



**MINUTES OF THE HE ACADEMIC BOARD MEETING HELD ON 18 NOVEMBER
2020 AT 1.00 PM HELD REMOTELY VIA SKYPE**

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MINUTES OF THE HE ACADEMIC BOARD MEETING HELD ON 18 NOVEMBER 2020 AT 1.00 PM HELD REMOTELY VIA SKYPE

Present: Phil Dover (Chair), Amy Alexander, Jane McNeil, Gabriel Van Ingen

In attendance: Jenny Brandham, Amanda Jogela, Kate Martin, Rose Matthews (Clerk),

		Action	Date
01/20-21	APOLOGIES FOR ABSENCE		
	Apologies for absence were received from Mandie Stravino, Heather Simcox, Richard Eaton and April Hayhurst.		
02/19-20	DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM		
	All members were eligible and the meeting was confirmed to be quorate. There were no declarations.		
03/20-21	MINUTES OF THE MEETING HELD ON 4 MAY 2020		
	The minutes of the meeting held on 4 May 2020 were approved as a true and accurate record.		
04/20-21	MATTERS ARISING		
06/19-20	The meeting cycle dates had been aligned to the quality cycle and OFS deadlines.		
22/19-20	The OFS had been consulted and confirmed the change was not a reportable event. The Corporation had approved at its meeting on 18 May 2020.		
23/19-20	The Terms of Reference were approved by the Corporation at its meeting on 18 May 2020.		
24/19-20	The Director of HE had revised the Academic Performance Report.		
25/19-20	The 2018-19 SED was approved by the Corporation on 18 May 2020.		
05/20-21	TERMS OF REFERENCE REVIEW		
	No changes were made to the Terms of Reference, which had been reviewed in May as part of the HE governance review.		

06/20-21 ACADEMIC PERFORMANCE REPORT

The Director of HE provided an update on headline academic performance.

Performance was shared, with enrolments up against the previous year.

Overall, HE attendance within curriculum area was at 92.4%.

Activity towards the Access and Participation Plan (APP) was discussed. A Widening Participation Committee had been introduced which monitored the APP targets.

All courses had been targeted to improve diversity and this was monitored through the Course Performance Monitoring.

HE bursary applications for 2021-21 closed in November with 89 applications, 76 awards would be made.

There had been positive discussions in relation to teaching learning and enhancement with walk throughs designed proportionately for HE staff. The HELAP programme for 2021 had been launched which set out the expectations of staff and focussed on the student transition.

The tutorial approach had been standardised, with Academic Coaches providing online and in person support. All student services for HE students had been moved to the 360 Hub.

Staff attendance at training events was being monitored. The Scholarship Policy had been updated and circulated to drive scholarly activity, with some budgetary allowance allocated. All HE programmes now had more than one HE teacher.

The current risks were shared, which in the main related to the impact of Covid-19. There was a desire to have as much face to face teaching as possible, compared with moving all provision online. With local changes, week by week students were notified as required.

The OU provision was being closely monitored. One team were new to HE and one new to the Foundation Degree. It was noted there had been challenges in finding/appointing external examiners.

Members questioned the Business and Digital attendance which had slow engagement in some processes.

Monitoring expectations had been reduced due to Covid-19, 20-21 was likely to see a return to pre-Covid expectations.

The HE Student Governor was now engaged in the meeting process.

