

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

**Minutes of the meeting held on 26 November 2020 at 2.00pm**  
**Via MS Teams**

Present: Prof Chris Gaskell (independent, Chair) CG  
 Marcus Clinton (principal) MC  
 Gary Crowe (independent) GC  
 Ian Britton (co-opted) IB  
 Anne McKay (staff) AM  
 Chelsey Rowntree (student) CR

Attending: Yvette Foulds-Davis (HE academic registrar) YFD (*item 8.2 onwards*)  
 Sarah Hopkinson (assistant dean) SH  
 Matt Gower (vice principal curriculum and quality) MG  
 Peter Greenall (assistant principal and dean) PG  
 Debra Swift (HE curriculum development manager) DS  
 Liz Watts (head of marketing) LW  
 Jackie Schillinger (company secretary) JS

**Part A unless stated**

Item	Content
<b>1.</b>	<b>APPOINTMENT OF CHAIR AND VICE CHAIR</b>
1.1	<b>RESOLVED: Chris Gaskell is appointed as Chair of the Committee for the 2020-21 academic year.</b>
1.2	<b>RESOLVED: Gary Crowe is appointed Vice Chair of the Committee for the 2020-21 academic year.</b>
<b>2.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
2.1	The Chair welcomed all to the meeting. There were no apologies for absence.
2.2	The meeting was declared quorate.
<b>3.</b>	<b>APPOINTMENT OF COMMITTEE MEMBER</b>
3.1	<b>RESOLVED: Ian Britton is appointed as a co-opted member of the Committee for a period of three years.</b>
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b>
4.1	There were no interests declared as giving rise to a conflict of interest in relation to the agenda items for the meeting.

<p>5.</p> <p>5.1</p> <p>5.2</p>	<p><b>TERMS OF REFERENCE/FORWARD PLAN OF BUSINESS 2020-21</b></p> <p>The Terms of Reference were received for information.</p> <p>The Forward Plan of Committee Business was received for information.</p>
<p>6.</p> <p>6.1</p>	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 18 June 2020 were confirmed as a correct record and the action log reviewed for assurance.</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>STUDENT EXPERIENCE FOCUS</b></p> <p>Covid-19 update/student feedback: PG provided an update on delivery since the new start of the academic year, with the assurance that the UCR approach to secure as much face to face contact as possible in the circumstances has been well received by students. He noted that the social side of the student experience had taken a hit but that more online events are being delivered and student feedback indicates that they can see the work being done to try and make the experience as good as it can be. CR from a student perspective confirmed that she felt UCR had done very well all things considered and students do see and appreciate this and she considered it a much better onsite offer than many other providers. GC questioned the level of evidence on the student experience in these difficult times that can be gathered and reported to the committee for assurance. PG confirmed that he is working on collating evidence of feedback from a variety of sources and will seek to provide a more trackable performance measure over time. CG thanked PG for the update and noted that the committee can take good assurance from the discussion on delivery so far in the first term of 2020-21.</p> <p>National Student Survey (NSS) report 2019-20: YFD presented a summary of the NSS results for 2019-20. The meeting noted the disappointing results for 2019-20 and the challenge this presents to keeping the TEF Silver rating in the future if improvements are not achieved in 2020-21. In further discussion, assurance was received that early signs in 2020-21 from internal surveys are more positive and the new management team is now established with a sharp focus on what is needed. CG confirmed that the committee will be closely monitoring this aspect this year and will report back to the Board.</p>
<p>8.</p> <p>8.1</p>	<p><b>STRATEGIC UPDATE</b></p> <p>Dean’s Report: PG provided his report, including an update on emerging impacts of the external environment including NSS Survey and Office for Students consultation developments as well as curriculum development, UCR quality improvement actions and a student recruitment update. Members welcomed the clear, well-structured report, providing good assurance on strategic oversight. The meeting noted that the RSM internal audit report on OFS regulatory compliance included in the agenda item on AOB, provided substantial assurance but that there could be an emerging risk on compliance with Condition B3 on ‘judging whether a provider is delivering successful outcomes for all of its students which are recognised/valued by employers and/or enable further study’, through a range of student outcomes indicators. Members discussed the challenges for UCR if this condition is brought in as some of these indicators, such as employment/salary destinations are a real challenge for land-based programmes and subject level indicators will impact in a different way to current measures. PG confirmed that the team are currently working on this and the committee will receive a detailed report at its next meeting and will report back to the Board on this. GC requested assurance on the curriculum</p>

