



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

Minutes of a Meeting
1.30pm Thursday 16th February 2023
Gordon Canning and on MStTeams

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 Thomas Legge - University Staff Governor
Ms Sascha Bruce - University Student Governor
Mr Jon Renyard – Co-opted Member HE QuEST

In Attendance Ms Rosie Scott-Ward – Deputy-Vice-Chancellor
Mr Paul Featonby Head of Admissions (items 1-6 inclusive)
Ms Linda Greening Head of inclusivity (items 1-6 inclusive)
Ms Barbara Buck – College Governor (Chair FE Quest)
Mr Chris Moody – College and University Governor
Ms Mary Heslop - College Governor
Ms Gillian Steels– Clerk to the Governors

Apologies: Dr Lucy Dumbell – Academic Registrar

		ACTION & ACTION DATE
HEQuEST 01/02/23	Welcome and Apologies Attendees were welcomed.	
HEQuEST 02/02/23	Quoracy It was confirmed that the meeting was quorate.	
HEQuEST 03/03/23	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	
HEQuEST 04/03/23	Minutes of the Last Meeting The University QuEST Committee agreed the minutes of the meetings of 15 th November and 15 th December 2022 as true and accurate records.	

		ACTION & ACTION DATE
HEQuEST 05/02/23	Matters Arising The Action Update log which updated members on progress of actions was NOTED. It was agreed that item 1 – reporting on under representation could be removed from the action log as it was included within the Annual Quality Report. It was agreed that as a new Research KPI had been agreed that item 2 could also be removed. It was noted that the Research Committee reporting to Academic Board considered 7-8 KPIs and that updates on this would come through the Academic Board reporting. It was agreed it would be helpful to have a regular report on post graduate research degrees at QuEST at either the February or June meeting. It was agreed the Clerk and Deputy-Vice -Chancellor would finalise timing.	Clerk/Dep VC March 23
HEQuEST 06/02/23	Contextualised Offer Report It was noted that the purpose of the report was to provide information about contextual offers for University applicants based on 2022 entry data, alongside recommendations for improvements to the scheme with effect from the start of the 2024 admissions cycle. It was highlighted by the Head of Inclusivity and the Head of Admissions in the report that Hartpury had a contextual offer system that aimed to ensure that the potential of individual students was assessed as part of the offer making decision. When making a decision about offering a place the Admissions Team strove to assess student potential, recognising that achievement can be affected by individual and environmental factors. Hartpury currently uses a set of indicators and has analysed data from the 2022 entry cohort to review the effectiveness of the existing scheme. Hartpury recognises merit and opportunity to enhance and proposed to improve the existing scheme by the following measures. • Increase breadth of indicators used to include Indices of Multiple Deprivation (IMD), Ethnicity (after the applicant has accepted their offer), and 'Free school meals' (FSM) as these become available through the UCAS Modernise Contextual Data Service into our admissions system • Develop a personalised approach to contextual offers for refugees/asylum seekers, acknowledging limitations around gathering evidence of educational achievement • Commit where possible to continuing to consider applications from mature students after programmes have closed to other new applicants • Commit to developing progression routes with our target schools (as outlined in the school recruitment and outreach strategy) that include attainment raising activity, in line with the new focus of APP activity • Investigate the impact of our progression agreements using the HE Access Tracker (HEAT). • Explore how to use the information appearing within UCAS applications that describes preparatory activity relative to outreach or	

