



**Minutes of the Higher Education Committee meeting  
held on 14 June 2023 at St Austell and on MS Teams**

<b>Committee members</b>	Pat Wilde	PW	Committee Chair
	Lee Charnock	LC	
	Sarah Gruitt	SG	
	Wilf Hudson	WH	
	Sarah Watts	SW	
	Jane Warren	JW	
<b>In attendance</b>	Wendy Randle	WR	Director of Governance
	Kate Wills	KW	Group Deputy Principal, Curriculum and Quality (DP C&Q)
	Adrian Ford	AF	Group Deputy Principal, Group Operations (for item 12)
	Jamie Hanson	JH	Senior HE Study Programme Manager (for item 3)

		Action
<b>1</b>	<p><b>Welcome</b></p> <p>Apologies were received and accepted from John Evans and Ryan Thomas. Ian Tunbridge was not at the meeting; it was realised that the papers had not been sent to his personal email address.</p> <p>There were no further interests to declare than those previously disclosed on the register of interests.</p> <p>The Committee reflected on the leadership of the College’s HE provision; the Group Deputy Principal Curriculum and Quality is leaving, with a replacement starting in August 2023, the Head of HE remains absent from work and an Interim Head of HE (Jennie Jordan (JJ) has been appointed from within the College.</p> <p>Agenda items would be taken in a slightly different order.</p>	
<b>2</b>	<p><b>Minutes of the meeting held on 8 February 2023</b></p> <p><b>2.1</b> The minutes of the meeting held on 8 February 2023 were agreed to be a true and accurate record of the meeting.</p> <p><b>2.2 Matters arising</b></p> <p>The Committee reviewed the matters arising report circulated in advance of the meeting.</p> <p><b>Task and Finish group update:</b></p> <p>The Committee Chair, also the Chair of the task and finish group, provided an update on the recent meeting:</p> <ul style="list-style-type: none"> <li>▪ The College have recently agreed a HE Student Support policy.</li> <li>▪ Further development of HE staff’s understanding of their role in providing student support is required.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ There continues to be a focus on pre course information to provide students with clarity of expectations on when they join the College.</li> <li>▪ National reviews of case studies where students have not received suitable support have concluded that good communication and record keeping is vital. The Committee were keen to ensure consistent, effective use of Pro noting that HE staff may require a refresher in using Pro and that the current inconsistent use of the system to record interaction with students poses a risk and will therefore be added to the risk register.</li> <li>▪ The effective use of Pro can support complaint management.</li> <li>▪ In response to a Committee member question on the protection of students’ data, an overview of how the system works was shared; it was noted that students are aware of how information is shared securely within the College support framework.</li> <li>▪ A future review of a system of choice which could replace Pro for HE students could be considered.</li> <li>▪ A session on Pro will be offered to Board members.</li> </ul> <p>Further detail contained in the confidential minutes</p>	<p>KW KW</p> <p>PR/ WR</p>
<b>STRATEGY AND RISK</b>		
<p><b>3</b></p>	<p><b>Internal student progression; strategy and impact</b></p> <p>Jamie Hanson (JH), a Senior HE Study Programme Manager was invited to join the meeting to present on this agenda item. A copy of the presentation will be uploaded to Teams.</p> <p>The Committee considered the feedback from the recent internal HE progression sessions to include a comparison of internal and external applications and acceptance of places for 2022/23 and 2023/24 by campus and subject area. It was noted that attendance of FE staff at the events had been limited and will be further encouraged for the next events. Details of the newly launched Student Ambassador Scheme were shared.</p> <p>Following discussion, the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Further analysis of reasons why 40% of students were not interested in progressing into HE is required.</li> <li>▪ A Committee member emphasised the importance of FE programme managers attending the events.</li> <li>▪ The Committee were pleased to see the launch of the Student Ambassador Scheme; students will be paid for this role.</li> <li>▪ That JH attends the Committee in one year to provide an update.</li> <li>▪ The impact of the mandatory attendance of FE students at sessions; it was noted that attendance was significantly improved by making the sessions mandatory.</li> <li>▪ The College plan explore events to encourage parental involvement.</li> </ul>	<p>WR</p> <p>WR</p>
<p><b>5</b></p>	<p><b>He Strategy 2022 -2026</b></p> <p>The Committee received the action plan. A Committee member reflected that the HE Strategy has been in place for twelve months with progress impacted by staffing, noting that there were only a few boxes rag rated and that there had been a focus on recruitment and applications. The Committee requested increased detail in the plan to include the responsibility of actions aligned to the Executive Leadership Team (ELT) and increased progress against the strategy reported to the November 2023 meeting.</p> <p>In response to a Committee member question it was noted that no response had yet been received from OfS on the TEF submission. It was noted that further evidence might be required and would continue to be led by KW until their departure and supported by JJ beyond; the Committee requested clarity on the ELT member who will be responsible to provide a response to the TEF outcome once received.</p>	<p>KW/ JE</p> <p>KW/ JE</p>

