

**REASEHEATH COLLEGE BOARD**  
**HIGHER EDUCATION COMMITTEE**

**Minutes of the meeting held on Tuesday 31 October 2017 at 2.00pm**  
**Committee Room, Reaseheath Hall**

Present: Meredydd David (Principal)  
Dr Ian Graham (independent, Chair)  
Anne McKay (Staff)  
Richard Ratcliffe (independent)  
Dr Karen Willis (independent, co-opted)

In attendance: Rhianne Edisbury (Student Association President, standing in for student governor)  
Rachel Ellis-Jones, Assistant Principal and Dean of HE  
Dr Jane Richardson, Curriculum Area Manager, HE  
Shaun Williams, HE Quality Enhancement Manager  
Shane Wild, HE Student Data and Records Officer  
Caroline Sargent, HE Faculty Administrator  
Jackie Schillinger, Clerk.

Item	Content	Action
<b>1.</b>	<b>APPOINTMENT OF CHAIR</b>	
1.1	The Clerk requested nominations for the role of Chair. Dr Ian Graham was nominated and seconded for the role. No other nominations were received and all were in favour.	
1.2	<b>RESOLVED: Dr Ian Graham is appointed as Chair of the Committee for the 2017-18 academic year.</b>	
<b>2.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
	The Chair welcomed members and attendees to the meeting. Apologies for absence were received and accepted from Francesca Francis, who was unable to attend due to illness. Apologies from Eleanor Thomas, the HE student governor were also received and accepted and Rhianne Edisbury the Student Association President had kindly agreed to attend in Eleanor's absence. The meeting was quorate.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	
	The following interested were noted: <ul style="list-style-type: none"> <li>• Meredydd David, director of DART Limited</li> <li>• Richard Ratcliffe, director of DART limited</li> <li>• Dr Karen Willis, employee of University of Chester.</li> </ul> <p>No specific agenda items were identified as giving rise to a conflict of interest.</p>	

4.	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 13 June 2017 were confirmed as a correct record and signed by the Chair.</p>	
5.	<p><b>HE STRATEGY</b></p> <p>5.1 <b>Update on HE strategy:</b> The Assistant Principal and Dean of Higher Education (The Dean) updated members on the very positive developments in the partnership working with the University of Chester. She summarised the college's HE strategic plan for 2017-18 with the key areas to take forward and the key performance indicators. Discussion followed on the challenges for land-based institutions in relation to destination data and on the latest lobbying activity on the issue by Landex and the college.</p> <p>5.2 The HE Quality Enhancement Manager presented an update report of the Teaching Excellence and Student Outcomes Framework (TEF Year Three). He summarised the impact of the implementation of TEF Year 3 and the changes seen for this year. First indications of the TEF metrics indicated improvement in all and a positive direction of travel. However, it may be too soon to re-apply for TEF Silver due to the residual impact of some historical data. He confirmed that a further update will be provided to the HE committee and the Board once the TEF metrics analysis is completed. The committee chair shared his views that the TEF will continue, following his attendance at the HEFCE AGM and members acknowledged that this seems to be the direction of travel in the sector. The committee took assurance in the measured approach the college is taking to TEF and that there is no negative impact by waiting for another year's data before applying for TEF Silver.</p>	REJ TEF metrics analysis at next meeting
6.	<p><b>HE GOVERNANCE REQUIREMENTS</b></p> <p>The HE Quality Enhancement Manager and the Clerk proposed the arrangements for receiving and approving the HEFCE Assurance statement and report this year, due to be submitted by 1 December 2017. Following discussion, it was agreed that the report be circulated to governors for consideration and comment in advance of submission of the assurance statement. It was confirmed that the Principal as accounting officer, would sign the declaration for submission to HEFCE. Due to the submission date of 1 December, the Committee agreed that Chair's authority to submit the statement, followed by ratification at the Board meeting on 7 December, would be appropriate. The calendar of meetings was discussed and it was agreed to try and bring the meetings a little earlier in the calendar next year to align with the HE assurance deadlines.</p>	JS Assurance report by email to members
7.	<p><b>HE PERFORMANCE REPORTING</b></p> <p>7.1 The HE Student Data and Records Officer gave an overview report of student retention, award retention and 2017/18 applications and enrolments. He reported that the position on applications and enrolments is strong, although internal progression remains a challenge, with an action plan provided in the next agenda item for discussion. The committee drilled down into the retention data, which was the same overall as last year, but saw a later impact than last year, following summer exams. The co-opted member shared her experience at the University of Chester to provide useful context</p>	REJ report progress on retention