		ACTION & ACTION DATE
	preparation to study at HE, within contextual offers and progression agreements.	
	Governors reflected on the proposals. A governor queried whether there were links to the Access to HE provision and this was confirmed. The Deputy-Vice-Chancellor advised that the schemes did not impact on recruitment to Access to HE or the Foundation Year. The need for potential students to make the necessary declarations to be considered within the scheme, or generally for support was flagged. It was confirmed it was highlighted to potential candidates, but that more was being considered within the marketing approach and through embedding within outreach activities. The Deputy-Vice-Chancellor advised that the SMT had also agreed an Enhanced Offer Scheme at their meeting that Tuesday. This would be a pilot scheme. At this stage it was planned that both schemes would be used, and then a review undertaken. Governors noted that deprivation indicators, such as POLAR 4, related to place rather than individuals, and noted the need to also consider other indicators. It was agreed that this was recognised by Hartpury. It was noted that ethnicity information was not provided by UCAS until after an offer was accepted. Encouraging early disclosure of disability and care experience was an area Hartpury was investigating. It was confirmed disclosure was encouraged through social media, pre-application material and UCAS. The Head of Inclusivity advised Hartpury was part of a project with the University of West of England about how to use terminology which would encourage and support disclosure. Governors stressed the need to encourage disclosure without stigma.	
	It was confirmed that Free School Meals were an indicator Hartpury considered. Factors Hartpury was looking for when making a contextualised Offer were enthusiasm, commitment to the course and commitment to study at Hartpury. The importance of ensuring Hartpury retained its credibility was recognised. It was confirmed Hartpury would not make unconditional offers unless students held the requisite entry qualifications. The Committee queried whether information on continuation and achievement following a contextualised offer was available yet. The Committee was advised that there was not yet sufficient history, but that this research would be undertaken. The Deputy-Vice-Chancellor advised that the average number of tariff points had not been dropped and retention was similar to the previous year, so therefore indicators at this stage were positive that the contextualised offer process was not impacting on performance. The need to track these students on an individual basis was recognised. It was noted that the TEF had demonstrated that the majority of undergraduates at Hartpury were coming from a non-A 'level route (54%) – the majority progressing from BTECs.	
	The HE QuEST Committee NOTED the report and ENDORSED the recommendations. An Update on the Scheme and the Enhanced Scheme to be provided in February 2024.	
	14.10 The Head of Inclusivity and Head of Admissions left the meeting.	

		ACTION & ACTION DATE
HEQuEST 07/02/23	KPI Update	
	The HE KPI's had been provided for review. It was highlighted that Postgraduate student numbers remained in line with planning at this time of year. Post graduate Retention was also strong (1 withdrawal for personal reasons of part time student). Student drop out: Retention was proving challenging this year, with withdrawal rates 0.4% higher than the same point last year (which itself had been a challenging year). Detailed analysis of withdrawal (WD) data and student records revealed: - Withdrawals are not linked to a specific programme or department, although they are more common in new level 3 or 4 students, than returning students (35 out of the 57 WDs) - Reasons for Withdrawal include external transfer (1), health (4), financial (8), personal or other (34), employment (9), other (1) With regards to financial, the finance team have provided individual support to students working on budgeting, hardship, bursary and scholarship options. Investigation into personal / other reveals a range of underlying reasons, with limited evidence of a specific common theme. A data analysis had been run of L3 or L4 students and their accommodation status. Those in Hartpury managed accommodation were less likely to Withdraw than non-residential students (6% compared to 9%). The Head of Student Experience continued to lead our student engagement project, and was monitoring, reviewing and reporting regularly. Early indicators of potential Withdrawal (attendance, non-submission, not engaging with Academic Personal Tutors) were being monitored and acting upon carefully.	
	It was recognised that retention was a metric of interest to OfS and the Teaching Excellence Framework, as well as impacting significantly on individual students. It was confirmed that the work to track and minimise student drop out was ongoing as detailed. However, it was recognised that cost of living pressures might mean this would increase going forward. It was noted that the costs and pressures of commuting could impact on student retention. The Student Governor confirmed that anecdotally she was also hearing this concern from students. It was noted that other institutions were likely to be suffering from the same issues, but confirmed that it remained an area of focus. It was noted that it was difficult to benchmark continuation as this was not an area institutions historically tended to report on. The Deputy-Vice-Chancellor advised that the continuation data would be run shortly which would provide further information.	
	It was recognised that students were having to balance study, placement and work and that the expectations of their courses needed to be clear to them from the outset. The Deputy-Vice-Chancellor advised that marketing had added a theme to their material relating to support with the cost of living, but that also made clear academic expectations. The timetable facilitated part-time work, but it was made clear that this could not be at the cost of their	

