

MEETING OF THE HE COMMITTEE

TIME/DATE 9.00am 24th June 2021

VENUE Remote by Microsoft Teams due to the Coronavirus pandemic

Present

Name

Dr. D Balsamo (Chair)

Mrs. E. Brocklehurst

Mr. B. Bennett-Stanley

Mr. J. Heritage

Mr. N Shore

Ms Z Desai

In attendance:

Mr. M. Doyle, Deputy Principal

Mrs. S. Dickinson, HE Quality Manager

Mrs. L Lloyd-Williams Governance Director

Mrs. J Hayes _ Director of Adult & HE provision

Mrs. Callaghan Director for Marketing, Commercial & Customer Relations

Italics denotes absence

DRAFT MINUTES

The meeting opened at 09.03 and was quorate.	
1.	DECLARATIONS OF INTEREST There were no declarations of interest.
2.	APOLOGIES Apologies were received and accepted from Mr Bennett-Stanley. It was noted that Ms Desai and Mr Shore would be joining the meeting late.
3.	NOTIFICATION OF URGENT BUSINESS There was no urgent business.
4.	MINUTES OF THE MEETING ON THE 11th March 2021 FOR APPROVAL The minutes were approved as a true and correct record of the meeting on the 11 th March.
5.	MATTERS ARISING The Governance Director advised that all matters were completed.
6.	SAFEGUARDING & PREVENT Termly report (new HE incidents only) It was noted that there had been no incidents involving HE students.

<p>7.</p>	<p>HE PROVISION – Quality Report</p> <p>Achievement forecasting</p> <p>The committee were advised that in summary the college was expecting to see increases against all KPIs and in some case as much as 10%. The committee were advised that the program monitoring had been able to focus in support and were informed that there were a small number of courses that would require additional monitoring going into the next academic year.</p> <p>Governors advised it would be useful to include in the tables the number of students.</p> <p>Action: Director of Adult & HE provision</p> <p>Governors also asked whether the college was withdrawing the criminal justice course and were advised that the college was suspending new starts for a year.</p> <p>Periodic review (UCLan) outcomes</p> <p>The committee were informed that the college was fully validated for the courses in the papers and that there were only two recommendations:</p> <p>Physical resources being kept under review- the committee were advised this was kept under review in curriculum planning.</p> <p>The formation of a student’s union which was being worked upon.</p> <p>The committee noted there were 23 areas where commendations had been made and 1 area of innovative practice.</p>
<p>8.</p>	<p>HE STUDENT VOICE REPORT</p> <p>The HE Quality Manager spoke to her report and it was noted there were a number of areas with high satisfaction levels. Governors were informed that students had found the use of teams extremely beneficial partly because of the flexibility it had offered them. The committee were advised that it had been suggested that the model be continued and advised this was something the college was looking at.</p> <p>HE students had also commented very positively on the responsiveness of academic staff. They had also appreciated the increase in guest speaker activity. The committee were also advised there were 6 areas for improvement and were taken through these and advised that these were being actioned. The committee were also informed that the college for the first year had student representatives on various HE committee which had been very beneficial.</p> <p>Governors asked about resources and where the committee would get a chance to review this. The HE Quality Manager advised she could provide an update at the next meeting in the new academic year.</p> <p>Action: HE Quality Manager</p> <p>The committee chair advised that there had been discussion with the Deputy Principal and the Governance Director regarding strengthening the student voice by inviting a</p>

	<p>couple of HE student reps to attend the meetings in order that Governors could hear first-hand from them.</p> <p>Action HE team to implement for next academic year.</p>
9.	<p>RECRUITMENT/ADMISSIONS UPDATE</p> <p>[REDACTED] he committee were advised that there were a couple of courses that were currently of concern but hopefully the position would improve. The committee were also informed that retention had been very good this year.</p> <p>Governors referenced the budget consideration the previous day and asked how many year 3 students had dropped out and what the difference was between year 1s coming in and year 3 students dropping out. The Director of Marketing advised she would look at the figures and report this through to Governors.</p> <p>Action: Director of Marketing</p> <p>The committee were also advised that the HE offer had shrunk over the last few years and that competition was fierce coupled with a decreased demographic. It was explained the college tends to attract more mature students.</p> <p>The committee were also informed that whilst not yet ready for presentation to committee there were a number of courses in the pipeline.</p>
10.	<p>ACCESS AND WIDENING PARTICIPATION PLAN update report (APP)</p> <p>The Director of Adult & HE provision advised that there had been no substantive changes to either the APP or the action plan. It was noted that there had been a positive move with the gap between male and female retention narrowing.</p>
11.	<p>HE COMPLIANCE Summary update report</p> <p>The HE Quality Manager spoke to her report which contained an overview of activity since the last report. The committee were advised that in relation to the APP there was one outstanding action regarding requirement of initial notification of registration to do with capturing information about care leavers, refugees, traveling families etc. This review activity would be taken forward and the committee were advised of the deadlines for submission.</p> <p>The committee were also informed the college was in the process of working on the OfS audit of the ILR return, which the committee would be updated on at the next meeting.</p>
12.	<p>OFFICE OF THE INDEPENDENT ADJUDICATOR</p> <p>The committee were informed that although there had been a couple of complaints these were all resolved so there was nothing to report for the year in question.</p>

13.	<p>POLICIES</p> <ul style="list-style-type: none"> • HE Student Engagement Policy • HE Withdrawal Policy <p>The meeting being inquorate the Governance Director advised the committee on the process for obtaining approval of the policies by the Governing Board without committee being able to make a recommendation.</p>
14.	GOVERNANCE
14.1	<p>Committee Performance review</p> <p>The committee discussed this and as had been suggested in other committees it was agreed that a grading would not be made. The Governance Director advised that the main concern for her was any areas of development which would be incorporated into the Governance Quality Improvement Plan. The committee discussed the need for the committee to have an impact and it was suggested that college members be invited to give their view. The Governance Director advised that she felt this was good practice and it was agreed that this would be incorporated into the Governance QIP.</p> <p>Action: Governance Director.</p> <p>10.10 Mr Shore joined the meeting.</p> <p>Thanks were expressed to Mrs Brocklehurst for her long-standing service to the college and the Board.</p> <p>It was agreed that the schedule of business and terms of reference would be sent to missing governors for comment together with the two policies.</p>
14.2	Schedule of business 2021/22
14.3	Review of Terms of reference
14	<p>URGENT BUSINESS</p> <p>There was no urgent business.</p>
15	<p>Date of next meeting <i>TBC</i></p>
	The meeting ended at 10.13.