	<p>development side, there can be regular reporting for assurance to the committee on progress. PG confirmed that termly reports go to the HE Academic Board and these minutes are provided for assurance to the committee but he agreed that assurance on this could also be provided directly to the committee on a regular basis. GC requested and received assurance that the proposed development of the CMI programme was central to the strategy.</p>
8.2	<p>Higher Education Strategy: PG presented the draft strategy as updated following the informal MS Teams meetings on the draft strategy held with the committee in advance of this meeting. The meeting welcomed the increasing collaboration with the University of Chester, which will support delivery of the strategy.</p>
8.3	<p><b>RESOLVED: To recommend the UCR Higher Education Strategy and Implementation Plan to the Board for approval at its meeting on 10 December 2020.</b></p>
9.	<p><b>PERFORMANCE MONITORING</b></p>
9.1	<p>Student data report: YFD presented the data update, including retention, achievement and recruitment. Members noted the overall picture on recruitment is unclear so far this year due to Covid impacts on the recruitment process and timetable. PG added that the concern is that the usual very successful face to face recruitment events are not able to take place and so UCR needs to quickly adapt to more online events but also on demand online content. He gave assurance that this is a priority and LW provided an update on online marketing actions taking place to support this different recruitment environment this year. CG noted the need to keep a sharp focus on internal progression and SH provided an update on actions in place to support internal progression this year. CG thanked the team for the data update and summarised that in general good progress is being seen so far with no major concerns at this stage, but with the uncertain external environment an update for assurance at the next meeting will provide a useful update at that stage in the year.</p>
9.2	<p>UCR KPIs and Quality Improvement Plan -Targets for 2020-21: SH provided an update on progress against the UCR KPIs and Quality Improvement Plan. The report provided RAG rated assurance on progress and SH provided detail on the Red RAG rated areas of NSS survey results and curriculum developments on the Quality Improvement Plan for focus in 2020-21. Members noted that these items had been discussed in the meeting and received the report for information and assurance.</p>
10.	<p><b>COLLEGE STRATEGIC RISK REGISTER AND KPIs</b></p>
10.1	<p>Review HE related risks: The Principal, MC introduced the risk review report and updated members on the HE related risks. Members thanked MC for the comprehensive report that picked up Covid-19 impacts clearly and provided assurance that key HE related risks are identified and monitored, with a focus on reporting at the next meeting to pick up the potential impacts of the OFS Condition B3 and the need to improve student satisfaction NSS scores for this year's survey.</p>
11.	<p><b>ITEMS FOR APPROVAL</b></p>
11.1	<p><b>RESOLVED: The following items were approved:</b></p> <ul style="list-style-type: none"> <li>• <b>HE Student Admissions Policy</b></li> <li>• <b>HE Student Complaints Policy</b></li> <li>• <b>HE Student Protection Plan</b></li> <li>• <b>Fitness to Study Policy</b></li> </ul>

<p><b>12</b></p> <p>12.1</p>	<p><b>ITEMS FOR INFORMATION/ASSURANCE</b></p> <p>The following items were received for information and assurance:</p> <ul style="list-style-type: none"> <li>• HE Academic Board meeting minutes</li> <li>• HE Student Complaints Monitoring Report</li> <li>• Confirmation of the HESES 2019 report submission to the Office for Students with the HESES 2020 submission to be received at the next meeting.</li> </ul>
<p><b>13.</b></p> <p>13.1</p>	<p><b>MATTERS TO ESCALATE TO RISK REGISTER/REPORT</b></p> <p>It was agreed that the Chair’s report to the Board would highlight the following:</p> <ul style="list-style-type: none"> <li>• The good levels of assurance received on how UCR has managed the return after summer and the first term and ensured continuation of study with substantial face to face delivery as well as online delivery, quality, assessment and academic standards, including feedback on the student experience.</li> <li>• The approval of the UCR Higher Education Strategy and Implementation Plan that is now recommended to the Board for approval.</li> <li>• The disappointing National Student Survey results for 2019-20 and that the committee will be closely monitoring this aspect this year and will report back to the Board.</li> <li>• The challenge on recruitment for 2020-21 and the work now in year to maximise recruitment.</li> <li>• Substantial assurance received from RSM internal audit reports on Access and Participation Plan implementation and Office for Students Regulatory Compliance/HE Governance. However, an emerging risk to OFS compliance is the current OFS consultation will be monitored with a report brought to the next meeting on potential impact.</li> </ul>
<p><b>14.</b></p> <p>14.1</p>	<p><b>ANY OTHER BUSINESS</b></p> <p>The recent RSM Internal Audit Reports on Access and Participation Plan implementation and Office for Students Regulatory Compliance/HE Governance, reporting substantial assurance, were provided for information and assurance.</p>
<p><b>15.</b></p> <p>15.1</p>	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting was agreed as Thursday 11 March 2021 at 2pm.</p>

The meeting closed at 4.15pm.  
Approved as a correct record 11.03.21.