		ACTION & ACTION DATE
	course. At the recent Exam Board, the need to attend lectures on site had been promoted. It was noted the SU was supportive of this approach. The Committee was advised that a member of the Finance Team also provided support with budgeting.	
	The HE QuEST Committee NOTED the KPI Update and the ongoing focus on retention.	
HEQuEST 08/02/23	TEF Update – Key Themes	
	Following the submission of the TEF in January, noting the full document and the Student document had been circulated to the Committee and the Board outside the meeting, the Deputy-Vice-Chancellor provided an overview of key themes.	
	It was noted that Hartpury's historic data had been a challenge as previously discussed, reflecting when Hartpury had been an FE College and returns, although accurate had not contained the full range of data that would have been within an HE submission. It was noted that in 4 years' time this data would still impact on the next return. The need for Hartpury to ensure that its data submission reflected practice, and were therefore directly comparable was highlighted. Governors queried whether there was a solution to the data issue. The Vice-Chancellor commented that there was now greater awareness of practice at other institutions, such as Interim Awards which would be helpful to ensuring comparability of data. The Vice-Chancellor advised that the current review of structures included looked at data and how it needed to be brought together to support strategic planning. It was recognised that Hartpury was still on a journey in relation to its data, but that it had moved forward significantly. The Vice-Chancellor and Principal commented that OfS needed to reflect on the burden placed on small institutions in relation to data to ensure it was proportionate and focused on best meeting the needs of students. Going forward Hartpury would need to ensure its data management was efficient as well as accurate. It was noted that the issue was about ease of extraction and analysis, not accuracy. It was noted that a probable new system for this had been identified, but work on this was still ongoing.	
	It was noted that the Educational Gain area had been new for all institutions. The Deputy-Vice-Chancellor advised that a new Dean of Education would start in April who would have this as a focus. More would be understood by this once OfS provided the outcomes and further information. This was expected by the end of the summer. Hartpury was already preparing for the next submission, whilst recognising that this may be a revised process again in four years' time. It was recognised that staff capacity was a limiting factor.	
	The Chair of the Committee commented that the Student TEF Submission had read very well and asked that his congratulations be passed to all those involved. This was endorsed by the Committee.	Clerk Feb 2023 Complete
	The HE QuEST Committee NOTED the TEF Key Themes	

		ACTION & ACTION DATE
HEQuEST 09/02/23	Annual Quality Report & Action Plan Update An update had been provided to give an overview of the progress on actions due from the Annual Quality Report 2021-22. It was noted that three actions had been completed and one was ongoing. There were no concerns raised. The HE QuEST Committee NOTED the Annual Quality Report & Action Plan Update.	
HEQuEST 10/02/23	OfS Update The Pro-Vice-Chancellor gave an update on OfS matters. OfS and Designated Quality Body It was noted that OfS would take up an interim position from April 2023 for some aspects of the designated quality body's work, but actually HERA says they cannot do all aspects, so there will be a gap as OfS is not permitted to assess academic standards. It was noted that nationally in the sector there is some concern at this approach. Consumer Markets Authority (CMA) update CMA was updating HE guidance, but had advised there would not be major changes to the law and reassurance provided that the overarching principles would remain consistent. As changes would be limited a formal consultation was not planned. The new guidance should be issued cApril/May 2023. HESA data release It was highlighted that whilst there had been an increase in the 18 year old demographic this had not led to the same level of increase in demand for HE. It was noted that the focus on recruitment and student numbers remained key, and with no increases in the tuition fee cap likely right now how we deliver the same, ideally better, for less is a present conversation in many institutions, this was not a debate at OfS level. The Other UG figures seemed to have levelled out after market demand reduced and institutions responded to the market by more first degrees. It was noted that the Lifelong Learning (HE Fee Limits) Bill had now gone through first reading in House of Commons and was now progressing which might mean a resurgence of 'bite sized' and more flexible learning with central funding. The logistics of administering this type of provision and the type of infrastructure required was highlighted. The Deputy-Vice-Chancellor commented that UCAS had advised this was the most challenging cycle of first-degree recruitment they had seen. First Class Degree Awards It was noted these had fallen nationally for the first time since 2011. Hartpurys had continued to hold static (having not risen to the high levels reported in many institutions). B Conditions at Hartpurys Update	

