

THE CORNWALL COLLEGE GROUP
HIGHER EDUCATION COMMITTEE
Minutes of the meeting of the HE Committee
held in the Boardroom at CC St Austell
on 12 March 2020 at 2.00 pm

Present	Wilf Hudson	WH	In the Chair
	John Evans	JE	
	Pat Wilde	PW	
Apologies	Ian Tunbridge	IT	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Kate Wills	KW	VP Curriculum and Quality
	Ruth Allen	RA	Head of HE

1. WELCOME

Wilf Hudson, welcomed colleagues to the meeting and explained that he would be chairing the meeting in the absence of Ian Tunbridge, Chair of the Board. Around the table introductions were made and Pat Wilde, as a new governor, provided a little detail about her background.

Apologies were received.

2. CONFIRMATION OF TERMS OF REFERENCE

The Corporation Secretary tabled the HE Committee's terms of reference for the committee's confirmation. The draft terms of reference had been widely consulted on and approved by the Board. The committee confirmed the terms of reference.

3. HE STRATEGY - CONFIDENTIAL

The Vice Principal Curriculum and Quality, Kate Wills, explained that the HE provision across the Group had been reviewed and plans for controlled growth developed. The Higher Education Growth Strategy 2020 – 2023 had been shared with the Board at its recent development day and the Vice Principal outlined the phased approach:

- Rationalisation of provision.
- Revitalisation of provision.
- Programmes to move where suitable to FDAP (Foundation Degree Awarding Powers).
- New provision.

A review of provision across campuses to identify high quality courses which fitted with the Group's plans and offered progression opportunities was in progress. This review included working with Heads of Campuses to ensure programme leaders have the right skills sets and offering bespoke support for less experienced staff.

The aim was to make programmes contemporary and address gaps in the market leading to employment. The ambition was to secure sustainable growth closely aligned with employers' needs and plans.

4. HE Self-Assessment Review (SAR) 2018/19

The report was received and reviewed. The HE SAR 2018/19 was a slimmed down version of the previous HE SAR and better aligned with the Office for Students (OfS) format. Responding to a question the Head of HE, Ruth Allen, confirmed that she

was confident the current data was compliant with OfS requirements. She was aware of some risks with continuation rates for full time students which she was focussing on. Other areas for development were consistency across sites and student voice including ensuring feedback.

The committee discussed the report, and specifically the self-assessed judgement for 2018/19, and agreed that 'meeting expectations' was appropriate. The committee suggested that the SAR should continue to be a concise document and that the final paragraph of 2.0 should be amended to reflect the creation of the HE Committee which would monitor the HE provision going forward.

Pat Wilde commented that she was pleased to see the level of focus on HE.

5. HE ACTION PLAN - CONFIDENTIAL

The confidential report was received. The Head of HE confirmed that following presentation to the Curriculum and Quality Committee in November 2019 the Action Owner had been extended, and reviewed the plan. Committee members noted the progress being made and posed a number of questions to clarify their understanding. The possibility of working with partners and standardising paperwork was discussed and would be considered further. The committee suggested that the plan should be cross referenced with the SAR and Post Inspection Action Plan (PIAP) and also questioned whether some indicators should be identified as insufficient progress.

The committee endorsed the plan and requested that the plan be presented to each meeting of this committee.

RA/amp

6. HE STRUCTURE AND OWNERSHIP

The report was received and reviewed by Ruth Allen, Head of HE. She explained the three phases of the HE structure and ownership: Line Management and terms of ownership; Annual Cycle; and Reporting and Monitoring Structure.

The committee acknowledged the alignment with the OfS regulatory processes and commended the clarity of ownership for both internal and external stakeholders. Responding to questions regarding the need for the HE Monitoring Committee and the HE Academic Board the Head of HE confirmed that this had been reviewed, the terms of reference were clear and both committees were needed. The issue was attendance at these meetings which was being addressed. The option of aligning the HE monitoring meetings with FE and apprenticeships would also be considered further.

The committee noted and commended plans to schedule an HE conference earlier in the academic year than the usual end of year conference.

7. HE CURRICULUM PLANS – CONFIDENTIAL

The Vice Principal Curriculum and Quality reported orally on the progress of HE curriculum plans. She explained that Phase 2 of the Curriculum Planning process for all areas of provision, was nearly complete. Proposals would be presented to the Executive Leadership Team and then to the Board.

The curriculum planning process would be followed by the programme planning which would consider efficiency and costings

8. OFFICE FOR STUDENTS UPDATE

The report detailing progress against each of the OfS conditions of registration was received. The Head of HE reviewed the report highlighting key matters. She reported that the College would need to submit a new APP for approval in 2021, this presented an opportunity to review plans and there was a lot of work in progress in preparation for this submission. She also assured the committee that the nine students affected by the closure of CC Saltash had been well supported.

The committee thanked the Head of HE for her report and requested that an update be presented at each meeting.

RA/amp

9. HE FEES 2021/22 - CONFIDENTIAL

The confidential report was received and Ruth Allen, Head of HE, confirmed that HE fees for 2020-21 had been agreed by the Board and OfS advised. Fees for 2021-22 had been included in the Access and Participation Plan but had not been confirmed and there was the opportunity to review. The proposal was to maintain HE fees for 2021-22, at 2020-21 rates and in line with the Access and Participation Plan.

Following a brief discussion the committee agreed to recommend to the Board, that HE fees for 2021-22 be maintained at current levels. The committee also agreed that the bursary system should be reviewed in due course.

AMP

10. DATE OF NEXT MEETING

The next meeting was provisionally scheduled for 25 June 2020 and it was hoped that the Curriculum and Quality Committee meeting could be rescheduled for the same day. Timings to be confirmed.

AMP