



**Minutes of the Higher Education Committee meeting
held on 17 November 2021 at 11:30am via Teams**

Committee members	Pat Wilde	PW	Committee Chair
	Ian Tunbridge	IT	
	Jane Warren	JW	
In attendance	Wendy Randle	WR	Director of Governance
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality (VP C&Q)
	Ryan Thomas	RT	Head of Higher Education

		Action
1	<p>WELCOME</p> <p>Apologies were received and accepted from Wilf Hudson. The meeting was quorate.</p> <p>There were no further interests to declare than those previously disclosed on the register of interests.</p>	
2	<p>MINUTES OF MEETING HELD ON 17 NOVEMBER 2021</p> <p>2.1 The minutes of the meeting held on 17 November 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> <p>Regarding action 4 re partnerships with Falmouth University, following discussion the Committee advised the College establish working relationships in order to provide security in the partnerships moving forward.</p>	
3	<p>EMPLOYABILITY FOCUS</p> <p>The Deputy Principal Group Curriculum and Quality (DP C&Q) delivered a presentation on Employability, a copy will be circulated with the minutes. The following highlights and areas for development were noted;</p> <ul style="list-style-type: none"> ▪ The need to consider, from the student perspective, how the College can support the immediate job prospects and preparation for working life. 	

	<ul style="list-style-type: none"> ▪ Develop an understanding of the reasons why students’ complete degrees with Cornwall College and their desired outcomes. ▪ Increase marketing of the ‘career college’ strapline in relation to the HE provision, including evidence of employability. ▪ The Committee reflected on the historic ‘enterprise’ module, the current provision and the importance of this student development offer in light of the potential impact of Covid on these skills areas. ▪ The ongoing development and maintenance of links with other universities. ▪ The need to develop the way in which employability data is recorded. ▪ Develop the student voice for HE. ▪ The exploration of higher degree apprenticeships. ▪ Supporting staff with embedding employability and raising awareness of the HE offer amongst existing employers. ▪ The introduction of the HE specific advisory groups. <p>The Committee encouraged the College to explore and develop a provision suitable for Cornwall and felt assured the Board would support innovation in HE provision which could be implemented with the College’s degree awarding powers. A Committee member reflected on a recent visit to view the HE provision at the Camborne Campus and noted the passion from staff to improve the perception of the College as a HE destination.</p> <p>The videos of the recent HE graduations will be shared with the Board.</p>	<p>KW/ WR</p>
<p>4</p>	<p>BALANCE SCORECARD/ KPIS To include a data update: enrolments, attendance, withdrawal, retention and suspension, awards and appeals</p> <p>A report was circulated prior to the meeting, the following highlights were noted;</p> <ul style="list-style-type: none"> ▪ The Committee reflected on the way in which data is collated and monitored and how this can be improved going forward. ▪ The way in which attendance is gathered and reported will be explored by the College and an update provided at the next meeting. ▪ A Committee member noted the increase in achievement rates at the Bicton campus asking if the College have identified the reasons for this along with the scope for sharing best practice across campuses. The impact of a specific CAM, high quality teaching and the student experience offer at the Bicton campus were identified as reasons for this success. ▪ As a result of a decrease in enrolments there is an in year budget decrease, with only minimal savings to be made as programmes cannot be closed. Follow up with applicants indicates the lack of availability of accommodation had impacted on enrolments. ▪ The student suspension data was reviewed. The impact of mental health concerns, changes in circumstances and financial implications have contributed to increased suspensions, there is no evidence to suggest the curriculum offer is a reason. The College will continue to monitor suspensions. ▪ The College plan to review the cascade of HE communications and the HE structure; the review will support the development of the HE strategy. <p>In response to a Committee member question on the origin of the target percentages, it was understood these previous data had been used to create the targets, noting there is no current benchmarking against national data sets; this will be reviewed going forward.</p>	<p>KW</p>

