

**MINUTES OF THE HE ACADEMIC BOARD MEETING HELD ON 15 MARCH 2023
AT 3.30 PM HELD IN THE BOARD ROOM T108, THE ROUNDHOUSE AND
REMOTELY VIA MS TEAMS**

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MINUTES OF THE HE ACADEMIC BOARD MEETING HELD ON 15 MARCH 2023 AT 3.30 PM HELD REMOTELY VIA MS TEAMS

Present: Phil Dover (Chair), Chrissy Draper, Jane McNeil, Mandie Stravino

In attendance: Roberta Hall, Melanie Lanser, Kate Martin, Heather Simcox,
Rose Matthews (Clerk)

		Action	Date
11/22-23	APOLOGIES FOR ABSENCE		
	Apologies for absence were received from James Tinson.		
12/22-23	DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM		
	All members were eligible and the meeting was confirmed to be quorate. There were no new declarations.		
13/22-23	MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2022		
	The minutes of the meeting held on 24 November 2022 were approved as a true and accurate record.		
14/22-23	MATTERS ARISING		
06/22-23	The Terms of Reference were approved by the Corporation at its meeting on 12 December 2022.		
07/22-23	Actions relating to the QIP and Self-Assessment had been completed. The HE Self-Assessment and Quality Improvement Plan had been approved by the Corporation at its meeting on 12 December 2022.		
15/22-23	TEF APPLICATION/TIMELINE		
	The Deputy Principal provided an overview of the TEF Application timeline. The College were likely to receive a response by the end of July 2023.		
	The Chair questioned if the College had any indication of what the grade might be.		
	The data was supplied by the OFS. The College were well above the benchmark in all areas except one – which related to resources. The College described what action had been taken since and this was included in the submission.		
	One Member commented it was a useful document for the Board and suggested this be shared for the Board to reflect on once the assessment was over.	KM	21/06

	Action	Date
<p>16/22-23 NEW CURRICULUM UPDATE</p> <p>The Deputy Principal explained as part of the Curriculum Business Planning process the curriculum teams identified new curriculum. Those identified were HTQ in Digital and Health and Science. There had been quite a lot of interest from one of the College's HE partners to develop and there was enough volume to make it worthwhile.</p>		
<p>17/22-23 QUALITY IMPROVEMENT PLAN REVIEW</p> <p>The Head of HE shared the HE Improvement Plan progress.</p> <p>The Improvement Plan evidenced 22 key actions from four improvement priorities which were outlined in the report.</p> <p>The main priority from October 2022 to January 2023 was the TEF and the deadline for uploading was met.</p> <p>Due to work on the TEF not as much progress had been made on the Improvement Plan.</p> <p>Courses had been reviewed to include recruitment and continuation for Semester 2 – with continuation around 97%. Year 2 continuation was positive at the end of the academic year.</p> <p>Mentoring has made progress and has been happening informally. It will be formalized to take forward reaching part-time students.</p> <p>Careers input for curriculum areas will take place in the latter part of Semester 2 with some direct input for careers.</p> <p>The NSS participation process was at 42% which is the same compared with last year, still with several weeks left to complete. Regular reminders are being sent to raise awareness.</p> <p>The HE internal quality survey had closed the week prior and was awaiting analysis.</p> <p>Programme committee meetings were minuted and attended by student reps for each curriculum areas. This was a good route to collect student voice. To date there had been no official complaints.</p> <p>Employer voice would be a focus moving forward to the new academic year.</p> <p>Members were pleased to hear about the learning walks and professional discussions. They questioned if there was any evidence those discussions were having an impact.</p> <p>It was noted most of the teaching observations had been completed and these identified some key themes, such as contextualization, linking the content to employability and the team were looking at how they could improve those areas – embedding teaching and learning enhancement into the programme.</p>		

		Action	Date
	<p>In terms of impact, peer observation was a key area to encourage teachers to look at each other's practice and going into industry informally guides this.</p> <p>Continuation was strong and the HE community stable. Further work was being undertaken on aspirational grades and those conversations occurred through the course monitoring process.</p> <p>One Member asked in terms of the key themes from the learning walks and asked how HETLEP would be picked up. They asked if those themes were static across the years or had they changed or shifted.</p> <p>The Head of HE explained the key ones are across the board, teachers thinking outside the box and taking learning points. They apply things to every day teaching within the context and it was embedding and developing that skills for all.</p>		
18/22-23	HE DATA DASHBOARD REPORT <p>The Deputy Principal presented the HE Data Dashboard, with attendance sitting at 91% and retention at 92%. She pointed out this was currently measured in the FE methodology and the OFS methodology of retention was being developed.</p> <p>The Chair questioned the difference between continuation and retention. It was explained retention indicated if they were with the College, continuation was if they were anywhere in the system after the census point.</p> <p>The Deputy Principal pointed out there had been a decline in some small cohorts and those stronger areas where students stayed with the College and progressed were discussed – such as adult social care, professional construction and engineering.</p> <p>Withdrawals were discussed and it was explained the College knew the students and why they had withdrawn. The viability of some provision was discussed.</p>		
19/22-23	HE RISK REGISTER <p>The Head of HE shared the risk register which had been regularly reviewed.</p> <p>A number of the risks related to the APP compliance and at present there was one red risk which related to staff recruitment challenges.</p>		
20/22-23	STUDENT VOICE <p>The Vice Principal – Quality of Education provided a student voice update which followed a settling in survey carried out in March.</p> <p>The response rate was good at well over 50%. The questions focussed around enrolment and induction.</p>		

	Action	Date
<p>Overall satisfaction was over 93%, which was high, but a decline from the previous year.</p> <p>The reasons for the decline were discussed and mainly related to the experience of a small number of apprentices from Professional Construction and Engineering. There were gaps in overall satisfaction from the DANCOP ward students which were reviewed.</p> <p>The HE survey had just closed and the results from this would be shared at the next meeting.</p> <p>Members asked if there was triangulation of surveys with feedback form the student reps. The Deputy Principal explained the student reps had good representation and articulate more information.</p> <p>CD the Staff representative explained she sat in most of the committees and the staff responded well to the students and took on the feedback in terms of what could be improved. A student rep team page had been created to engage students and collect more student voice.</p>		
<p>21/22-23 OFS COMPLIANCE</p> <p>The Clerk had confirmed with the Director of Regulation the College were fully compliant with the OFS Conditions of Registration.</p> <p>The TEF had been completed, the HESES return had been submitted within the deadline and there were no specific deadlines due for the OFS for some time.</p>		

The meeting finished at 4.30 pm