



**Draft Minutes of the Higher Education Committee meeting
held on 23 November 2023 at St Austell and on MS Teams**

Committee members	Pat Wilde	PW	Committee Chair
	Wilf Hudson	WH	
	Nik Ramsay	NRT	
	Trease		
	Ian Tunbridge	IT	Joined at item 4
	Sarah Watts	SW	
	John Evans	JE	
In attendance	Kate Wills	KW	Deputy Principal for Growth
	Jennie Jordan	JJ	HE Coordinator
	Mark Wardle	MW	Group Deputy Principal, Curriculum and Quality (DP C&Q)
	Tian Bersey	TB	Clerk to the Governors

		Action
1	<p>Welcome</p> <p>Apologies were received and accepted from Lee Charnock.</p> <p>The Chair noted the need to search for a new, additional co-opted member. The search will start in the new year. A replacement for Jane Warren, who has now left the Board, is also required.</p> <p>The Committee confirmed no further or additional interests to those already declared.</p>	
2	<p>Minutes of the meeting held on 14 June 2023</p> <p>2.1 The minutes of the meeting held on 14 June 2023 were agreed to be a true and accurate record of the meeting.</p> <p>2.2 Matters arising The Committee reviewed the matters arising report circulated in advance of the meeting. The Committee agreed it was a good summation of the current situation.</p> <p>Action: The Chair and the Clerk will review all matters before the next meeting.</p>	PW/ TB
STRATEGY AND RISK		
3	<p>HE related risks on the Risk Register and assurance needed</p> <p>The Committee reviewed the risk register.</p>	

	<p>A governor asked for an update regarding availability of student accommodation. It was confirmed that the pinch point had been resolved through a proactive new member of staff, reviewing previous lists and securing smaller-scale accommodation than had originally been envisaged. Securing larger accommodation remains on the agenda.</p> <p>A governor asked how international student admissions will be taken forward now that Tier 4 Home Office Sponsor Status had been achieved. Plymouth University will coach the team in creating the infrastructure and process needed to support international student applications. The role of Director of HE and International Student Recruitment is currently being advertised and other new staff have skills sets to add. Recruitment of international students will be focused on Eden and Newquay and whilst numbers will not be high the income will be positive.</p>	
<p>4</p>	<p>HE Strategy 2021 -2026</p> <ul style="list-style-type: none"> ▪ Progress against action plan <p>The Committee were briefed on the following progress against the action plan:</p> <ul style="list-style-type: none"> • Response to the student induction survey and guidance given to students on the National Student Survey and Student Perception Questionnaire process, highlighting that issues can be more efficiently resolved if highlighted internally. • Review of what courses are run, where and why and building the HE curriculum around the Group’s niche and focus. The link with level 3 is not strong in land-based courses and may need a re-think in the longer term. Action: It was agreed that this should be a session at the Board Strategy Day. • Application for indefinite Foundation Degree Awarding Powers (FDAP) and Bachelor Degree Awarding Powers (BDAP). Indications are that the application will be desk assessed. The outcome will be known by Easter. Mitigations are in place in case the application is unsuccessful. A governor asked if BDAP would require a different way or working. Processes will mirror those of our partners. More curriculum level HE administration capacity will be needed to support compliance and quality. <p>Action: The Chair highlighted the need for the Committee to know what is happening and what has changed in implementing the HE Strategy and asked for a written report to update the Committee on all actions in February 2024.</p> <p>Action: TB will send NRT a copy of the 10-year Curriculum Plan and Financial Plan.</p>	<p>PW</p> <p>KW</p> <p>TB</p>
<p>5</p>	<p>Operating Statement – strategic aims linked to HE focus areas</p> <p>The Committee noted the update on the Operating Statement.</p> <p>The Committee noted that a whole suite of Employer Advisory Boards were coming up across the Campuses in the next few weeks and will discuss the technical, professional and softs skills needed from the future work force. 57 employers are completing learning walks to review the relevancy of curriculum content.</p>	
<p>Operational Updates</p>		
<p>6</p>	<p>Balance Scorecard/ KPIs</p> <p>To include a data update: enrolments and impact on finances, attendance, retention, suspension and withdrawal, continuation, success and progression.</p>	