Action

Date

	Action	Date
<p>The first round of PCMs had commenced, occurring mostly on online.</p>		
<p>The internal post induction survey had commenced with early indication showing improved responses. All areas had maintained improvement from the previous year with 'induction was clear' dropping 1% point from 100% to 99%. Positive responses were received in relation to a specific question around Covid-19.</p>		
<p>Focus groups were being arranged for the year with questions around Covid-19 to test understanding and knowledge.</p>		
<p>Jane McNeil noted the work being undertaken and asked the Director of HE what she felt the focus should be.</p>		
<p>The Director of HE said she had tried to map the headlines against the expectations of QAA. Some different monitoring techniques were being introduced and it would be oversight of the risk and looking at the value.</p>		
<p>The Chair questioned the OU examiners and how they were recruited. The Director of HE explained personal networks were used initially, then a wider call out through LinkedIn and network to network.</p>		
<p>The Director of Curriculum Performance explained the Group were engaging with employers, particularly in light of the Covid-19 situation to discuss their view on the offer moving forward.</p>		
<p>07-20-21 ENHANCEMENT PLAN PROGRESS</p>		
<p>An update on the Enhancement Plan was provided. To date 46 of the total 70 actions from the 2018-19 SED had been closed, with those remaining carried over to 2019-20.</p>		
<p>An overview of the actions was provided for members.</p>		
<p>Jane McNeil questioned the actions that were being carried over, if they were difficult to achieve. It was noted some of the landbased courses required a work placement element, which had been difficult due to the specialist nature. It was noted a different approach was being undertaken moving forward.</p>		
<p>08/20-21 KEY PERFORMANCE INDICATORS</p>		
<p>The Key Performance Indicators (KPIs) for higher education were shared to drive strategic improvements within the HE provision.</p>		
<p>The KPIs supported and promote attention towards the student experience and excellent learning opportunity.</p>		

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<p>2.1, 2.3 and 2.4 were driven from NSS feedback. The Group knew the internal performance was better than the NSS performance, but could not compare like for like at the present time.</p> <p>These had strong links to governance, and the teaching and learning plan.</p>		
<p>09/20-21 ACADEMIC RISK REGISTER</p>		
<p>The HE Academic Risk Register was shared with Committee Members and 'high' priority risks identified as detailed in the report and discussed in the meeting.</p>		
<p>It was noted this would also be reviewed moving forward at the Audit Committee.</p>		
<p>The most recent update related to the relationship with Rolls-Royce, which in the main was around the communication and online learning.</p>		
<p>Jane McNeil questioned why some of the mitigating actions were still flagged red. The Director of HE clarified they were the risks that could only be judged and evaluated from an external perspective. All were in progress, but the only way to determine if they were effective was when they were tested.</p>		
<p>Jane asked which ones apart from those that formed the Access and Participation Plan, were high. The Director of HE explained Risk No. 12, compliance against the QAA framework – the Group had not yet been through a QAR/QSR. There had only been one QSR published which was based on one course. Publications from other FE colleges had not been seen.</p>		
<p>10/20-21 FINANCIAL PERFORMANCE</p>		
<p>The CFO had sent his apologies and as such this item was deferred to the next meeting.</p>		
<p>11/20-21 EXTERNAL POLICY IMPACT</p>		
<p>The Director of HE provided an overview of the key policy drivers.</p>		
<p>These included the OfS four tier system, NSS review, digital poverty, monitoring expectations and APP guidance. Sharing the impact of each with Committee members.</p>		
<p>The HESA graduate outcomes exercise was discussed and the challenges around targeting students and tracking since leaving the College.</p>		
<p>Further discussions related to the update that Ofsted would be the inspectorate for Level 4, 5, 6 and higher degree</p>		

	Action	Date
<p>apprenticeships. Which was more relevant now with the Rolls-Royce contract.</p>		
<p>12/20-21 HE CODE OF GOOD GOVERNANCE</p>		
<p>The Clerk had produced a summary of the recently updated HE Code of Good Governance.</p>		
<p>This had already been to the Search and Governance Committee and members noted the Board had already adopted the FE Code.</p>		
<p>The Committee discussed the compliance against the code, noting they were not mandated to comply.</p>		
<p>The Director of HE said she had considered an Ethics Committee but at this point in time it would add little value.</p>		
<p>The Clerk also referred to an external review of governance. It was noted an FE review had taken place earlier in the year. Jane McNeil noted the governance structure had only just been revised and suggested waiting to see if the current approach was effective. She also suggested it may be more appropriate for a peer review of governance with another college, rather than commissioning a HE governance review given the size of our provision.</p>		
<p>13-20-21 POLICY APPROVALS</p>		
<p>Committee members had reviewed and approved the Higher Education Academic Appeals Policy and Procedure and the Higher Education Assessment and Feedback Policy and Procedure.</p>		
<p>They recommended the Higher Education Academic Misconduct Policy to the Corporation for approval.</p>	Chair	14/12/20

The meeting finished at 3.00 pm

Signed: _____ Date: _____