	<p>A Committee member noted the risks within the HE provision to include the HE student number position in September and would like to see a focus on the student support offer.</p>	
6	<p><b>Succession planning of the Group Deputy Principal HE/ ELT roles and responsibilities</b> Detail contained in the confidential minutes</p>	
4	<p><b>HE related risks on the Risk Register and assurance required</b> The report was received by the Committee. The risks were reviewed and the following points noted:</p> <ul style="list-style-type: none"> <li>▪ OFS – the college await the TEF submission feedback. The DPCQ stated that the College should appeal an outcome lower than gold or silver.</li> <li>▪ Resource – there remains concerns around staff resourcing and value for money, specifically within the land based provision.</li> <li>▪ Student numbers – the immediate impact of HE student numbers on the budget was noted. It was reported that some provision has been continued with small numbers in order to maintain the College’s market share for the longer term e.g. surf science (which will be linked in to the Outdoor Educator programme which was coming on stream in 2024).</li> </ul> <p>In response to Committee member questions the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Given that the final contracts for the Newquay accommodation would only be finalised shortly, it had not been possible to make firm offers to students as yet. The full impact on student numbers might not therefore be felt until next academic year.</li> <li>▪ The College will explore mapping the HE strategy action plan with the risk register to support prioritisation.</li> <li>▪ There has been no conversation in the College regarding discontinuing FDAP awarding powers following the OfS review scheduled for March 2024. Currently, there is confidence that FDAPs will be confirmed permanently by OfS at that time.</li> </ul>	KW
<b>Operational Updates</b>		
6	<p><b>Balance Scorecard/ KPIs</b> <b>To include a data update: enrolments, attendance, retention, suspension and withdrawal, continuation, success and progression.</b> The Committee received the report circulated in advance of the meeting and noted the below with some detail contained in the confidential minutes:</p> <ul style="list-style-type: none"> <li>▪ Attendance is monitored at 82.5%, lower than desired. The College monitor attendance from a student welfare view.</li> <li>▪ Retention is poorer where HE is stopping i.e. Bicton.</li> <li>▪ There remain a number of students suspended from studies.</li> <li>▪ Applications for the counselling provision at Camborne continue to be strong.</li> <li>▪ Applications for the art provision at Camborne, specifically performing arts and digital gaming, are performing well.</li> </ul> <p>In response to Committee member questions the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ The College have assumed a drop in income from student numbers and part time provision.</li> <li>▪ The planned open days at the Eden and Newquay campuses, along with the College’s attendance at Gardeners World might impact on student numbers; it was noted that later applicants can be high risk.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Although historic data indicates the College do not usually benefit from clearing, early indications suggest activity might be higher this year due to changes in HE finances; a national campaign is in place.</li> <li>▪ Regarding declining numbers at the Eden campus, this could be due to possible market saturation. The provision might benefit from a more generalised, national marketing campaign to include employers.</li> <li>▪ HE numbers are growing as a result of the higher degree apprenticeships.</li> </ul> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> <li>▪ Consider a staff co-option on to the HE committee.</li> <li>▪ Further explore the scope to understand student voice.</li> <li>▪ Consider a focus on the higher degree apprenticeship provision for the November Committee meeting.</li> </ul>	PW KW PW/ KW
<b>11</b>	<p><b>Environmental Sustainability HE Committee KPIs</b></p> <p>It was understood that the Environmental Sustainability task and finish group had rescheduled their meeting and therefore the KPIs would be presented to the next Committee meeting.</p>	
<b>12</b>	<p><b>Fees 2024/25</b></p> <p>The Committee supported the proposal to maintain the existing fee structure as outlined in the paper, noting that the College offer a specialist provision which has been benchmarked nationally.</p> <p>The Committee considered and supported the proposal to increase the fees for the Masters programme at the Eden campus due to including the trip to Puerto Rico. In response to Committee member questions, it was understood that students would be able access financial loan support to meet the fee increase and that the College would not profit from either the Eden Master’s programme or the Golf programme.</p> <p>Following a Committee member suggestion, the College will explore providing the required resources, i.e. staffing, to support students in applying for financial support.</p> <p>The Committee agreed to recommend to Board the approval of the HE Fees 2024/25 policy, following further review by the Finance and Resources Committee on 21/06/2023.</p>	KW  PW
<b>7</b>	<p><b>Land Based Strategy progress update linked to curriculum</b></p> <p>The DPCQ reported that the revalidation of programmes has been completed for both Stoke and Bicton campuses; the reintroduction of vet nursing at degree level requires revalidation to move forward. The risks linked to estate and resources, to include accommodation, teaching and teaching resources, on the College’s ability to be competitive in the market were noted.</p> <p>Following a Committee member suggestion, the College will communicate the degree level vet nursing offer with vets and key stakeholders.</p>	KW
<b>9</b>	<p><b>Student Voice/ Beyond the Boardroom (BTB)</b></p>	
<b>9.1</b>	<p><b>Student Complaints</b></p> <p>Detail contained in the confidential minutes.</p>	KW
<b>9.2</b>	<p><b>BTB visits completed and potential for further visits</b></p>	