7.2	<p>to the discussion. Following discussion, members requested that progress on the three actions identified by the team to address this for next year, be reported at the next committee meeting.</p> <p>The Curriculum Area Manager HE, presented her report on internal progression. Her report outlined a strategy to promote study at University Centre Reaseheath (UCR) as the natural pathway for the college's Level 3 students. Detailed discussion and questioning followed, including on proposed actions to address the challenge and information, advice and guidance resourcing in the Faculty. Following discussion, the committee approved the following actions and requested an update on progress at the next meeting:</p> <ul style="list-style-type: none"> <li>• Development of a marketing and recruitment strategy to focus on Level 3 students who have the potential to progress to study HE at UCR</li> <li>• Production of a series of 'essential guides' to demystify and promote HE for various target audiences</li> <li>• Implementation of bespoke progression events for Level 3 students and their parents</li> <li>• Development of more effective CPD for FE staff.</li> </ul>	<p>actions at next meeting.</p> <p>REJ report progress on progression actions at next meeting.</p>
8.1	<p><b>8. QUALITY MONITORING REPORTS</b></p> <p>The HE Quality Enhancement Manager reported the 2017 NSS results. He reported that in 2017 UCR has once again seen positive and encouraging NSS results, with a percentage 'agree' response for overall satisfaction of 77%, a 4% improvement on last year's results. However, there is more work to be done to reach and surpass the sector benchmark. Members focused on key strengths, improvements since last year and key areas for improvements. UCR scored exceptionally highly in <i>Assessment and Feedback</i> and <i>Academic Support</i> in comparison to a plethora of Landex-affiliated institutions. In terms of Assessment and Feedback, UCR is only bettered by Hadlow College [84%], and in terms of Academic Support, UCR is only bettered by Harper Adams University [90%]. Members noted these encouraging and positive findings, based on the improvements made in these categories from last year. The committee considered those areas still below national sector benchmark and the HE Quality Improvement Plan based on this NSS feedback. They requested that the QIP be brought forward at each committee meeting for monitoring. The good progress on student satisfaction made this year was welcomed and members looked forward to seeing this good work built on during the year.</p>	<p>REJ – HE QIP to each meeting.</p>
8.2	<p>Members received for information an update on current and on-going formal complaints for the period May – October 2017.</p>	
9.	<p><b>ITEMS FOR APPROVAL</b></p> <p><b>RESOLVED: Approval of the Higher Education Student Complaints Policy</b></p>	

<b>10.</b>	<b>ITEMS FOR INFORMATION/ASSURANCE</b>	
10.1	HE Academic Board Minutes: Members to receive these minutes by email following the meeting.	JS to email minutes
10.2	Tier 4 Sponsor Status – UKVI Basic Compliance Assessment – met all requirements and retained licence.	
10.3	Higher Education Funding Framework Internal Audit Report – substantial assurance	
<b>11.</b>	<b>MATTERS TO REPORT TO THE BOARD</b> <ul style="list-style-type: none"> <li>• Arrangements for Assurance Statement approval</li> <li>• Review and approval of the HE Student Complaints Policy to ensure compliance with the Office of the Independent Adjudicator (OIA) requirements</li> <li>• TEF metrics analysis to be reported at next meetings of the committee and the Board</li> <li>• Confidence and assurance to the Board of the good progress and direction of travel towards TEF Silver.</li> </ul>	JS for Chair's report
<b>12.</b>	<b>ANY OTHER BUSINESS</b>  There was no other business to report.	
<b>13.</b>	<b>DATE OF NEXT MEETING</b>  Confirmed as Tuesday 27 February 2018 at 2pm.	

*The meeting closed at 4pm.*

Signed:

Dated: