ensure value for money and added value was being appropriately achieved. It was recognised it was difficult to evaluate the impact of contact time (at least 15 hours for first years and at least 12 hours for other years). A focus group with students, FE students and parents was part of the process. It was confirmed that any changes to academic regulations would be considered by Academic Board. An overview was requested of this for HE QuEST, and the Board as appropriate. It was confirmed that potential changes were being modelled to ensure impact was fully understood.	Dep-VC July-Nov 23
	Retention rates were also being considered. The importance of retaining students both for their benefit and Hartpury was stressed. It was noted that Student Loan Company data was indicating 9% withdrawal levels nationally (recognising this only included students accessing loans). Hartpury's withdrawal rates were considered, overall withdrawal rates were 4.4%, with 1st year withdrawal levels being 8.4%. It was highlighted that those living on site or in Hartpury accommodation were less likely to withdraw. Withdrawals across different characteristics were considered. It was noted that there was no indication those with disability were specifically affected, estranged/independent students were 2% more likely to withdraw, females were 3% more likely to be retained, in relation to age likelihood of withdrawal increased with age (30+ group 88% retention against 18-20 – 94% retention). Where characteristics intersected support was particularly important. Strategies in place, and being developed, to support students were discussed. It was noted that the Cost of Living crisis plus changes in behaviours meant students were more likely to be impacted by what was right for them right now, particularly financially, with more leaving to enter employment. Governors recognised it was a complex situation and were pleased that Hartpury was approaching the issues through a range of strategies, recognising that it was important to ensure correlations were meaningful. The Deputy-Vice-Chancellor advised the NSS feedback would be used to triangulate the feedback.	

		ACTION & ACTION DATE
	The Committee discussed the benefits/disadvantages of a presentation against a report, noting that a presentation format meant the most up-to-date data could be used and that it could be an engaging way to discuss topics, the importance of the report format being used for decision items, to allow governors to consider matters in advance was recognised. The option of the presentations being provided with the papers was also to be considered. The need for the timing to be carefully monitored to ensure all items got due consideration was also noted. It was agreed the Chair/Clerk/Presenter would consider these aspects for future meetings.	Chair/Clerk/ Presenter ongoing
	The HE QuEST Committee NOTED the HE Update.	
HEQuEST 08/06/23	Office for Students (OfS) Update	
	B3 Conditions of Registration (Positive Outcomes for Students) The Academic Registrar advised that OfS were to issue the B3 data (continuation, completion, progression) annually. She advised that for continuation Hartpury was improving and was above the threshold required for B3 but would be working to be above the benchmark to support future TEF submissions. The challenges of retention, as had been discussed above, were noted. The time lag relating to completion was recognised, it was noted that if continuation improved so would completion. The position for progression was - Undergraduate progression was above threshold and improved in 2019-20 data, Postgraduate progression was below the threshold. Updated data was due 6th July.	
	Access and Participation Plan (APP) Hartpury was not taking part in the pilot. The publication of the APP data updated to include the most recent year did not reveal any new trends that we were not already aware of. A specific APP action related to TEF had been put in place. From September we will map students' progress against Hartpury Graduate Attributes including Wellbeing, Inclusivity and Skills and Career Development by priority groups through an annual start of year assessment tool, that will also capture recent alumni. The Committee queried whether when the current APP was completed whether Hartpury was likely to have met the requirements. The Committee was advised that there were currently no indicators of concern, and that the OfS had not raised any concerns. It was noted that if Hartpury expanded sport it would need to consider the potential impact on the APP targets and ensure appropriate support was in place.	
	The HE QuEST Committee NOTED the OfS Update.	
HEQuEST 09/06/23	Research and Knowledge Exchange (RKE) Update	
	The Academic Dean updated on the journey to date, income generated through RKE and the current position, highlighting: • Emerging RKE culture • Established RKE relationship with UWE • Close links to Business Development	

		ACTION & ACTION DATE
	• Innovate UK: Knowledge Base • Improved data capture (RDAP) • REF 2028 - initial decisions published • KE Funding Review / KEF • HEIF (Higher education Innovation Funding) new cycle	
	It was noted Hartpury had now had 7 doctorates awarded. It would need to achieve 30 before it could be considered for Research Degree Awarding Powers. It was expected this would be achieved by 2028. A strategic decision on whether to pursue RDAP was yet to be taken. The Deputy-Vice-Chancellor advised that a paper would come to the Academic Board, SMT and the Board about timing to commit to RDAP, and this would then be incorporated within the proposals for the 2030 strategy for the Board to consider. It was confirmed the relationship with UWE (University West of England) continued to be strong. Funding opportunities continued to be sought, working closely with Hartpury's Business Development Unit.	Dep Vice-Chancellor Sept 2023
	The Committee queried any specific worries or concern relating to RKE. It was noted it was a small department, reliant on a small number of people. The importance of building resilience in the area was recognised.	
	The HE QuEST Committee NOTED the RKE Update and AGREED an update should be provided annually.	Academic Dean June 2024 & ongoing
HEQuEST 10/06/23	Degree Outcomes Statement	
	The Report presented the updated the Degree Outcomes Statement reflecting on 2022, in line with the UK Standing Committee for Quality Assurance sector commitment to the OfS for the sector to consider achievement and fluctuations in differential degree awards. It was noted that the following changes were proposed to include 2021-22 data/comments: • During 2021-22 the University was not operating under Force Majeure regulations, which is noted along with statement that mark penalties (capping) for resits and retakes were introduced again. • The proportion of upper awards was very similar to in 2020-21. • The awarding gap in differential awards between male and female students had reduced in 2021-22. With 4 years of data it was felt appropriate to identify two key points of good practice around supporting student who declare a disability and having an assessment portfolio within programmes that includes a wide range of assessment types that include real-world and industry relevant scenarios and skills. A governor commented that it would be helpful to include rolling averages in the future and the Academic Registrar advised she would add a cumulative	Academic Registrar July 2023 on