	<p>Following discussion Committee members agreed to attend the internal progression events and the open events where feasible and summer PCMs. The Committee were also encouraged to visit the Golf provision in both the UK and again when the students move to Portugal.</p>	ALL
<b>8</b>	<p><b>Summary of HEAB minutes</b>                  The last two sets of HEAB meeting minutes had been circulated in advance of the meeting, it was noted that the Committee Chair had attended both meetings and that key points had been considered during earlier agenda items. It was noted that the College need to ensure suitable resourcing to support completion of the NSS and SPQ.</p>	
<b>11</b>	<p><b>Impact of the HE Committee meeting</b>                  Reflecting on the meeting the Committee had considered sustainability of the HE provision and student welfare as part of Health and Safety.</p>	
<b>12</b>	<p><b>Communication between Committee/ Board</b>                  The HE Committee agreed the following points be raised with the governance team;</p> <ul style="list-style-type: none"> <li>▪ That the use of Pro be added to the Risk Register (Board and A&amp;R Committee)</li> <li>▪ That the Committee have requested a risk assessment of the proposed accommodation for Newquay. (Board and A&amp;R Committee)</li> <li>▪ Recommendation to Board the approval of the HE Fees policy 2024/25, following review by the F&amp;R Committee. (Board and F&amp;R Committee)</li> </ul>	
	<p><b>AOB</b>                  The Committee Chair thanked the Student Governor for their contribution to the meeting and to Board meetings during their tenure, noting this would be their last Committee meeting prior to the end of their term of office, reflecting on the importance of the Student Governor voice for the governance of the College.</p> <p>On behalf of the Committee, the Chair thanked Kate Wills for the significant contribution she had made to the development of HE at the College, and her input to the work of the Committee, and wished her well in her new role.</p>	
<b>13</b>	<p><b>Dates of next meeting</b>                  Special HE Committee meeting TBA                  23/11/2023, 10am                  08/02/2023, 10am                  13/06/2023, 10am</p>	