

Minutes of the meeting of the Quality Committee held on **16 November 2017**.

Present: Professor Mike Bramhall (Chair), Kate Fleming and Jill Westerman (Principal).

In attendance: Lyndsay Cooper - Academic Director HE, Alison Longden (Teacher Education Team) and the Clerk to the Governors.

Apologies: Colin Forrest and Professor Tim Thornton.

Q17/26 **DECLARATIONS OF INTEREST**

None.

Q17/27 **MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 4 July 2017 were approved (a copy is filed in the Minute Book).

Q17/28 **HIGHER EDUCATION QUALITY REPORT**
(A copy of Document 5i is filed in the minute book)

The committee considered the **higher education quality report** which included:

- QAA Action Plan Progress Report
- HE Annual Report 2016/17
- HE Performance Dashboard 2016/17
- Student Panel Minutes – April 2017

Q17/29 The committee explored the **QAA action plan progress report** in detail and noted that:

- The majority of the actions had been completed;
- The outstanding actions mainly related to the digital strategy which was currently being developed.

Q17/30 The committee explored the issues which had arisen with regards to HEA accreditation and agreed to explore whether Prof Bramhall could potentially provide support in terms of references in his capacity as a principal fellow of the HEA.

Q17/31 The committee agreed that overall good progress had been made.

Q17/32 The committee explored the **HE Annual Report 2016/17 and HE Performance Dashboard 2016/17** in detail, plus a further report which provided additional detail which was tabled at the meeting, and noted that:

- The recruitment target had been achieved;
- Retention had broadly been good, though there were some areas that had been problematic;
- Outcomes had been very good for the Cert Ed/PGCE and good for the BA;
- There had been some really excellent case studies for students during the year and the college was exploring how these could be better captured and utilised in the future;
- Performance had reduced in relation to achievement rates in comparison with previous years and this reflected a number of staffing issues which had arisen during the year;
- BME participation was low at 9.5%, the committee explored this in detail noting that it was difficult to draw any conclusions purely from the data as the numbers were statistically insignificant, but noted that the college was ensuring that appropriate support was in place for 2017/18;
- Student satisfaction was good.

Q17/33 The committee explored student satisfaction data in detail and noted the developments planned in relation to the collection of data in 2017/18, the further development of the personal tutor approach to address any issues regarding the provision of advice to students and that some satisfaction data

had already been collected for 2017/18 and no significant issues had been identified.

Q17/34 The committee considered and supported the proposed areas for improvement for 2017/18, but agreed that the provision of a discreet programme for BME students previously discussed should also be included in the priorities.

Q17/35 The committee explored the grades which had been proposed in detail and:

- Agreed that the 81% achievement rate and some of the retention issues outlined raised questions in relation to the awarding of grade 1 for outcomes for learners;
- Noted that although the college's outcomes remained at the consortium benchmark this further supported a challenge to the outstanding grade proposed;
- Acknowledged that issues relating to leadership and management during the year had been rightly reflected in the proposed grade 2 for leadership and management, but explored whether in reality improvement was required;
- Explored the preparedness of students for the level of learning they were embarking on and whether this was an issue for the college, it was reported that significant work had been undertaken for 2017/18 recruitment to ensure that students were at the appropriate level and secured an appropriate level of teaching hours, but that this was likely to have impacted on recruitment levels;
- Explored the challenges arising from delivering the qualifications to individuals teaching in a community setting and the excellent work the college did to develop an environment of mutual peer support.

Q17/36 The committee agreed that the grades for the report should be amended to:

- Leadership and Management – Grade 3
- Outcomes – Grade 2
- Teaching and Learning – Grade 2
- Overall Effectiveness – Grade 2
- Personal Development – Grade 2

Q17/37 The committee explored the action plan included in the annual report and noted that a number of areas were noted as 'not started'. The committee were assured that this was a technical reporting issue and provided evidence that action was underway in all areas.

Resolved:

- i **That the college explore whether Prof Bramhall could potentially provide support in relation to HEA accreditation in terms of references in his capacity as a principal fellow.**
- ii **That the grades for the HE annual report 2016/17 be amended to:**
 - **Leadership and Management – Grade 3**
 - **Outcomes – Grade 2**
 - **Teaching and Learning – Grade 2**
 - **Overall Effectiveness – Grade 2**
 - **Personal development – Grade 2**
- iii **That the provision of a discreet programme for BME students previously discussed be included in the priorities for 2017/18.**

Q17/38 **HEFCE – ANNUAL PROVIDER REVIEW 2016/17 AND QUALITY ASSESSMENT RETURN GOVERNORS ASSURANCE STATEMENT 2017**
(A copy of Document 6i is filed in the minute book)

The committee considered the HEFCE Quality Assessment Return – Governor Assurance Statement 2016/17, the approval of the signing of which had been delegated to it by the Board of Governors in order to meet the HEFCE deadline of 1 December 2017.

Q17/39 The committee agreed that significant improvements had been made in relation to ensuring that the

academic governance of higher education was robust and that there was now a clear audit trail for monitoring and oversight of it at the highest level.

Q17/40 The committee agreed that following its careful scrutiny of the HE data provided they were able to provide assurance to HEFCE on behalf of the Board of Governors that:

- The governing body had received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes;
- That this included evidence from the college's own periodic review processes, which fully involved students and included embedded external peer or professional review;
- The methodologies used as a basis to improve the student academic experience and student outcomes were, to the best of their knowledge, robust and appropriate;
- The standards of awards for which we are responsible have been appropriately maintained.

Resolved: i **That the HEFCE Quality Assessment Return – Governor Assurance Statement for 2016/17 be signed on behalf of the Board of Governors and submitted to HEFCE.**

Q17/41 **DATE OF THE NEXT MEETING**

The next meeting of the Quality Committee will take place on **14 December 2017 at 9.30am.**

Signed	
Position	Chair of Quality Committee
Date	