



**Minutes of the Higher Education Committee meeting
held on 24 June 2021 at 11:30am via Teams**

Committee members present	Pat Wilde	PW	Committee Chair
	Rhiah Harrison	RH	Governor
	Ian Tunbridge	IT	Governor
In attendance	Wendy Randle	WR	Clerk to the Corporation
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality (VP C&Q)
	Ruth Allen	RW	Head of Higher Education

		Action
1	<p>WELCOME</p> <p>Apologies were received and accepted from Jane Warren and Wilf Hudson. It was noted that Andrew Richards has paused his membership due to personal reasons. The meeting was quorate.</p> <p>There were no further interests to declare than those previously disclosed on the register of interests.</p> <p>A presentation on employability had been planned for the meeting. Due to Committee member apologies this was deferred until the next meeting.</p>	
2	<p>MINUTES OF MEETING HELD ON 9 FEBRUARY 2021</p> <p>2.1 The minutes of the meeting held on 9 February 2021 were agreed to be a true and accurate record of the meeting.</p> <p>2.2 MATTERS ARISING</p> <p>An actions update had been circulated prior to the meeting; it was noted that some items would be carried forward as they were not yet scheduled to be completed.</p>	
3	<p>BALANCE SCORECARD/ KPIS</p> <p>To include a data update: attendance, recruitment, withdrawal and suspension</p> <p>A data report was circulated prior to the meeting. The following highlights were noted;</p> <ul style="list-style-type: none"> ▪ student attendance was lower than expected, though this was likely linked to Covid; the College plan to monitor HE attendance similarly to FE attendance. 	

	<ul style="list-style-type: none"> ▪ There is variation in student retention – with this being of concern at Eden and Newquay Campuses in particular. ▪ An increase in suspensions and withdrawals was reported, with some students who had previously suspended their course now looking to re-join and form part of the new student cohort. <p>In response to a Committee member’s question it was reported that the factors impacting retention include an increase in the number of students travelling to sites and students understanding of what their course involves; the need to provide earlier clarity on course expectation was highlighted. Moving forwards the data will be reported in both learner numbers and percentages. The value of presenting data by campus was considered; it was noted that a five point plan to progress the campus specific retention issues has been implemented.</p> <p>The data for applications and acceptances concluded that there were no concerns. In response to a Committee member’s question, progression data will be collated moving forward using an online process. The HE team have worked hard to keep students on programme and up to date with focussed tutorials to support students.</p>	
<p>4</p>	<p>HE ACTION PLAN</p> <p>The HE Action Plan had been circulated prior to the meeting. This plan presents the key indicators for improvements and links into the Self Assessment Report (SAR) and the Office for Students (OfS) conditions of approval. Although not an official requirement, the Committee recognised the assurance the document provided on how the College is delivering its current HE provision and the longer term HE strategy. The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ Statements have been included to align the plan with the College Operating Statement without introducing too much duplication. ▪ The College have satisfied OfS requirements well; further information provided under agenda item 6. ▪ A strong relationship has been built with MIS resulting in good quality data allowing impactful analysis. Work remains to be completed around mapping the College data reporting methods against OfS data reporting. ▪ Training opportunities for HE staff specifically in terms of FDAP and approvals was identified at the spring term Programme Committee Meetings (PCMs). ▪ The National Student Survey results are expected in July. However, the internal College survey struggled to reach a representative return. A Committee member suggested considering a different survey style to increase completion; the College plan to unpick this further. ▪ The College are beginning to see confidence growing in the using its own foundation degree awarding powers with further proposals being completed. ▪ A good relationship has been developed with Falmouth University, further progression and next steps will be explored. Following discussion, the Committee suggested either the Vice Principal C&Q or the Principal meet with the University to identify their course of travel with a view to create a shared strategic statement in terms of joint delivery. ▪ In response to a Committee member question, the College are keen to retain the relationship with Marjon’s yet there is no further provision to develop at present. ▪ Course reps have been effective in adding to the quality of the PCMs; further opportunities for increasing student consultation would be advantageous. ▪ The HE staff community began the year with a focus on new research and scholarly activity; a Teams channel to share best practice has been effective. 	<p>KW/ JE</p>