	<p>The Committee noted improved attendance and retention figures and the work being done to support this including:</p> <ul style="list-style-type: none"> • More staff are available at Open Days to answer questions. • All HE students are interviewed at least once during the recruitment process to assess suitability and capability. • The Learning Support team are ensuring that support for students with additional learning needs is in place earlier and before Christmas. • Bursaries have been reshaped to widen support and increase the number of bursaries available in response to increasing financial pressure on students.. <p>A governor asked which sites and courses recruited well. Newquay increased numbers following focused marketing including a huge presence on LinkedIn. Animal behaviour and marine based courses were most popular. The governors explored the data further through the Power BI app.</p> <p>The governors also discussed:</p> <ul style="list-style-type: none"> • the niche HE courses that were not obtainable elsewhere • particular student interest in ‘saving the planet’ • specialism overrides the trend of seeking opportunities within a 40 mile radius of home • the popularity of counselling courses and Eden’s online Masters programme • success in building reputation for example students being invited to exhibit at Hampton Court Flower Festival • cementing other professional links <p>A governor raised the recent publication by the House of Lords’ Horticultural Sector Committee of a report indicating that the future of the horticultural sector looks bleak and suggesting that Lord Redesdale, the Chair of the Committee, is invited to the College to discuss the report further.</p>	
<p>7</p>	<p>Student Voice/ Beyond the Boardroom (BTB)</p> <ul style="list-style-type: none"> ▪ Student Complaints, to include a focus on complaints received from the Eden campus <p>The Committee reviewed the Update with regards to the high level of complaints at the Eden University Centre.</p> <p>The Committee were confident that each complaint had been appropriately dealt with, recognised the changes that had been implemented and now considers the item closed.</p> <ul style="list-style-type: none"> ▪ BTB visits completed and potential for further visits <p>No BTB visits are planned for this term. The Chair encouraged members to plan visits which had proved useful.</p> <p>Action: Committee members should contact TB and PW if there are any areas they would like to explore further or visit.</p> <p>IT offered support in developing an international strategy when appropriate. NRT offered support to the IT strategy, data collection/analysis and AI and will follow up with MW.</p> <ul style="list-style-type: none"> ▪ Autumn PCMS <p>The dates for HE have yet to be shared.</p>	<p>ALL</p>

8	<p>HEAB minutes The Committee noted the minutes from the HE Academic Board on 9th October 2023.</p>	
Compliance, Policy & Governance		
9	<p>Environmental Sustainability HE Committee KPIs The Committee noted that the work on developing KPIs has been paused.</p>	
10	<p>Office for Students</p> <ul style="list-style-type: none"> ▪ TEF outcome The Committee congratulated the team on being awarded a silver rating by the TEF (Teaching Excellence Framework) panel. <p>The Committee thanked all those involved for the work put into presenting the case. The Committee welcomed improving data, emphasised the need to keep a record of successful initiatives which would support future submissions and highlighted the important role that the HE Academic Board has in supporting the case. Maintaining (and, hopefully, improving) the College’s TEF performance will require input and support from across the whole College HE community – it must not be viewed as the responsibility of a small group.</p> <ul style="list-style-type: none"> ▪ FDAP revalidation This item was covered in item 4. 	
11	<p>Impact of the HE Committee meeting</p> <ul style="list-style-type: none"> ▪ Safeguarding ▪ Sustainability ▪ EDI ▪ Health and Safety <p>The Chair reported that she will ask the Search and Governance Committee to review the need for this standing agenda item.</p>	
12	<p>Communication between Committee/ Board The Committee agreed the following points be shared with the Board:</p> <ul style="list-style-type: none"> • Endorsement of the curriculum strategy • A copy of the TEF report 	
13	<p>Dates of next meeting 08/02/2024, 10am (Note: desire to move to 07/02 to run alongside C&Q Committee meeting.) 13/06/2024, 10am</p>	