		ACTION & ACTION DATE
	3year figure. It was agreed that the number of years would be added on page 6 and that on page 9 the reference should be to "further" good practice.	
	Subject to the amendments above the HE QuEST Committee APPROVED the Degree Outcome Statement.	
HEQuEST 11/06/23	Academic Partnerships Report	
	The Report updated on amendments to practice around academic partnerships and detailed the current list of academic partnerships for Hartpury University. It was noted that Hartpury University had continued to carefully increase its academic partnerships over 2022-23, including operating its first franchised programme with the British Racing School, Newmarket UK and gained recognition from four new Professional Accrediting Bodies (PAB). Since the OfS published its revised conditions for registration the University had increased the risk rating of validation partnership activity to high risk. The oversight of academic partnership activity continues to develop and the decision to have a committee to manage this activity beneficial. It was agreed this helped to share knowledge. The publication of the details of how metrics to measure quality and student outcomes for all students taught at, and awarded qualifications by, the University, is awaited. It is anticipated that the management of resource will have to be reviewed and altered to reflect both the increases in the academic partnership portfolio and to adapt to the changes in how this will be monitored in the future. It was confirmed that at this time Hartpury had no HE level apprenticeships, this was explored previously and the challenge of working with SMEs could not be overcome at that point. However, the Head of Department for Sport, Sarah Lee, was actively working with a PAB for sport, CIMSPA (Chartered Institute For The Management Of Sport And Physical Activity) who are working on forming degree apprenticeship standards for the sport and physical activity areas. This was being monitored.	
	It was confirmed that Risk Assessments were in place for exchanges. It was noted that most exchanges were credit bearing. 3pm Jon Renyard left the meeting.	
	The HE QuEST Committee NOTED the Academic Partnerships Report.	
HEQuEST 12/06/23	Annual Quality Report Action Plan Update	
	It was noted that there were 2 actions with ongoing actions. Work would continue on these and an update would be provided in November within the Annual Quality Report.	
	The HE QuEST Committee NOTED the Annual Quality Report Action Plan Update	

		ACTION & ACTION DATE
HEQuEST 13/06/23	SU Report	
	The report provided an update on elections, staff changes, representation, guidance and opportunities, the recent StAR Awards (Student Allocated Recognition awards). Governors were pleased to see the increasing activity of the SU. It was agreed the new SU Manager would attend a future meeting.	Clerk Nov 23
	The HE QuEST Committee NOTED the SU Report.	
HEQuEST 14/06/23	Complaints Termly Complaints Report	
	It was noted that 1 formal complaint was received from University students between Jan – April 2023. This was partially upheld. The case to the OIA, reported in the last termly report, was updated at the meeting as an outcome had just been received. The Academic Registrar advised that the OIA was happy with the actions already taken. Work was ongoing to respond to the OfS requirements to retain 5 years evidence of all assessments. It was confirmed that vivas were already recorded. The particular issues around intensive practical assessments were recognised. It was confirmed the position would be updated in the Annual Quality Report.	
	The HE QuEST Committee NOTED the spring Term 2022/23 Complaints, Concerns and Appeals Report.	
HEQuEST 15/06/23	Academic Board Update Minutes – April 2023	
	It was agreed the minutes provided a helpful summary of the work of the Academic Board.	
	The HE QuEST Committee NOTED the Academic Board Update.	
HEQuEST 16/06/23	HE QuEST Terms of Reference, Agenda Cycle and Self-Assessment	
	The report enabled the Committee to self-assess its performance, consider whether it had met its terms of reference and consider any changes required to the Terms of reference or the agenda cycle.	
	The Committee reviewed the University Quest Terms of reference, noting that the Clerk, Deputy-Vice-Chancellor and Academic Registrar are meeting in July, following the Clerk's attendance at a University Good Practice event on Risk and Regulation to consider whether any further changes to the terms of reference or agenda cycle are required to reflect good practice in relation to these areas. The Terms of Reference were APPROVED unchanged, recognising the further review to be reported.	
	The Committee consider the self-assessment and CONFIRMED that the committee had met its requirements. It was noted that last year there was concern that the committee needed to build	

		ACTION & ACTION DATE
	resilience in relation to regulation which had been met through the appointment of a co-opted member. Agenda Cycle It was noted that lesson observations were covered through the Teaching Development Scheme which was reported through Academic Board and reflected through the quality assurance processes detailed within the quality report. The agenda cycle was NOTED.	
HEQuEST 17/06/23	Any Points Identified to Highlight at Board NSS – release due August – email to be provided when released, summary to September Board & detail to November QuEST. New curriculum deliberations – to be incorporated in Board HE Report – noting potential impact on educational character. KPIs HE financial challenges B3 conditions Research – income – future plans OIA outcome	
HEQuEST 18/06/23	Any Other Business New curriculum deliberations – to be incorporated in Board HE Report – reflecting potential impact on educational character. Dr John Selby – it was recognised it was his last HE QuEST meeting and he was thanked for his insightful contribution.	Dep-VC July 2023
	Dates of future meetings-Noted: The meeting closed at 3.20pm	

CHAIR APPROVED JULY 2023