	<p>In response to a Committee member question on opportunities for the development of research activity with partners, it was reported that recent conversations have indicated that some awarding Universities have expressed reservations in this regard. The College are unsure how this might impact on future relationships and research activity. After discussion the Committee suggested it might be timely to hold further discussions around the post graduate offer and reconsider the delivery of the Masters provision.</p> <p>The College plan to hold a HE Conference week in the Autumn term to deliver CPD, increase engagement of staff and students and develop a closer rapport between level 3 FE and HE level 4 teams. A discussion took place on ensuring equality between the FE and HE provisions, noting this aim is contained in the operating statement and that progress is being made, with continuing developments required at the Newquay and Stoke campuses.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>OFFICE FOR STUDENTS (OFS) UPDATE</p> <p>A paper had been circulated prior to the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ The 19/20 monitoring progress has been reviewed; the APP requires rewriting for 2022 onwards (see item 9 below). ▪ The College await the phase 2 consultation on the OfS ‘B’ conditions. ▪ Recent OfS statements regarding academic freedom and free speech on campus. <p>Conditions of registration</p> <p>It was reported that the College have no concerns linked to compliance with the conditions of registration.</p> <p>Internal review of Condition C1</p> <p>The College undertook the review as determined by OfS, which concluded that students were satisfied with the College communications during Covid.</p>	
<p>7</p>	<p>LEARNER VOICE</p> <p>Student complaints</p> <p>A report had been circulated prior to the meeting. It was reported that the College have held early conversations with students providing staff with the opportunity to address any concerns early. It was noted that all activity is recorded with the complaints team.</p> <p>The Committee noted that the level of student satisfaction was good, especially considering the year experienced by the students due to the pandemic.</p>	
<p>8</p>	<p>SUMMARY OF HEAB MINUTES</p> <p>A report had been circulated prior to the meeting, with an update from a meeting held this week shared with Committee. The report provided a summary of PCMs that had taken place during the spring term, details on academic voice, information on internal progression, and considered the terms of reference for the HE Regulation sub committee which will be put in place in time for HEAB sign off early in the academic year. Governor acknowledged the time commitment required to put the Committees in place yet noted the longer term impact in terms of effective governance.</p>	
<p>9</p> <p>9.1</p>	<p>ACCESS AND PARTICIPATION PLAN (APP)</p> <p>Impact of 19/20 actions</p> <p>The Committee reflected on the report circulated prior to the meeting. The return submitted to OfS referenced the impact of the Covid-19 pandemic on students and on the College’s ability to deliver on the ambition and strategy that was set out in the 2019-20 plans. It was reported that the College have</p>	

<p>9.2</p>	<p>investigated significant time on student communication and plan to integrate student feedback into wider processes and practices, and share across TCCG to ensure consistency moving forward. A Committee member suggested the College identify a process of sharing this student feedback with the College E, D&I Committee.</p> <p>It was reported that the OfS sign off relating to the return is expected in July/August.</p> <p>Update on 2022 – 26 APP The OfS requires a revised Access and Participation Plan for 2022-2026 to be submitted from July 2021. The deadline runs from 1/07/2021 to 02/2022; the College plan to submit early, proposing the APP be prepared over the summer with a period for student consultation and then shared with the E,D&I Committee and HEAB. If timely, the Committee agreed to hold a special meeting to review and recommend the APP for approval at the Board’s October meeting.</p> <p>It was reported that a review of other College APPs had identified language used to set realistic targets for diversity. After discussion it was understood that the College plan to develop networks and attend AOC policy meetings to gather a consensus across SW Colleges. The Committee were supportive of the targets proposed.</p>	<p>KW</p>
<p>10</p>	<p>HE RELATED RISKS FROM THE RISK REGISTER Detail on the one HE risk on the Group risk register had been circulated prior to the meeting. The Committee were informed that although the OfS enhanced monitoring had been suspended as a result of the Deloitte report, the College continue to be regularly monitored by the ESFA, therefore the risk remains ongoing.</p>	
<p>11</p>	<p>BEYOND THE BOARDROOM To include visits completed and potential for further visits The Committee reflected on the recent Beyond the Boardroom visits completed by the Committee; copies of the feedback reports had been circulated to Board. A Committee member noted that the College have been focussed on the issues in FE/16-19 year olds, yet need to ensure the HE profile is maintained. A Committee member reflected on the Newquay campus, its contribution to the Group and the need to ensure the branding and presence of the campus on the site are reviewed to raise its profile.</p>	
<p>12 12.1 12.2</p>	<p>COMMITTEE STRUCTURE FOR 2021/2022 Co-opted Committee members The Committee reviewed its membership and were satisfied with the skills set on the Board deciding not to recruit any further co-opted Committee members and instead await Andrew Richard’s return.</p> <p>It was noted that this would be Rhiah Harrison’s last Committee meeting as her term of office as Student Governor comes to an end 31/07/2021; Rhiah was thanked for her time and contribution to the Committee.</p> <p>Committee Chair recommendation to Board Pat Wilde (PW) left the meeting and Ian Tunbridge took the role of Chair; the Committee noted no further nominations for Committee Chair had been received and that PW was happy to remain as Chair of HE Committee. The Committee agreed to recommend to Board that PW continues in the role of Committee Chair. PW returned to the meeting.</p>	<p>WR</p>

13	DATES OF NEXT MEETINGS	
13.1	Virtual/ face to face meetings The Committee agreed to hold one meeting a year at a campus.	WR/ PW
13.2	Dates for 2021/2022 Circulated prior to the meeting.	
	The Committee Chair informed the Committee that Ruth Allen has made the decision to step down from her role in the College. Ruth was thanked for her significant contribution to the College on behalf of the Committee and the Board.	