		ACTION & ACTION DATE
	It was confirmed Hartpury was meeting the requirements. Specific updates were: B6 – the provider must participate in the TEF - completed B1-B3 – we are busy currently with curriculum development work. • Periodic Strategic Review– Animal and Agriculture curriculum refinement and increasing professional accreditations and student experience opportunities (first exchange with Dalhousie University, Canada underway). • Ensuring refresh changes have operationalised as we intended (some minor assessment changes following new terms). B4 and B5 – Exam Boards going on, and single tier exam board pilot in Veterinary Nursing progressing and enabling student achievement and consideration of opportunities for enhancement. Access and Participation plans 2024-25 onwards It was understood it was going to be a Sector friendly approach to APP following feedback from range of bodies including GuildHE / UUK, although the final version was yet to be issued. There would be a Pilot group of c 30-50 providers who would submit summer 2023. Hartpury would take a view on applying to be part of the pilot once the process was clearer and the Dashboard was released. The publication of an Access and participation dashboard was awaited – it was now scheduled for release Late March (rather than last year). School activity was expected to be the critical area of focus. It was noted this didn't always match industry needs The Committee NOTED the OfS update and the assurance in relation to the registration conditions.	
HEQuEST 11/02/23	SU Report	
	The Committee noted the SU Report which covered: <u>Representation:</u> The students' union presidents put a significant amount of time and effort into the creation of the student submission for the Teaching Excellence Framework (TEF). This had included review of data and research with students. The second round of SU forums for university students and first round for College students would take place in February and March respectively. Student representatives had been asked to gather feedback on their experience of the recent assessment period as well as the impact of the cost-of-living crisis. Initial information from students suggests that food and energy costs are causing concerns, along with transport costs, as student maintenance loans do not raise in line with inflation. THE SU would be taking part in the APPG (All Party Parliamentary Group) call for evidence in relation to the experiences of students. Concerns surround the impact on education if students are unable to attend lectures due to needing to work or are unable to pay to travel to campus.	

		ACTION & ACTION DATE
	The elections campaign would commence shortly. <u>Guidance:</u> The SU was actively involved in the following task groups and forums: • E, D and I forum, and Inclusivity Symposium • Race Equity Task Group • Mental Health and Resilience Steering group. • The Sexual Harassment and Misconduct group These groups involved students from the college and the university. Current campaign work was focussing on LGBT+ History Month (Feb), Time to Talk day (3rd Feb), International Women's Day (8th March) and University Mental Health Day also in March. The SU was proud to work in partnership with Hartpury which resulted in it being one of the first institutions to achieve the University Mental Health Charter. The Charter takes a holistic view of an institution's approach to mental health, including services, interventions, environment and culture and the accreditation specifically awarded to universities. To achieve the award the project team submitted evidence to show our work in these areas. As much of the service provision and physical environment are shared by college and university alike, some evidence came from both and the benefits of our approach will be for all students, staff and visitors to Hartpury. <u>Opportunities</u> Current clubs and societies were: Agricultural Soc, Breeding Society, Christian Union, Equestrian Club, Gaming Soc, Hockey, the International Society LGBTQ+, Polo, and the Vaulting Society. An opportunities' fair took place on 8th February to increase membership. Research suggested that participation in extra-curricular activities enhances feelings of belonging which in turn is linked to successful outcomes for students. The SU had hosted pop-up shops in Legends bar in order to raise funds for the students' union activities. This was a development they were particularly pleased with. There were more booked in and a donor drive for a blood cancer charity had also been hosted.	
	The Committee commented on the strong level of engagement within the SU in the breadth of Hartpury's activities and the engagement of students within the SU. It was agreed that such engagement was very positive. Thanks were expressed to the SU Manager for the Report and her support for the activity within the SU.	
	The HE QuEST Committee NOTED the SU Report.	
HEQuEST 12/02/23	Complaints Termly Complaints Report	
	It was noted that five formal complaints were received from University students between September and December 2022. One of these was upheld, two partially upheld and two were not upheld. One complainant requested a review by the Vice-Chancellor, which was not upheld and	

		ACTION & ACTION DATE
	the complainant had submitted the case to the OIA who are currently considering it. The HE QuEST Committee NOTED the autumn Term 2022/23 Complaints, Concerns and Appeals Report.	
HEQuEST 13/02/23	Academic Board Update Minutes – December 2022	
	It was agreed the minutes provided a helpful summary of the work of the Academic Board. It was noted that the focus had been on TEF.	
	The HE QuEST Committee NOTED the Academic Board Update.	
HEQuEST 14/02/23	Any Points Identified to Highlight at Board	
	Contextual Offer Scheme KPI – In year Withdrawal – watching brief TEF Submission Capacity to handle data analysis requirements.	
HEQuEST 15/02/23	Any Other Business Equestrian Research Booklet – to be issued to all governors.	Clerk - Complete
	Dates of future meetings-Noted: The meeting closed at 2.50pm	

APPROVED JUNE 2023