<p>5</p>	<p>HE STRATEGY 2021-26</p> <p>It was reported that a first draft of the HE Strategy had been shared with the HE Committee Chair prior to the meeting. Following discussion, it was agreed that the key strategic aims would be developed by the College and Committee, with the final strategy presented for Board approval at the July 2022 meeting.</p> <p>In response to a Committee member request, the Head of HE shared the process of how the draft strategic aims had been developed. The Committee made the following suggestions;</p> <ul style="list-style-type: none"> ▪ that the strategy should include appropriate spaces for HE students, student accommodation and ways in which to raise the identify of HE within the College. ▪ an expectation of strategic growth of the HE experience to be contained in strategic aim one. ▪ clarity of responsibility for actions, resulting in a single point to ensure accountability. ▪ that the draft strategic aims be further developed to ensure alignment with the Group strategic aims; to include Finance for example. <p>The Committee supported the draft strategic aims and encouraged wider consultation to include HE and stakeholders. It was noted that the strategic aims will be refined, the HE Strategy will go through a consultation phase and following this it will be presented to OLT, ELT and then shared with the HE Committee at the February meeting.</p>	<p>KW/ RT</p> <p>KW/ RT</p>
<p>6</p>	<p>HE SELF EVALUATION DOCUMENT (SED) DRAFT</p> <p>The draft SED had been circulated prior to the meeting. The Committee reflected on the importance of this document for both Committee and Board. Following discussion, the Committee agreed the following focuses and areas of developments for the SED;</p> <ul style="list-style-type: none"> ▪ Develop the metrics to achieve consistency. ▪ Review assessment to ensure this is meaningful, impactful, and timely. ▪ Review the frequency of student voice and the effectiveness of the current tools for HE. ▪ Include the support and progress made in terms of employability and personal development skills. ▪ Further develop the links to the strategic intent and HE Strategy. <p>The Committee reflected on the need to engage with the HE teams and share the SED and the exciting things happening in HE to ensure staff buy in.</p> <p>It was agreed that the revised SED will be presented to the next Committee meeting in February prior to Board in March.</p>	<p>KW</p>
<p>7</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"> ▪ there were no red areas to report. ▪ blue highlighted areas had been introduced to reflect completed and live issues. ▪ the need to further identify and develop HE related risks, noting the impact of the HE provision on the overall College risks. 	<p>KW</p>

	<p>Following discussion it was agreed that the College explore, with the AoC HE Director, the landscape for the national direction of travel, with a view to explore relationships between OfS and their understanding of FE.</p>	
8	<p>OFFICE FOR STUDENTS (OFS) UPDATE It was reported that the College’s compliance with the OfS conditions of registration is contained within the SED. There were no outstanding conditions of registration and no concerns to report. The College must continue to ensure compliance with OfS requirements.</p>	
9 9.1	<p>LEARNER VOICE Student complaints The Committee received the report circulated prior to the meeting. There were no concerns.</p>	
9.2	<p>National Student Survey (NSS) Outcomes The Committee received the report circulated prior to the meeting and reflected on the effectiveness of the tools used by the College to collate student feedback. Following discussion it was noted that a wider agreement will be sought with the Executive Leadership Team that HE be treated differently. Progress to be updated at the next meeting.</p>	KW
10	<p>SUMMARY OF HEAB MINUTES The minutes had been circulated prior to the meeting. There were no further comments.</p>	
11 11.1	<p>ACCESS AND PARTICIPATION PLAN (APP) Outcome of submission to OfS regarding 2019/20 actions It was noted this agenda item has been concluded, with sign off completed from OfS.</p>	
11.2	<p>Draft 2022/26 APP It was reported that the College plan to prepare a timeline for the development of the draft APP with a special HE Committee meeting scheduled in January, with a view to approve the APP at the January Board meeting.</p>	WR
12	<p>KEY RISKS TO THE DELIVERY OF THE HE STRATEGY AND THE QUALITY OF PROVISION Following discussion, a task and finish group was formed with JW, KW and RT with a remit to develop the HE risks on the risk register - to provide clarity for Board and to include how and when Board are cited on risk escalation.</p>	JW, KW, RT
13 13.1	<p>BEYOND THE BOARDROOM Visits completed and potential for further visits It was reported that a member of the Committee had attended a recent student voice session and another had completed a Camborne campus visit; the reports will be shared with Board once received. A Committee member planned to visit the HE provision at Bicton and it was agreed a visit would be undertaken to the golf provision at St Mellion and SISNA.</p>	
13.2	<p>Programme Course Manager (PCM) dates The next PCM dates are (awaiting this detail) Spring 2022.</p>	ALL

<p>14 14.1 14.2</p>	<p>COMMITTEE GOVERNANCE</p> <p>Committee Terms of Reference (TOR) The Committee reviewed the TOR and agreed to recommend to Board for approval.</p> <p>Co-opted Committee member The Committee were informed of a potential new Committee member and the potential skills and experience which would compliment the Committee. The Committee agreed to review the application once received and complete the appointment via email.</p>	<p>WR WR</p>
<p>15</p>	<p>DATES OF NEXT MEETINGS Special Committee meeting to be schedule in January 2022 09/02/2022 16/06/2022</p>	