

**MINUTES OF THE HE ACADEMIC BOARD MEETING HELD ON 17 NOVEMBER 2021
AT 1.00 PM HELD REMOTELY VIA MS TEAMS**

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MINUTES OF THE HE ACADEMIC BOARD MEETING HELD ON 17 NOVEMBER 2021 AT 1.00 PM HELD REMOTELY VIA MS TEAMS

Present: Phil Dover (Chair), Jane McNeil, Gabriel Van Ingen, Mandie Stravino

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

		Action	Date
01/21-22	APOLOGIES FOR ABSENCE		
	Apologies for absence were received from Autumn Attenborough.		
02/21-22	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.		
03/21-22	MINUTES OF THE MEETING HELD ON 4 MARCH 2021		
	The minutes of the meeting held on 4 March 2021 were approved as a true and accurate record.		
04/21-22	MATTERS ARISING		
31/20-21	The HE structure had been discussed an the Interim Head of HE and the OFS Compliance and Policy Officer invited to the meeting.		
32/20-21	The Corporation accepted the OFS's decision with regard to the APP.		
05/21-22	TERMS OF REFERENCE REVIEW		
	The annual review of the Terms of Reference had been undertaken, with minor changes made to reflect the changes in designation and attendees.		
	Two further changes related to removing the requirement to have an Access and Participation Statement. As an approved (fee cap) provider intending to charge fees above the basic amount under OFS A1 DCG must have an Access and Participation Plan (which it does). A statement is required for providers charging fees up to the basic amount and as such was not required.		
	The section on staff development had been re-worded.		
	RECOMMEND: The Academic Board recommended the Terms of Reference for adoption by the Corporation.		

	Action	Date
<p>06/21-22 HE PERFORMANCE, INCLUDING HE SED AND HE DASHBOARD.</p> <p>The Director of Teaching and Learning Improvement joined the meeting to present a synopsis of the HE SED.</p> <p>The presentation summarised the compliance against the ongoing conditions of funding, complaints, the APP, attainment and summarised the key strengths and areas for development.</p> <p>Jane questioned the regulatory burden through the Group's partner institutions – with differing expectations. Some were more rigorous than others, but the Group provided input and staff were supported in terms of CPD.</p> <p>Achievement had been good overall and attendance strong, particularly in light of the remote curriculum. Continuation had been impacted and work was already underway to identify why.</p> <p>The work based element had been impacted and trends needed to be looked at as the pandemic lessens.</p> <p>The Chair commended the team on the pass rates and attendance. With regard to continuation issues, he asked if other providers had experienced the same – particularly colleges. The data was not yet available but once released this could be considered.</p> <p>Jane McNeil reflected on outcomes and noted artificial grade inflation across the sector and no detriment measures. She asked if there were any policy measures included. The Interim Head of FE said the surveys had indicated a high quality of TLA and reflected the support student had received through Covid-19 and the rapid transition to the online platform. The DFE were mindful of grade inflation and in terms of HEIs from external examinations reports there had been no indication the organisation had overmarked.</p> <p>Attainment in ethnic diversity had narrowed, from 83.3% in 19-20 to 94% in 20-21.</p> <p>Jane questioned enhancement and asked how that was going to be measured. Exit data could be used and the 360 hub includes employability. The careers manager is also engaged with the HE community to develop employability skills and monitor student destinations. The alumni was also another route.</p> <p>The Chair noted it was pleasing to see the positive response to the NSS survey.</p> <p>Jane said she noticed throughout the report a strong picture of excellent continued professional development for staff. She asked about the scholarship activity and how challenging that was.</p> <p>The Interim HE Manager referred to the HEPLAP programme which related to continued professional development. This feeds</p>		

	Action	Date
<p>into the College and offers a completely different culture about improving and developing practice. The College were keen to encourage HE teachers to work towards their fellowship.</p> <p>The key strengths and areas for development were shared and discussed.</p> <p>RECOMMEND: The Committee recommended the approval of the Higher Education SED to the Corporation at its meeting on 13 December 2021.</p> <p><u>HE Dashboard</u></p> <p>The Deputy Principal shared a snapshot of the live dashboard used across the College which drew through the ILR.</p> <p>The next meeting would focus on presenting the analysis.</p>	Chair	13/12
<p>07/21-22 INSTITUTIONAL OVERVIEW</p> <p>As a new provider of Open university courses the College are expected to complete an annual overview which is agreed by Academic Board and forwarded for OU monitoring.</p> <p>2020/21 was the first year of two programmes validated in 2018 by the OU:</p> <p>FD Business and Management FD Creative Practice.</p> <p>Both programmes have completed the requisite quality monitoring documents for 20/21 and external examiner reports have been very positive.</p> <p>APPROVED: Board Members reviewed the Institutional Monitoring Document and gave their approval.</p>		
<p>08/21-22 HE ACADEMIC RISK REGISTER</p> <p>The Committee reviewed the HE Academic Risk Register, focussing on four risks of interest to the Board which were discussed in the meeting.</p>		
<p>09/21-22 COMPLIANCE AGAINST CONDITIONS OF REGISTRATION</p> <p>The OFS Compliance and Policy Officer shared the key updates since the last meeting.</p> <p>In all but one case, DCG had successfully met the deadlines.</p>		
<p>10/21-22 EXTERNAL POLICY IMPACT</p> <p>Key policy announcements and drivers were shared.</p>		

		Action	Date
	These related in the main to the QAA subject benchmark statements, the Budget and Spending Review, the cabinet reshuffle, and the Universities role in climate change.		
11/21-22	FINANCIAL PERFORMANCE		
	The CFO was not in attendance at the meeting and this item was deferred to the next meeting.		
12/21-22	POLICY / REMOTE APPROVALS		
	The following items were approved remotely on 16 September 2021: <ul style="list-style-type: none"> • HE Tuition Fees • Student Protection Plan Only policies which have undergone substantial changes will be presented to the HE Academic Board. The following policies have been reviewed with no significant changes proposed: <ul style="list-style-type: none"> • Academic Misconduct Policy • Academic Appeals Policy • Assessment and Feedback Policy APPROVED: All were ratified and/or approved.		

The meeting finished at 3.00 pm

Signed: _____ Date: _____